MODULE 2:

Position Basics

POSITION CONTROL

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1. The Budget Bucket

What is a position? **A position is essentially a budgetary bucket**, holding a fiscal year's worth of budget for a given personnel role. A position is *not*, however, the same thing as a job – **a job is the combination of a position with a specific person (employee)**. If the position is the bucket, then the job is the custodian putting that bucket to use.

How you can fill a bucket is defined by its shape and characteristics: how tall is it, how big around is it, how strong is it, etc. Similarly, how you can fill a position is defined by its characteristics in the Banner HR system: its PCLS, ECLS, FTE, and various other attributes.

2. Position Categories

Every position has an assigned Position Category. This single-character, alphabetic code allows positions to be broken out and grouped according to their Status/Casual designation, their Funding commitment, and their Appointment duration:

- For a definition of Status vs Casual, see Module 1.
- Funding commitment may be **continuing** (carrying forward from one year to the next, ad infinitum), or **temporary** (grants, contracts, gifts, etc.). Positions with a continuing funding commitment are often referred to as "permanent" positions.
- Appointment duration may be continuing (carrying forward from one year to the next, ad infinitum), or **temporary** (interim, overlap for training, etc.). A position may have a continuing funding commitment, but be designed for only temporary appointments (such as for visiting faculty).

As of 2015, the most commonly used position categories include:

- A – Current Year Adjustment (CYA)
- B – Permanently Budgeted
- G – Grant-Funded
- M – Term Funding and Appointment
- T – Continuing Funding, Term Appointment
- R – Retiree
- N – Temporary and One-Time Appointments
- Z – Budget Only

A complete breakdown of *all* valid position categories can be found in the Cheat Sheet, "**Position and Position Number Formats**", which lists examples and additional details, such as default Roll Rules, Position/Job ECLS values, Single/Pooled indicators, and FTE values.

3. Position Numbers

Every bucket needs a handle; for positions, that's the Position Number. Each position has a unique, six-character, alphanumeric code, which is used to identify it throughout the position control system.

The first character indicates the home **Campus**:

- U – UNH
- P – PSU
- K – KSC
- C – GSC
- Y – System Offices

The second character indicates the **Position Category**.

The remaining characters are generally used simply as a **Sequencer**, as determined by the home campus. *The exception to this is for positions with a position category of "Z", where the final two characters have specific significance (see "**Positions and Position Number Formats**" for more details).*

For example: a position number of PB1234 indicates that the position is based at PSU, and is a permanently funded position with a continuing appointment, while a position number of UG0999 indicates the position is based at UNH, and is grant-funded.

4. Single vs Pooled

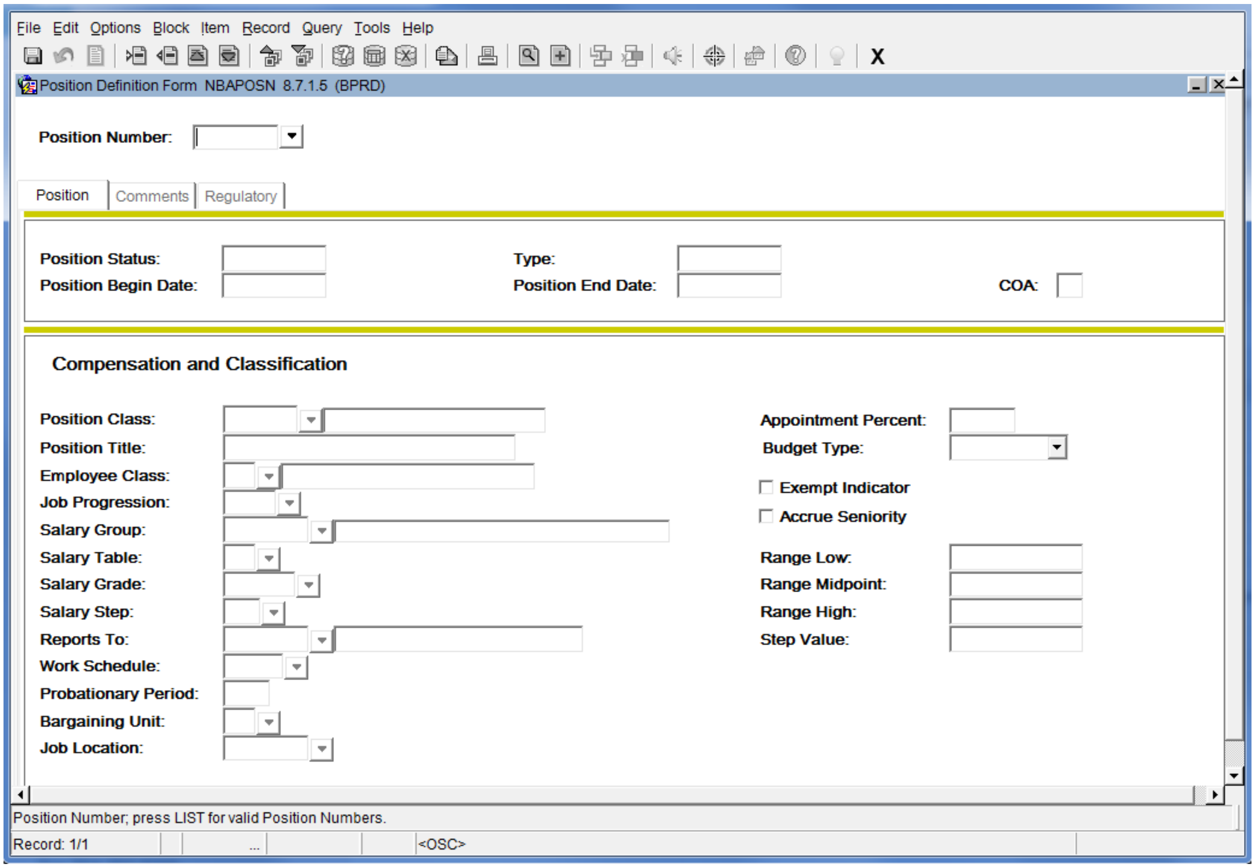
Status positions have a one-to-one relationship with employees: only one person can be appointed at a time to the position. These positions must have their indicator set to "**Single**".

Casual positions have a one-to-many relationship with employees: multiple people can be appointed to the same position at the same time. These positions may have their indicator set to "**Pooled**". See Module 3 for the Budget Development implications of using the "Pooled" option.

5. Establishing a Position

Positions must be officially classified before they can be established in Banner HR; please contact your campus HR office for instructions on the classification process.

