














position_admin

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| Status | <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> |
| Frequency | Click  to select a payroll frequency. This is a required field. |
| School Year | <p>Type the school year in the YYYY format. This is a required field.</p> <p>If the year is the same as the Current Year on the District Administration > Options > Position Management page, the current year salary, first pay date codes, and job code are used for validation.</p> |
| Category | 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. |
| Supplement Attached | Select if there is a supplement position record tied to this position. |
| Job Code | 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. |
| 1st Pay Date Code | 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. |
| Calendar Code | Type a calendar code, or click  to select the calendar code for the position. This is a required field. |
| Primary Campus | Type the primary campus code, or click  to select a primary campus. This is a required field. |
| Dept | Type the code used to categorize the department associated with the position. The field can be a single digit. |
| Hours Per Day | Type the number of hours per day an employee works. This data is used for the positions with salaries based on an hourly rate. |
| Percent Day Employed | <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> |
| Percent Year Employed | <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> |
| State Minimum Days | Click  to select the minimum number of state days required for the position. |
| Pay Concept | Displays the method used to calculate the employee's pay. |

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| EEOC | Displays any notation related to the Equal Employment Opportunity Commission. |
| Workers' Comp | Displays the type of workers' compensation insurance used for the account. |
| TRS Member Pos | Click  to select the employee's TRS classification. This is a required field. |
| Max Days | 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. |
| Max Payments | Type the maximum number of payments allowed. This is a required field. |
| Overtime Eligible | Select if the position is eligible to receive overtime pay. |
| Supervisor Position | <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 Search. A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click Cancel.</p> |
| Billet | 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. |
| Employee Number/Name | Displays the employee number and name. |
| Ignore Pct of Day for Salary Calcs | <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 Display Options to Ignore Pct of Day and Pct of Year for Position Records field is selected on the District Administration > Options > Position Management page.</p> |
| Ignore Pct of Yr for Salary Calcs | <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 Display Options to Ignore Pct of Day and Pct of Year for Position Records field is selected on the District Administration > Options > Position Management page.</p> |