



## ASCENDER GUIDES



## Add or modify a record:



## Table of Contents



This tab is used to create, modify, or delete budget data related to a supplement position record.

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

### Add or modify a record:

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

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

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

### Under Vacancy/Budget Information:

<b>Budget Pay Amount</b>	Type the salary for the position.
<b>Equivalent Units</b>	Type the full-time equivalent number used to calculate the number of units. This field is used when a supplement amount is allocated to more than one employee. For example, if two employees with the same position number but different billet numbers share the supplement, type .50 in the field.
<b>Unemployment Eligible</b>	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
<b>FICA/Medicare Eligible</b>	Click  to select the FICA/Medicare eligibility for the position.

<b>TRS Status</b>	Click  to select the TRS eligibility status for the position.
-------------------	--

Click **Save**.



## Back Cover