

Position Records File Layout

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Import Position Records File Layout 1

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The Import Position Records page is used to import position records or distribution records into the position management tables. When importing position records, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency.

Notes:

- If importing current year records, you must be logged on to a current year pay frequency.
- If importing forecast records, you must be logged on to a next year pay frequency.
- The file type is comma-separated file.
- Leading zeros are required. For example, if the job code is 0204, then the file should have 0204 not 204.
- Amount columns that have decimal values should include the decimal point in the column. For example, if the amount is 210, then the file should have 210.00 not 2.10.

Position Records:

All fields with a Y in the 2nd column is required on every file upload.

Fields with an S in the 2nd column are only required if the position is filled (it is staff specific information).

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Cyr Nyr Flg	Y	P / S	Character	1	C, N	
Pos Nbr	Y	P / S	Character	13		
Billet Nbr	Y	P / S	Character	5		
Pos Typ	Y	P / S	Character	1	P (regular) S (supplement, extra duty, stipend)	
Pos Descr		P / S	Character	30		
Pos Stat		P / S	Character	1		
Pos Sch Yr		P / S	Character	4		
Pay Freq		P / S	Character	1	If current year (C), then 4, 5, or 6. If next year (N), then D, E, or F.	
Occ Emp Nbr	S	P / S	Character	6		Only required for filled positions.

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Prim Job	S	P	Character	1	Y,N	Only required for filled positions. Each employee can only have 1 position as primary.
Incr Elig	S	P	Character	1	Y,N	Only required for filled positions.
Occ Pay Grd	S	P	Character	3		Only required for filled positions.
Occ Pay Stp	S	P	Character	2		Only required for filled positions.
Occ Pay Sched	S	P	Character	1		Only required for filled positions.
St Stp	S	P	Characer	2		Only required for filled positions.
Contr Dt Beg	S	P	Character	8	YYYYMMDD	Only required for filled positions.
Contr Dt End	S	P	Character	8	YYYYMMDD	Only required for filled positions.
Dt Payoff	S	P	Character	8	YYYYMMDD	Only required for filled positions.
Nbr Days Off	S	P	Numeric	6 (1 digit to right of decimal)		
Act Hrly Dly Rate	S	P	Numeric	8 (3 digits to right of decimal)		Only required for filled positions.
Sal Amt	S	P	Numeric	10 (2 digits to right of decimal)		Only required for filled positions.
Nbr Remain Pymts	S	P / S	Numeric	3 (0 digits to right of decimal)		Only required for filled positions.
Job Categ		P / S	Character	5		
Suppl Atch		P	Character	1	Y,N	Set to N and simulation will update.
Job Cd		P	Character	4		
Frst Paydt Cd		P	Character	3		
Cal Cd		P	Character	2		
Campus Id		P / S	Character	3		
Dept		P / S	Character	1		
Hrs Per Day		P	Numeric	6 (3 digits to right of decimal)		

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Day Empld Pct		P	Numeric	4 (2 digits to right of decimal)		
Pct Of Yr		P	Numeric	4 (2 digits to right of decimal)		
Trs Pos Cd		P	Character	2		
Max Days		P / S	Numeric	6 (1 digit to right of decimal)		
Max Pymts		P / S	Numeric	3 (0 digits to right of decimal)		
Ovtm Elig Flg		P	Character	1	Y,N	
St Min Days		P	Numeric	3 (0 digits to right of decimal)		
Spvsr Pos Nbr		P	Character	13		Not required
Spvsr Billet Nbr		P	Character	5		Not required
Suppl Extra Days		S	Numeric	4 (1 digit to right of decimal)		
Suppl To Pos Nbr		S	Character	13		Position number of the “full time” job to attach this supplement to (required for extra days)
Suppl To Pos Billet		S	Character	5		Billet number of the “full time” job to attach this supplement to (required for extra days)
Extra Duty Cd		S	Character	2		
Suppl Typ		S	Character	1	G, S, B, T	
Suppl Max Amt		S	Numeric	8 (2 digits to right of decimal)		
Bas Suppl On Dly Rate		S	Character	1	Y,N	
Suppl Pay 1time		S	Character	1	Y,N	
Dt Suppl 1time		S	Character	8	YYYYMMDD	
Acpt Chg		P / S	Character	1	Y,N	Set to Y
Dt Create Updt		P / S	Character	8	YYYYMMDD	Not required – will default
Dt Fill		P / S	Character	8	YYYYMMDD	Not required – will default

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Fill Pos Rsn		P / S	Character	2		
Dt Criteria		P / S	Character	8	YYYYMMDD	Not required
Dt Auth		P / S	Character	8	YYYYMMDD	Not required
Dt Auth End		P / S	Character	8	YYYYMMDD	Not required
Dt Entry		P / S	Character	8	YYYYMMDD	Not required
Dt Inactv		P / S	Character	8	YYYYMMDD	Not required
Inactv Rsn Cd		P / S	Character	2		
Vac Rsn		P / S	Character	2		
Pay Grd		P	Character	3		“budgeting” pay grade
Pay Stp		P	Character	2		“budgeting” pay step
Pay Sched		P	Character	1		“budgeting” pay scheduling
Equiv Unts		P	Numeric	6 (4 digits to right of decimal)		
Midpnt Bas		P	Character	1	D = midpoint, or N = minimum, or X = maximum	“budgeting” on scale
Pct Of Midpnt		P	Numeric	6 (4 digits to right of decimal)		“budgeting” extra percentage (can be 0)
Unemp Elig Flg		P	Character	1	Y,N	
Fica Elig		P	Character	1	M,N,Y	
Trs Stat Cd		P	Character	1		
Bud Amt		P / S	Numeric	10 (2 digits to right of decimal)		Can be 0 as simulation will update
Bud Sal Ovrrid		P / S	Character	1	Y,N	Set to N
Act Bud Ind		P / S	Character	1	Y,N	Set to Y

Distribution Records:

All fields with a Y in the 2nd column is required on every file upload.

Fields with an S in the 2nd column are only required if the position is filled (it is staff specific information).

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Cyr Nyr Flg	Y	P / S	Character	1	C,N	

Field/Column	Req	Position Type	Data Type	Max Length (including decimal)	Expected Value	Notes
Pos Nbr	Y	P / S	Character	13		
Billet Nbr	Y	P / S	Character	5		
Pos Typ	Y	P / S	Character	1	P,S	
Distr Seq	Y	P / S	Numeric	3 (0 digits to right of decimal)		
Pay Freq	Y	P / S	Character	1 If cyr_nyr_flg = C, then 4, 5, or 6. If cyr_nyr_flg = N, then D, E, or F.		
Job Cd	Y	P / S	Character	4		
Acct Typ	Y	P / S	Character	1	B,G,S,T	
Pay Acty	Y	P / S	Character	2		
Fund	Y	P / S	Character	3		
Func	Y	P / S	Character	2		
Obj	Y	P / S	Character	4		
Sobj	Y	P / S	Character	2		
Org	Y	P / S	Character	3		
Fscl Yr	Y	P / S	Character	1		
Pgm	Y	P / S	Character	2		
Ed Span	Y	P / S	Character	1		
Proj Dtl	Y	P / S	Character	2		
Acct Amt	Y	P / S	Character	10 (2 digits to right of decimal)		
Acct Pct	Y	P / S	Numeric	8 (5 digits to right of decimal)		
Extra Duty Cd	Y	P / S	Numeric	2	(if applicable)	
Expense 373	Y	P / S	Character	1	Y,N	
Contrib Acct Flg	Y	P / S	Character	1	Y,N	



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