Once classified, positions are established in Banner on NBAPOSN:



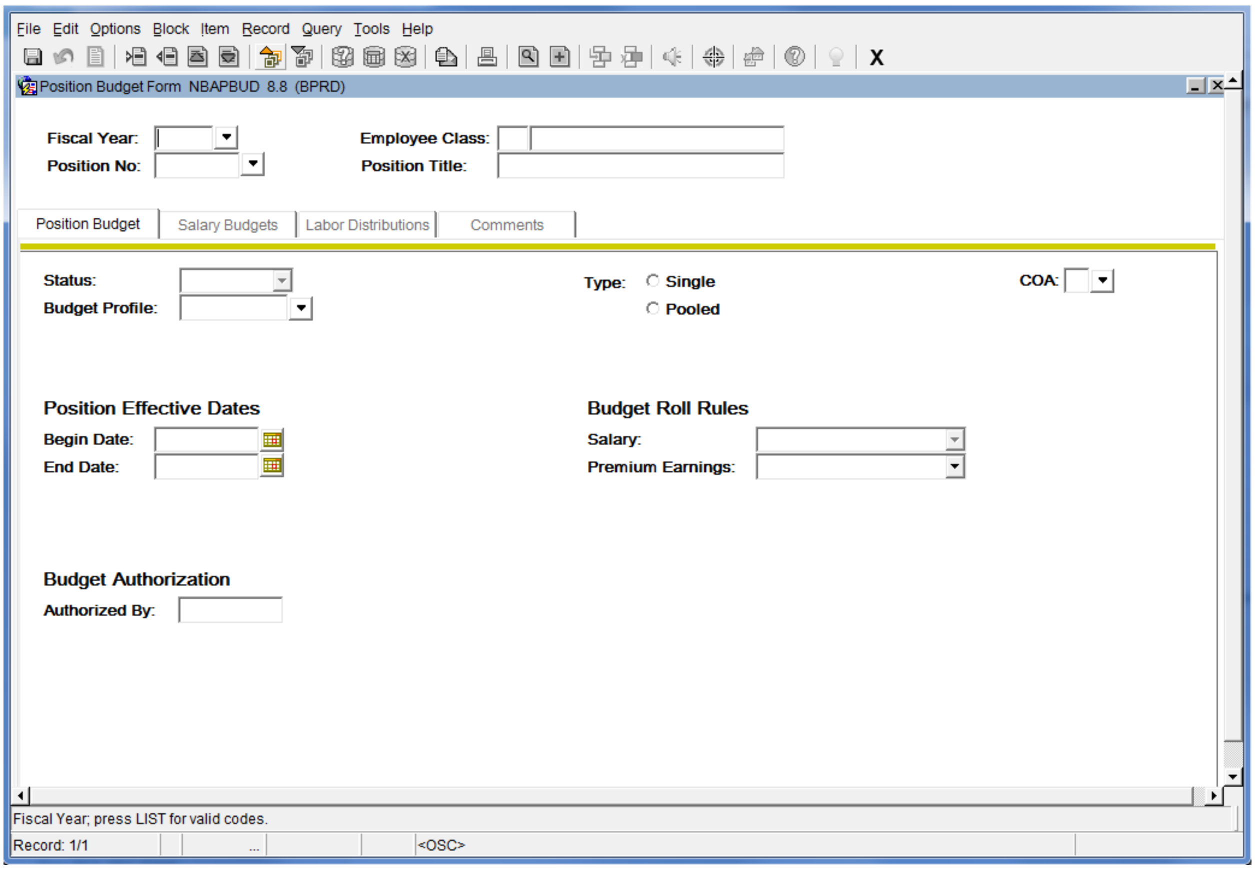
The actual entry is completed by the campus HR office; for the specific steps involved, please see Cheat Sheet, "**Cheat_Sheet_Establish_Position.pdf**".

The NBAPOSN table defines a position's PCLS; ECLS; Salary Group, Table, and Grade; Exempt Indicator, and a variety of other information. These values will default into hiring documents for new employees. They will also help drive how the position is seeded into the budget development system for future year planning.

Please pay special attention to the field, "**Position Status**". A newly established position begins life with an "Inactive" status. Once it has been budgeted, the status automatically changes to "Active". At the end of the position's life, when it is no longer needed, there is a process to change it to “Cancelled”. **Once cancelled, the position should never be un-cancelled and used again**. Positions may be set to “Frozen” if they are not needed for a short period; this status may be changed back to “Active” when the position is needed again. (A status of “Frozen” will not affect Payroll being processed against a job, or the position being budgeted in Budget Development; however, it will prevent changes from being made to job records.)

6. Activating a Position

Position activation is coded in Banner in NBAPBUD:



The actual entry is completed by the BSC or Campus Finance Office; for the specific steps involved, please see Cheat Sheet, “**Cheat_Sheet_Activate_Position.pdf**”.

This is the form where Banner HR and Banner Finance really start to come together. Unlike NBAPOSN, which contains only a single record per position, the NBAPBUD form contains a separate record for each position, for each fiscal year. It requires the entry of a FOAPAL distribution for the position, which will feed budget development and default into EPAFs.

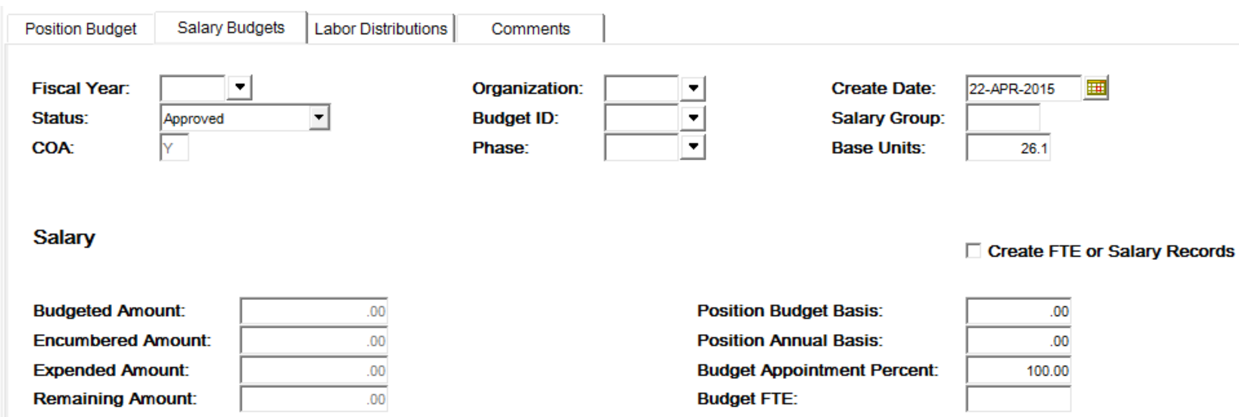
On the first tab, “Position Budget”, there are several fields of note. The position’s **Status**, as described in Section 5, can be changed here. **Please remember that un-cancelling positions is not allowed, as it bypasses the position classification process.**

Note that if the position Status is set to “Cancelled”, then under Position Effective Dates, the **End Date** must not be blank; it must be set to the cancellation date.

