










# position






# Table of Contents

**position** ..... i



<b>Status</b>	Click  to select the status of the position.		
<b>Frequency</b>	Click  to select a payroll frequency. This is a required field.		
<b>School Year</b>	Type the school year in the YYYY format. This is a required field.		
<b>Category</b>	Type the code used by some districts to categorize positions, or click  to select a code from the Category Code list. The field can be a maximum of five characters.		
<b>Supplement Attached</b>	Select if there is a supplement position record tied to this position.		
<b>Job Code</b>	Type a job code to identify the job, or click  to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.		
<b>1st Pay Date Code</b>	Type a first pay date code, or click  to select the code designating the first pay date for the position. This is a required field.		
<b>Calendar Code</b>	Type a calendar code, or click  to select the calendar code for the	<b>Primary Campus</b>	Type the code of the primary campus, or click to select a primary campus. This is a required field.
<b>Dept</b>	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.		
<b>Hours Per Day</b>	Type the number of hours per day an employee would work in a day.		
<b>Percent Day Employed</b>	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered.  For example, if the job represents half of his total assignment, type 50.		
<b>Percent Year Employed</b>	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered.  For example, if the job represents half of his total assignment, type 50.		
<b>State Minimum Days</b>	Click  to select the minimum number of state days required for the position.		
<b>Pay Concept</b>	Indicates the method used to calculate the employee's pay and is display only.		

<b>EEOC</b>	Indicates any notation related to the Equal Employment Opportunity Commission and is display only.		
<b>Workers' Comp</b>	Indicates the type of workers' compensation insurance used for the account and is display only.		
<b>TRS Member Pos</b>	Click  to select the employee's TRS classification. This is a required field.		
<b>Max Days</b>	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.		
<b>Max Payments</b>	Type the maximum number of payments allowed. This is a required field.		
<b>Overtime Eligible</b>	Select if the position is eligible to receive overtime pay.		
<b>Supervisor Position</b>	Type the position number of the supervisor, if known. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the system does not zero-fill the field. As you type the data, a drop-down list of corresponding data is displayed. Select a position number from the list.  If the position number is not known, click  . The Positions pop-up window is displayed with a list of all positions. To search for specific positions, type data in the desired search fields. Click <b>Search</b> . A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click <b>Cancel</b> .		
<b>Billet</b>	Type the billet number of the supervisor, or click  to select a billet code for the position. The field can be a maximum of five characters.		
<b>Employee Number/Name</b>	This field is display only.		
<b>Ignore Pct of Day for Salary Calcs</b>			

Select Ignore Pct of Yr for Salary Calcs to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day** and **Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page. |