














# 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 is 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.   |

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| <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.<br/>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>   |



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