Under Budget Roll Rules, the **Salary** field will default in based on the position’s ECLS. This field is extremely important during Budget Development; see Module 3 for additional information.

For older positions, the **Budget Authorization** field may still hold the legacy position number from pre-Banner; these position numbers followed a completely different numbering syntax.

Once the first tab has been completed, you can go to the second tab, “Salary Budgets”:



Of special note on this tab:

Records for future **Fiscal Year**s may be displayed here during Budget Development. It is important not to edit these records in this form; they need to be edited via the NZAWBUD form (see Module 3) instead.

The **Organization** value drives security for the position: if you don’t have access to the Org, you won’t be able to access the position.

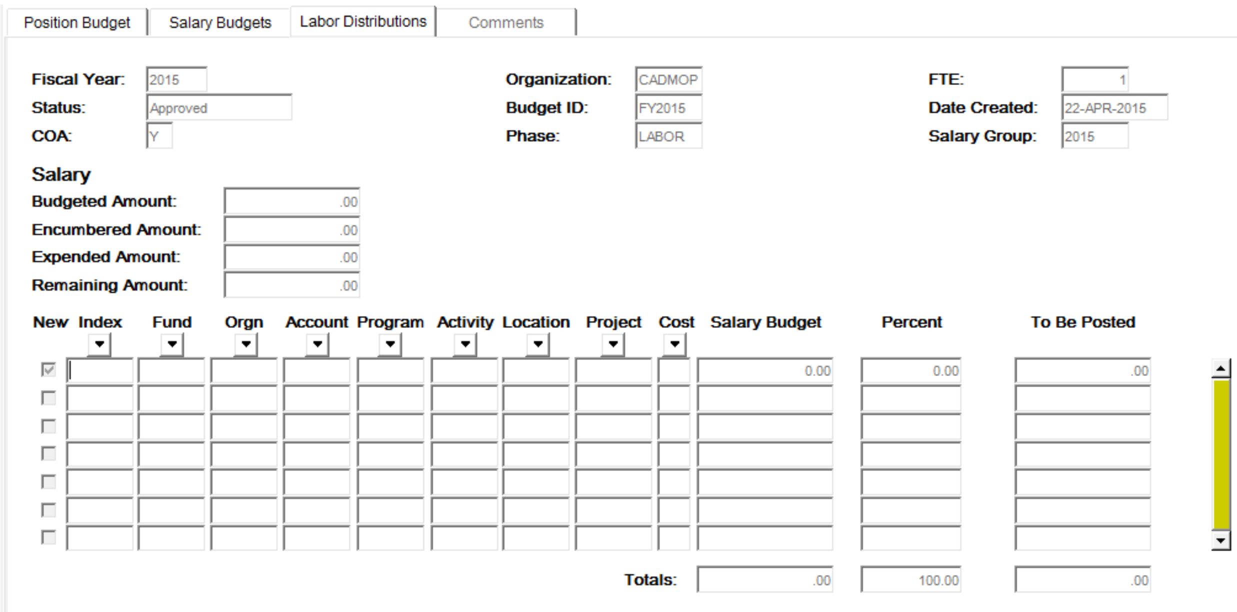
The **Phase** value for the current, approved fiscal year is always “LABOR”.

The **Salary Group** value is automatically populated upon saving; it should always match the **Fiscal Year**.

Budget FTE is expressed as 1.0 for 100%, .75 for 75%, etc.

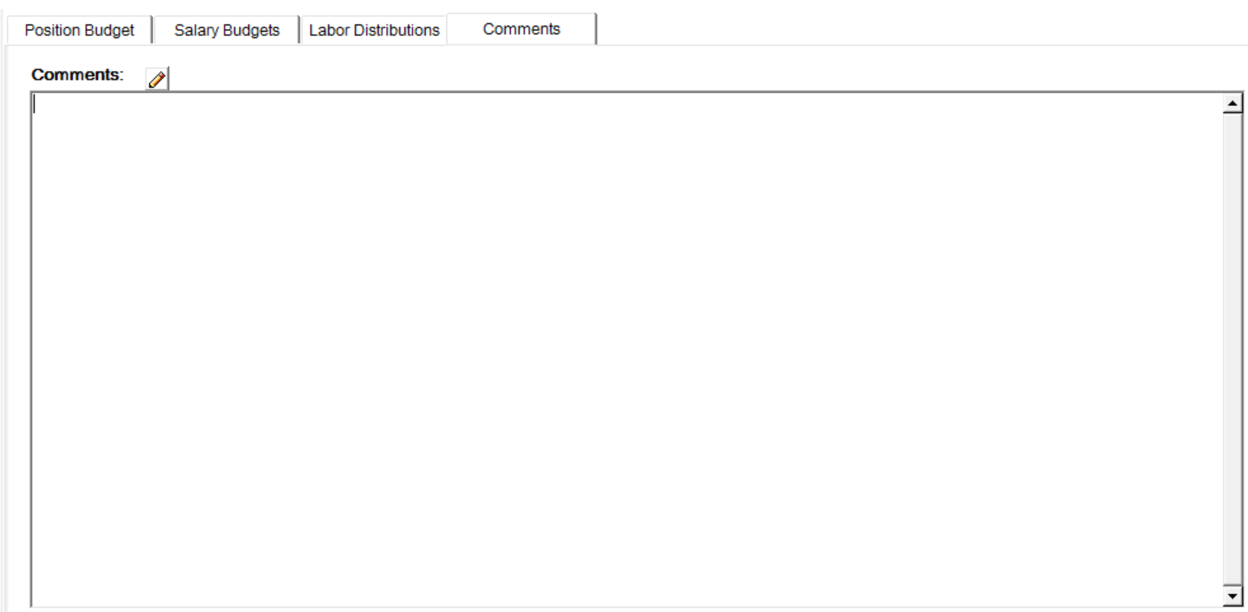
The **Budgeted Amount** field will automatically populate once the position has been budgeted via NWAPBAD. The **Encumbered Amount** and **Expended Amount** will populate once there is an incumbent in the position.

