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Reference Documents

- Positions and Position Number Formats
- Position Group-PCLS-Position Category-ACCT-OBJNO Relationships
- List of Workschedules (Banner Tables NTVWKSH and NTRWKSH)
- Processes Using NWACOMP (will be provided separately)
- Processes Using NOAEPAF (will be provided separately)
- Other Activites Requiring Manual Budget Adjustment (will be provided separately)

How-To Documents

- Adding the Position on NBAPOSN
- Activating the Position on NBAPBUD
- Budgeting a Newly Established Position

On-line Query Tools

- NWIPBHS – Target Position Budget Adjustment History Form
- NWISPBH – Source Position Budget Adjustment History Form
- NBIPINC – Position Incumbent List Form
- NBIPORG – Position List by Organization Form

Position Management

Selecting the Correct Position Category

Position is a six character alpha and/or numeric attribute. Specific coding conventions have been established in order to group positions that have similar characteristics. The second character is the position category and is key to this grouping.

USNH has defined categories of positions for purposes of meeting specific budgeting, human resource and information requirements. These include the ability to appropriately represent and manage various varieties of permanent and non-permanent status staff and the ability to monitor and control non-status (temporary/current year only funding) staffing and budgets (e.g., hourly labor, supplemental earnings, etc.). The categories of positions that have been defined are described below. See [Positions and Position Number Formats](#) document.

Current Year Adjustment positions (Category A) will represent temporary appointments due to interim, temporary upgrade or temporary change in percent time. Temporary increased/decreased percent time, temporary upgrade, and interim are instances where the full annualized rate might not be carried in the JOBS record. This could result in an insufficient budget in the position the subsequent year.

- In each case create a 'current year adjustment position' (this is data position only, it does not have any significance except as affiliated with the 'real' position that has been temporarily increased/decreased) with same expense, classification, etc. as the permanent position.
- Place the person into that position and place them on leave from their permanent position.
- In the case of an interim or temporary upgrade (including faculty), terminate the job of the position for which interim duties are being performed and allow that position to remain vacant until officially filled.
- Record the affiliated permanent position number into the Authorized-by field on NBAPBUD for information and research purposes.

[Roll rules and the annual budget development process will be further analyzed over the coming months. However, it is important to have a basic understanding of the concept as it relates to this category of position. The roll method for the current year adjustment position will be set to zero. The permanent position of the incumbent will roll at the current salary amount. If the current year adjustment position was not set to zero, we would double budget for the person. Manual adjustments to the budgets may be needed to correctly budget for those appointments that cross fiscal years.]

EXAMPLES:

Scenario 1 for Faculty Interim

Interim Dean -- Person is put on leave without pay from their faculty position and put into an adjustment position with a classification of Interim Dean.

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Scenario II for Faculty Interim

Administrative leave to prepare for returning to the faculty is defined in policy. (e.g. Faculty member performs interim duties as Dean as in Scenario I and then receives administrative leave to prepare to return to the faculty). Keep in interim assignment and use a unique job change reason.

Scenario III for Faculty Interim

Dean is returning to the faculty and will receive administrative pay for 1 year – remove from Dean position and put into faculty position with a job assignment, put on leave without pay from the faculty position and put into an adjustment position with a classification of interim dean. (note: employee could have administrative and faculty assignments during the 1 year administrative salary period and former faculty members have retained tenure).

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have an FTE equal to the appointment percent.

These are status benefits eligible positions.

Permanently Budgeted Positions (Category B) are defined as continuing positions with continuing funding and permanent programmatic needs. These are the positions that are managed within our position control system as the “Permanent Salary Base”. These positions must be advertised.

This category will include the following positions that are partially funded by soft money on a continuing basis.

- Positions that are associated with Federal Appropriations, P2 funds (IFUNDS in our legacy system). These P2 positions will have a labor distribution of fund equal to 95ZPPB (This is a P1 Fund Type) org YZMPPB activity YUNHP2. The org is the same as the offset org utilized by all positions to maintain a balanced Finance budget. The activity code indicates that the position should retain the place holder foapal through the annual budget preparation process. In a job, the offset labor distribution would be overridden with the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.
- Positions that are authorized by policy USY V. C 6.5.6. These positions will have a labor distribution of fund equal to 95ZPPB (This is a P1 Fund Type) org YZMPPB activity YUNHPB representing up to 50% of the total funding. The org is the same as the offset org utilized by all positions to maintain a balanced Finance budget. The activity code indicates that the position should retain the place holder foapal through the annual budget preparation process. In a job, the offset labor distribution would be overridden with the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.

