Budget - HRS6100

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Human Resources > Maintenance > PMIS Position Admin > Budget

This tab is used to create, modify, or delete budget data related to a position record. It allows you to set a base salary for which to budget when a position is vacant and sets default information for new hires.

- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values are populated to the new employee's payroll records (e.g., job information and pay information).
- If the position is for an existing employee, the budget values are not used.

In addition, this tab is used to indicate unemployment eligibility, FICA/Medicare status, and TRS status data for new employees.

Add or modify a record:

Field	Description
Position Number	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.
	If the position number is not known, click ⋮ . The Positions pop-up window opens with a list of all positions.
	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 from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.
	If the position description is not known, click ⋮ . The Positions pop-up window opens with a list of all positions.
	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 from the list. Otherwise, click **Cancel**.
	The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

Click **Retrieve**. The associated billet information is displayed.

Click 🔍 to display the position detail information for the selected position.

Under **Vacancy/Budget Information**:

Pay Grade	Type the three-character code for the pay grade, or click ⋮ to select a pay grade from the list.
Pay Step	Type the two-character code for the salary level within the indicated pay grade, or click ⋮ to select a pay step from the list.
Schedule	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed, or click ⋮ to select a schedule from the list.
FTE	Type the full-time equivalent amount used to calculate salaries in payroll.
Midpoint Base	Click ﹀ to select the midpoint base. *D - Midpoint* *N - Minimum* *X - Maximum*
Plus Percent of Midpoint	
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ﹀ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ﹀ to select the TRS eligibility status for the position.

Click **Save**.