The third tab is “Labor Distributions”:



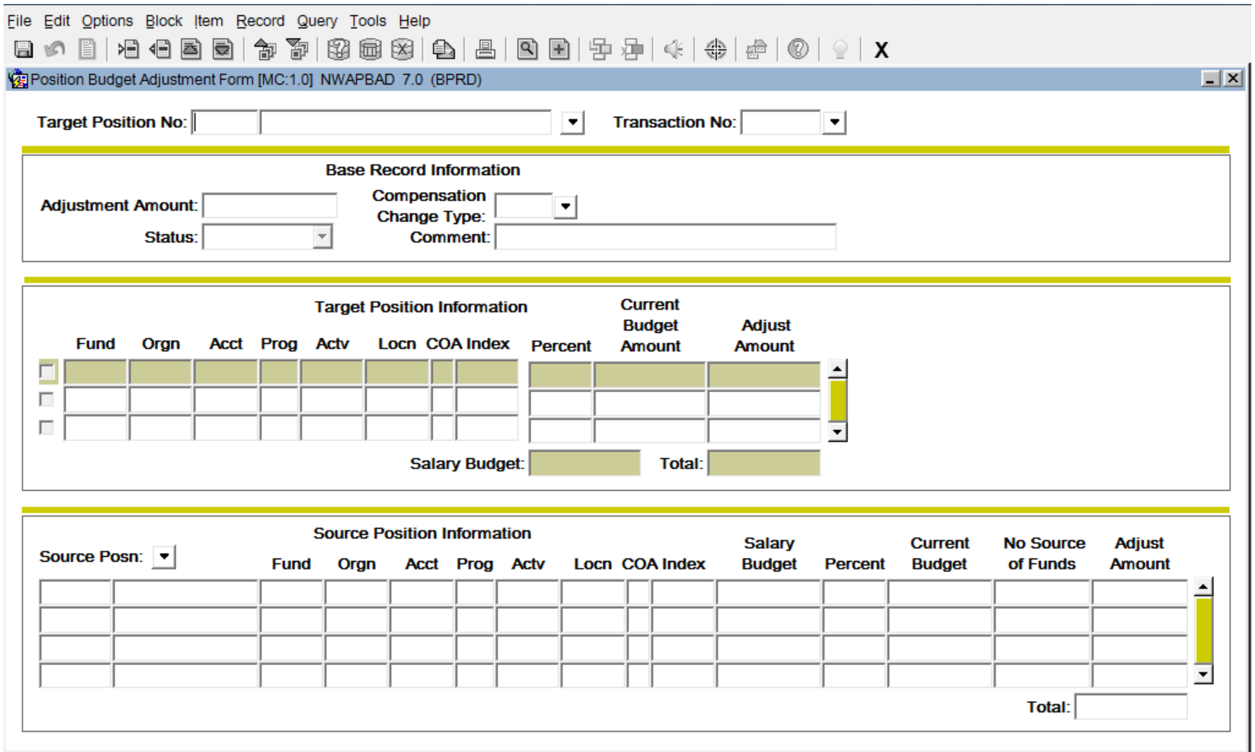
Note that while the form requires that FOAPAL data be entered, it does not allow direct budgeting of dollars; that must be done via the NWAPBAD form.

The final tab is for comments, which are optional:



7. Budgeting a Position

Position budgeting is done in Banner on the NWAPBAD form:



The actual entry is completed by the BSC or Campus Finance Office; for the specific steps involved, please see Cheat Sheet, "**Cheat_Sheet_Budget_Position.pdf**".

There are a few points to note about this form. If you wanted to enter a zero dollar transaction (for example, to shift budget from one line to another on the same position), you instead would need to enter two separate transactions: one to reduce the first line, and a second to increase the next line. If you start to enter a zero dollar transaction and save it, you will not be able to enter subsequent transactions for the same position until the zero dollar entry is removed or the amount changed to something other than zero.

Entering a transaction that crosses Funds is not allowed. This is to prevent Fund budgets from becoming unbalanced in Banner Finance.

Positions are generally not allowed to go negative (the exception is budget-only positions with a position category of "Z").

If you don't wish to use an existing position as the source of funds for the transaction, you can use "NOSOFP". This will create an offsetting entry in Banner Finance, on the appropriate PPB Org.

PPB Orgs

In order to facilitate reconciling Banner HR with Banner Finance, special Org codes have been established, which follow the numbering format of "***PPB". When "NOSOFP" is cited as the source of funds for a transaction, it creates an equal and opposite entry in Banner Finance, that uses the same Fund and Account code as the target position, but substitutes the PPB Org for the position's Org. This keeps the Fund in balance. The Banner Finance transaction can then be redistributed to whatever Org-Acct is desired – supplies, equipment, etc. – via a Banner Finance journal voucher.

There is not a direct way for users to determine what PPB Org has been defined for a specific Fund-Org combination; however, the USNH Budget Office can look up this information for you if necessary. An annual snapshot of the PPB Crosswalk is also posted in the directory:

\\louise\USNH\Budget\y Budget Development Workpapers\

If you choose to source a NWAPBAD transaction from an existing position, you can use either a regular paying position (for example, using a vacant position to fund a CYA position) or a budget-only pool position. The two most common types of the latter are Continuing Increase and Appointment Variance positions.

8. Budget-Only Pool Positions

Continuing Increase positions are intended to hold budget dollars approved by the Board of Trustees, for providing ongoing salary improvements such as Across-the-Board, Merit, and Equity increases. These positions must be manually budgeted during Budget Development each year (see Module 3), and do not carry their budgets forward from one year to the next.