On a current year basis, these positions may be associated with the placeholder foapal 95ZPPB YZMPPB in order to allow for activity such as course buy-out. No activity code will be associated with these labor distributions to indicate that this labor distribution will not be retained through the annual budget development process. In a job, the offset labor distribution would be overridden with

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the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have the an FTE equal to the appointment percent.

These are status benefits eligible positions.

Split Funded Permanent Positions (Category S) provide the ability to utilize one position when there is partial continuing non-grant funding and partial grant funding. Use of this category requires further review.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have the an FTE equal to the appointment percent.

These are status benefits eligible positions.

Grant position (Category G) would provide for a fully grant funded position. The position would be budgeted with an expense distribution of fund equal to 95ZPPB (This is a P1 Fund Type) org YZMPPB no activity code. The org would be the same org as the offset org utilized by all positions to maintain a balanced Finance budget. These budgets have a net zero affect on Finance. In a job, the offset labor distribution would be overridden with the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.

On a current year basis, these positions may be associated with a non-grant foapal in order to allow for activity such as course buy-out. This labor distribution will not be retained through the annual budget development process. This labor distribution would default to the job.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have an FTE equal to the appointment percent.

These are status benefits eligible positions.

Continuing Funding With Temporary Appointments (Category T) provide for budgeting an ongoing need that will vary in where it is assigned and who will fill it. These positions must be advertised.

On a current year basis, these positions may be associated with the placeholder foapal 95ZPPB YZMPPB in order to allow for activity such as course buy-out. No activity code will be associated with these labor distributions to indicate that this labor distribution will not be retained through the annual budget development process. In a job, the offset labor distribution would be overridden with the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.

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Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have the an FTE equal to the appointment percent.

These are status benefits eligible positions.

Temporary Funding With Temporary Appointments (Category M) are positions where the funding and the appointments are temporary. A person may be associated with the position for the life of the position. These positions may include faculty. These positions must be advertised.

On a current year basis, these positions may be associated with the placeholder foapal 95ZPPB YZMPPB in order to allow for activity such as course buy-out. No activity code will be associated with these labor distributions to indicate that this labor distribution will not be retained through the annual budget development process. In a job, the offset labor distribution would be overridden with the labor distribution of the grant that the position would be expensed against. Thus the position would be expensed correctly.

An end date must be associated with these positions and may be up to 3 years from the start date (5 years if the campus indicates that the position is still a campus priority). The begin date should be the beginning of the fiscal year July 1, 20FY and the last day of a fiscal year - June 30, 20FY for an expiration date.

Special Characteristics:

There is an end date associated with an active position in this category.

These positions have a one position to one person relationship.

These positions have the an FTE equal to the appointment percent.

These are status benefits eligible positions.

Temporary Funding With Appointment Limited to 1 Year Only (Category Y) are positions that satisfy a need of 1 year or less for faculty, were there is a programmatic need limited to 1 year. These positions do not require advertising.

Special Characteristics:

These positions have an end date one year from the begin date.

These positions have a one position to one person relationship

These positions have an FTE equal to the appointment percent.

These are status benefits eligible positions.

Retiree (Category R) are positions that are used for full early retirement (FER) or partial early retirement (PER).

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to one person relationship

These positions have an FTE equal to the appointment percent.

These are not benefits eligible positions.

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Exiting (Category E) are positions that will be used for a variety of appointments associated with a person leaving the institutions.

Vacation and Earned Time Payout

These positions will be budgeted centrally by the System Budget Office. One position will be utilized system-wide for Vacation Payout [position = YEPVSB] and one system-wide for Earned Time Payout [position = YEPESB]. Zero dollar jobs will be established locally via EPAF and an earn code will be utilized to pay a lump sum "special rate". Labor distributions will default from the positions and Campuses will override activity codes to capture expenses by campus.

