



# position\_admin






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<b>Status</b>	<p>Click ▼ to select a position status.</p> <p><i>A - Active</i> - The position is occupied.</p> <p><i>H - Position on Hold</i> - The position is vacant and is not included in the budget.</p> <p><i>I - Inactive</i> - The position is vacant and is not included in the budget.</p> <p><i>P - Proposed</i> - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed.</p> <p><i>V - Vacant</i> - The position is vacant and is included in the budget.</p>
<b>Frequency</b>	Click ▼ to select a payroll frequency. This is a required field.
<b>School Year</b>	<p>Type the school year in the YYYY format. This is a required field.</p> <p>If the year is the same as the <b>Current Year</b> on the <a href="#">District Administration &gt; Options &gt; Position Management</a> page, the current year salary, first pay date codes, and job code are used for validation.</p>
<b>Category</b>	Type the code used 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 position. This is a required field.
<b>Primary Campus</b>	Type the primary campus code, or click ⌵ to select a primary campus. This is a required field.
<b>Dept</b>	Type the code used 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 works. This data is used for the positions with salaries based on an hourly rate.
<b>Percent Day Employed</b>	<p>Type the number that represents the total percent of the day that the position works.</p> <p>For example, if the position works only 50% of the day, enter 50.</p>
<b>Percent Year Employed</b>	<p>Type the number that represents the total percent of the year that the position works.</p> <p>For example, if a position works every other day (50%) or 4 days out of the week (80%). This field used to reduce the actual days worked which, in turn, reduces the calculated salary.</p>
<b>State Minimum Days</b>	Click ▼ to select the minimum number of state days required for the position.
<b>Pay Concept</b>	Displays the method used to calculate the employee's pay.

<b>EEOC</b>	Displays any notation related to the Equal Employment Opportunity Commission.
<b>Workers' Comp</b>	Displays the type of workers' compensation insurance used for the account.
<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 that the position is eligible to work. This number is used when calculating the annual pay based on a daily rate, and 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>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window is displayed with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the 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>.</p>
<b>Billet</b>	Type the billet number of the supervisor, or click  to select a billet for the position. The field can be a maximum of five numeric characters.
<b>Employee Number/Name</b>	Displays the employee number and name.
<b>Ignore Pct of Day for Salary Calcs</b>	<p>Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%.</p> <p>This field is only displayed if the <b>Display Options to Ignore Pct of Day</b> and <b>Pct of Year for Position Records</b> field is selected on the District Administration &gt; Options &gt; Position Management page.</p>
<b>Ignore Pct of Yr for Salary Calcs</b>	<p>Select 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%.</p> <p>This field is only displayed if the <b>Display Options to Ignore Pct of Day</b> and <b>Pct of Year for Position Records</b> field is selected on the District Administration &gt; Options &gt; Position Management page.</p>