Typically, Continuing Increase positions are used only for Fund Types U (education & general funds) and A (auxiliary enterprises). They have a position category of "**Z**", with the final two characters indicating the type of Fund:

- "CI" for Fund Type U
- "CB" for Fund Type A

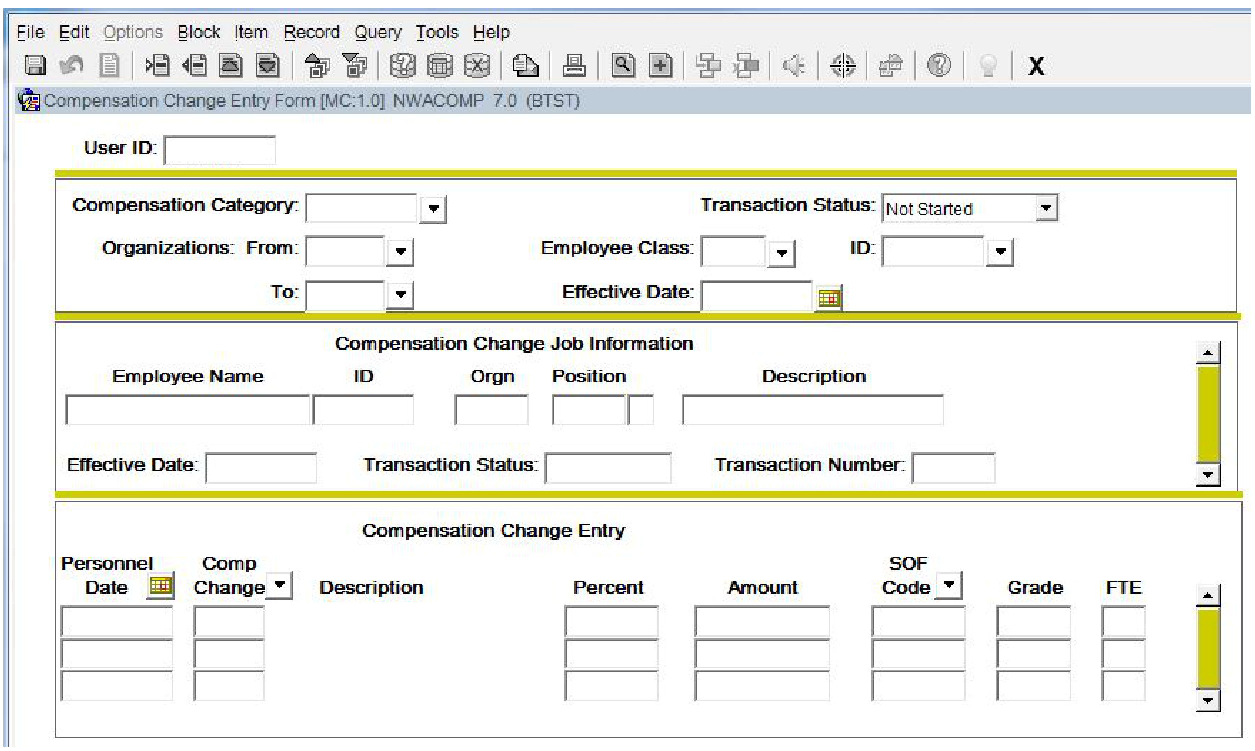
Appointment Variance positions are intended to hold normal salary budget dollars that simply have not yet been allocated to specific positions. They are a tool for managing salary budgets for a given department, BSC, or college: as regular positions are increased or reduced, the net change amounts can be debited from or credited to the appointment variance pool (i.e. the Appointment Variance position's budget).

Typically, Appointment Variance positions are used only for Fund Types U (education & general funds) and A (auxiliary enterprises). They have a position category of "**Z**", with the final two characters indicating the type of Fund:

- "AV" for Fund Type U
- "AB" for Fund Type A

9. NWACOMP & the Sourcing Matrix

Position budgets are also impacted by salary adjustments posted through the **NWACOMP** form:



The actual entry is completed by the Campus HR Office; for the specific steps involved, please see Cheat Sheet, "**NWACOMP_cheat_sheet.pdf**", posted at:

http://www.usnh.edu/banner/cheat-sheets/active/NWACOMP_cheat_sheet.pdf

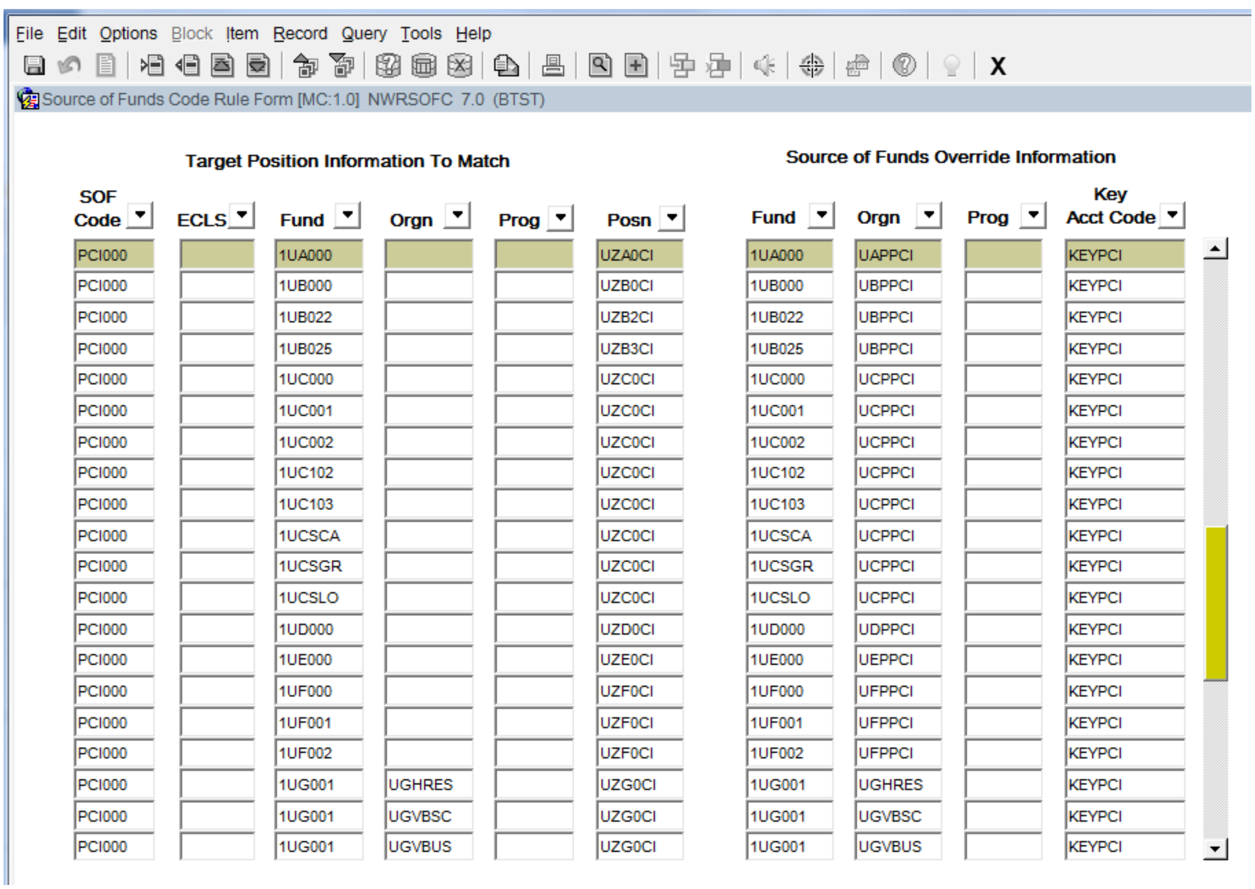
Of note on this form is the **SOF Code** field; this field holds a six-character code that determines where the funding for the transaction will be drawn from. The codes to be used are:

- **PCI000 –** Continuing Increase funding
- **PAV000 –** Appointment Variance funding

Historically, additional codes were used; these three codes should no longer be cited:

- PCIGEN – General Increases
- PCIMER – Merit Increases
- PCIEQT – Equity Increases

All of these codes are defined in the **Sourcing Matrix**, which decodes them to pull funding from a specific position number and FOAPAL line. The Sourcing Matrix consists of two tables, **NWRSOFC** and **NWRSOFA**. The first table defines the Position, Fund, and Org, from which funding will be drawn; the second table defines the Acct to be used.

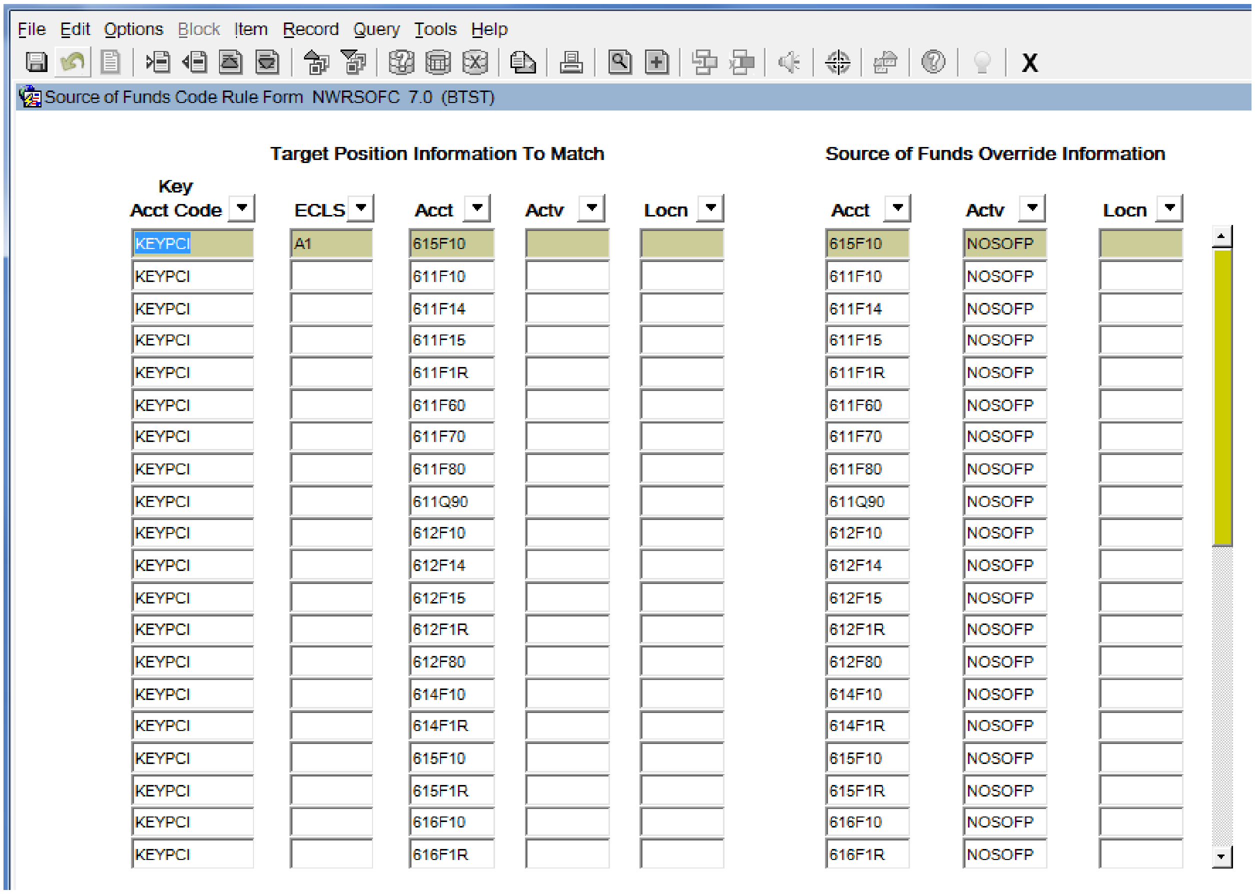

File Edit Options Block Item Record Query Tools Help

Source of Funds Code Rule Form [MC:1.0] NWRSOFC 7.0 (BTST)

Target Position Information To Match						Source of Funds Override Information			
SOF Code	ECLS	Fund	Orgn	Prog	Posn	Fund	Orgn	Prog	Key Acct Code
PCI000		1UA000			UZA0CI	1UA000	UAPPCI		KEYPCI
PCI000		1UB000			UZB0CI	1UB000	UBPPCI		KEYPCI
PCI000		1UB022			UZB2CI	1UB022	UBPPCI		KEYPCI
PCI000		1UB025			UZB3CI	1UB025	UBPPCI		KEYPCI
PCI000		1UC000			UZC0CI	1UC000	UCPPCI		KEYPCI
PCI000		1UC001			UZC0CI	1UC001	UCPPCI		KEYPCI
PCI000		1UC002			UZC0CI	1UC002	UCPPCI		KEYPCI
PCI000		1UC102			UZC0CI	1UC102	UCPPCI		KEYPCI
PCI000		1UC103			UZC0CI	1UC103	UCPPCI		KEYPCI
PCI000		1UCSCA			UZC0CI	1UCSCA	UCPPCI		KEYPCI
PCI000		1UCSGR			UZC0CI	1UCSGR	UCPPCI		KEYPCI
PCI000		1UCSLO			UZC0CI	1UCSLO	UCPPCI		KEYPCI
PCI000		1UD000			UZD0CI	1UD000	UDPPCI		KEYPCI
PCI000		1UE000			UZE0CI	1UE000	UEPPCI		KEYPCI
PCI000		1UF000			UZF0CI	1UF000	UFPPCI		KEYPCI
PCI000		1UF001			UZF0CI	1UF001	UFPPCI		KEYPCI
PCI000		1UF002			UZF0CI	1UF002	UFPPCI		KEYPCI
PCI000		1UG001	UGHRES		UZG0CI	1UG001	UGHRES		KEYPCI
PCI000		1UG001	UGVBSC		UZG0CI	1UG001	UGVBSC		KEYPCI
PCI000		1UG001	UGVBUS		UZG0CI	1UG001	UGVBUS		KEYPCI

The NWRSOFC table allows different sourcing to be set up for different Orgs on the same Fund; this is not often used but can be helpful for complicated Funds (typically Auxiliary Enterprise).

The Key Acct Code field defines which entry in the NWRSOFA is to be cited for the Acct code:



File Edit Options Block Item Record Query Tools Help

Source of Funds Code Rule Form NWRSOFC 7.0 (BTST)

Target Position Information To Match					Source of Funds Override Information		
Key Acct Code	ECLS	Acct	Actv	Locn	Acct	Actv	Locn
KEYPCI	A1	615F10			615F10	NOSOFP	
KEYPCI		611F10			611F10	NOSOFP	
KEYPCI		611F14			611F14	NOSOFP	
KEYPCI		611F15			611F15	NOSOFP	
KEYPCI		611F1R			611F1R	NOSOFP	
KEYPCI		611F60			611F60	NOSOFP	
KEYPCI		611F70			611F70	NOSOFP	
KEYPCI		611F80			611F80	NOSOFP	
KEYPCI		611Q90			611Q90	NOSOFP	
KEYPCI		612F10			612F10	NOSOFP	
KEYPCI		612F14			612F14	NOSOFP	
KEYPCI		612F15			612F15	NOSOFP	
KEYPCI		612F1R			612F1R	NOSOFP	
KEYPCI		612F80			612F80	NOSOFP	
KEYPCI		614F10			614F10	NOSOFP	
KEYPCI		614F1R			614F1R	NOSOFP	
KEYPCI		615F10			615F10	NOSOFP	
KEYPCI		615F1R			615F1R	NOSOFP	
KEYPCI		616F10			616F10	NOSOFP	
KEYPCI		616F1R			616F1R	NOSOFP	

Note that although Actv appears on this form, it is not used by the Sourcing Matrix.

Historically, special account codes were used to fund position increases. This is no longer the case – increases are now funded from the paying account code. NWRSOFA therefore does not generally need to be consulted when researching a funding transaction.

The Sourcing Matrix is maintained by the USNH Budget Office; if you need to make a change (for example, when a new Fund is created), just let Budget know. For a complete listing of the data defined in NWRSOFC, please consult the WebI report:

- **BUD3030 – Sourcing Matrix listing**

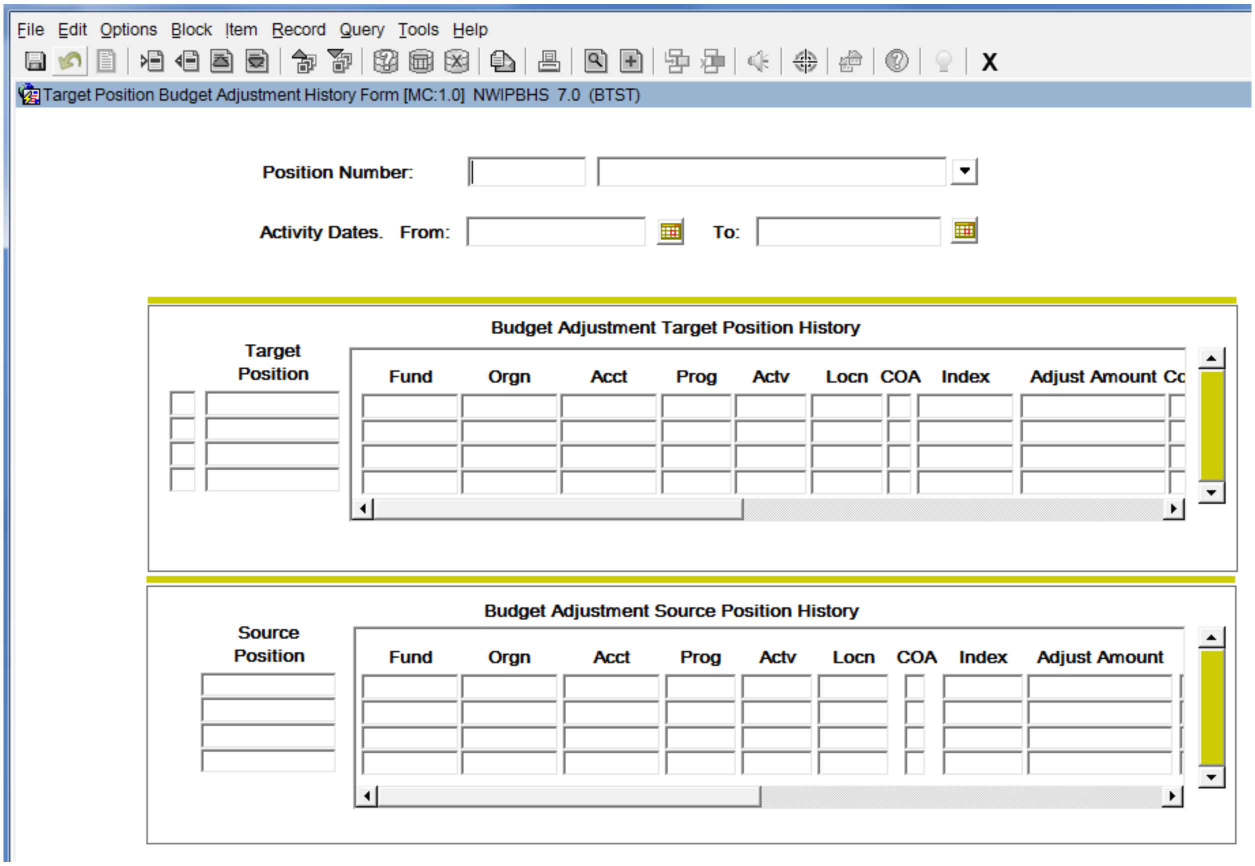
To see how a specific position would be funded via the Sourcing Matrix, see reports:

- **BUD3031 – Position CI Sourcing Report**
- **BUD3032 – Position AV Sourcing Report**

10. Researching Transaction History

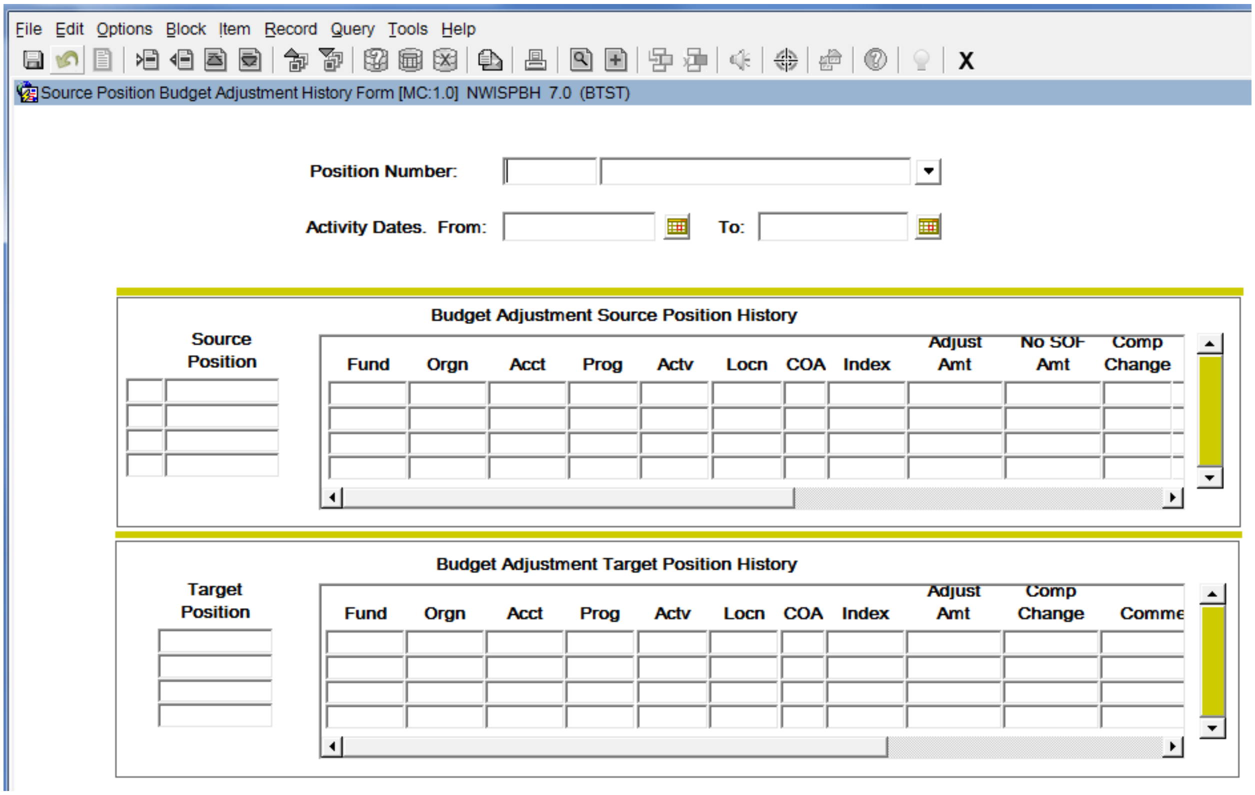
To research the transactions which have processed against a specific position, there are several tools available.

The **NWIPBHS** table searches on the Target Position to provide the detail of a transaction:



This table will list transactions which were processed by NWAPBAD as well as transactions processed via NWACOMP.

The companion table **NWISPBH** searches on the Source Position to provide transaction detail:



Note that the detail section of this table is the opposite of NWIPBHS: the Source Position information comes before the Target Position data.

To obtain a complete picture of the transactions which have affected a specific position, you need to check *both* NWIPBHS and NWISPBH.

Another tool available for research transaction history is WebI. There are a variety of reports available; specifically recommended are:

- HR30400 – Position Budget History and Adjustments
- HR30415 – Position Budget Adjustments by Fund

11. Using a Position – Tips

Positions must be "Active" in order to be used on EPAFs for Job transactions. If the position has any other status, you will get an error upon trying to process a Job transaction against it.

Positions cannot have any lines with a distribution percentage of zero in the NBAPBUD table, if you want to cite them on an EPAF. You will need to delete the excess zero percent line(s) in order to process your Job transaction. **If there is only one line on the position, and it is showing a distribution percentage of zero, contact the USNH Budget office – we can do some behind-the-scenes magic to correct this situation.**

The "Frozen" position status is set via the NBAPBUD screen in Banner. It will not affect Payroll being processed against a job, or the position being budgeted in Budget Development; however, it will prevent changes from being made to job records. Specifically, "Frozen" status will prevent the following:

- The creation of a job record via EPAF ("*ERROR* Not a valid position")
- The creation of a job record via direct entry ("*ERROR* Not a valid active position")
- The modification of an existing job record via EPAF ("*ERROR* Not a valid position")
- The modification of an existing job record via direct entry ("Invalid Position Status for Job Detail; Position is not active")

The status will not prevent the *viewing* of an active job record; however, it will produce the following warning: "*WARNING* You can only view this record. Not a valid active position".

To associate a job record with the position, the position must be returned to "Active" status.

12. Cancelling a Position

Cancelling a position is simple: on the NBAPBUD form, **change the status to Cancelled**, and **code the effective date in the End Date field**. Be sure to Save these actions.

Things to keep in mind:

- Once a position is cancelled, it should never be un-cancelled, so be certain this is the action you wish to take. *If you decide later that you need the position, you will have to go through the position classification process, and establish a brand new position number, rather than un-cancelling the old number.*
- Cancelling a position will prevent EPAFs from being processed against it; the position should be vacant before being cancelled.

- You should remove any unneeded budget dollars from the position (via NWAPBAD) prior to cancelling it.
- Cancelling a position will prevent it from creating a future year budget in Budget Development (see Module 3).

USNH Budget regularly reviews positions which have been set to Cancelled, to ensure that End Dates have been entered. Similarly, positions which have had End Dates entered are reviewed and set to Cancelled status.

13. Management Reporting

A wealth of reports are available in WebI; reports related to the position control system fall in the HR30000 section. If you cannot locate a report that provides the data you need, please contact the USNH Budget Office; we may be able to tweak an existing report for you, or if the suggestion is something that might be of benefit to others as well, we can pursue having a new report created.

WebI can be accessed via the USNH Gateway page. Data is generally updated overnight, so you may need to wait a day before a transaction will appear on the WebI reports.