Separation Incentive

Positions for separation incentive payments (SIPs) will be budgeted centrally by the System Budget Office. A separate position will be utilized for each campus [position numbers = UETFSB, KETFSB, PETFSB, YETFSB]. SIP payments will utilize an EPAF generated by the System Benefits Office.

ARC

Positions for additional retirement contribution lump sum payments (ARC) will be budgeted centrally by the System Budget Office. A single position will be utilized system-wide [position number = YEARSB]. ARC payments will utilize an EPAF generated by the System Benefits Office.

Complementary Appointment (Category N) budgets are represented via pooled positions. Position classifications represented by this type of position include Grad positions, College Work Study, Off-Campus College Work Study, Student Hourly, Complementary Appointments [instructional (summer and AY), research, non-instructional (exempt, and non-exempt), professorship supplemental, adjunct, and In-resident appointments].

CWS positions represent funding that is in part institutional and part federal money. The associated federal foapal, departmental foapal (which could be a placeholder foapal), and percent allocation of funding default from the position to the job to facilitate processing. Budgets in HR represent actual expected expenditure amounts for KSC, CLL and SYS. At UNH and PSC, budgets are entered directly into finance.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to many person relationship.

These positions have an FTE equal to 1.

These are non-status position and appointments are not benefits eligible.

Stipends (Category C) for Faculty Chairs, Research Center Directors, Center Directors and Coordinators will be represented in pooled positions.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions have a one position to many person relationship.

These positions have an FTE equal to 1.

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These are nonstatus benefits eligible positions

Budget Only Positions (Category Z) capture personnel budgets that are not affiliated with positions to which people could be appointed. For example earn code payments (shift, longevity or overtime), wage and salary guideline budgets, appointment variances or other adjustments to budgets.

Special Characteristics:

There is no end date associated with an active position in this category.

These positions will never have appointments directly affiliated.

These positions have an FTE equal to 1

Evaluation of Workschedule (This section represents the best information as of 7/18/03. Additional questions should be directed to USNH Payroll.)

Summary

Banner pays hourly employees based on their workschedule if they are not coded as Positive Pay employees. For go-live, there are no positive pay employees, all hourly employees have a workschedule assigned to their position

Banner pays for the actual time worked per pay period, not an average amount per pay period.

A workschedule determines the number of hours for which the employee will be paid each pay period. Every hourly position that is not for FAMIS or KRONOS employees, will have a workschedule assigned to that position. The workschedule will pay the employee.

The USNH Central Payroll Office is responsible for creating and maintaining the workschedule codes. If a workschedule code cannot be found on the current list of codes, contact the USNH Payroll office to create a new one. The current list of available workschedule Codes can be found in the Banner forms Workschedule Code Validation Form (NTVWKSH) and Workschedule Rule Form (NTRWKSH).

The workschedule code is originally set on the Position Record. It will default to the Job Record when an employee is put into the position. Any changes to the workschedule on the position after the initial Job is created will need to be made manually on the Job Record.

The workschedule codes that begin "GN" should only be used for employees that have an erratic and unpredictable schedule that will not fit easily into a two week schedule. Also, a "GN" code can be used for the employees that work different schedules during different times throughout the year.

Which workschedule to use?

In order to choose the appropriate workschedule for a Position, the following information is needed:

- Percent time the Employee will work
- Dates during the Fiscal year the employee will work
- Days of the week the employee will work
- Number of hours per day the employee will work
- Total number of hours the employee will work during the Fiscal Year

Example of HOW TO CHOOSE A WORKSCHEDULE:

Full FY, 100% FTE or less than 100% FTE, Predictable Workschedule

- Refer to the Workschedule Code Validation Chart to find the workschedule that fits the employees hours and days they will work as agreed to a time of hire.
- To ensure the correct workschedule was chosen:
 - Step 1. Calculate the total hours this employee will work through the Fiscal Year.
 - For 100% FTE:
 - Employee Class H1, total possible hours are 1965 for FY04.
 - For Employee Class H2, total possible hours are 2088 for FY04.
 - Total Hours for less than 100% FTE
 - A. Total Hours per year = 26.2 pay periods * hours per pay period
 - B. Total Hours per year = total Possible hours * % FTE
 - C. If "A" does not equal "B", recheck the math and the hours per pay period.
 - Step 2. Multiply the total hours for the Fiscal year by the Hourly rate
 - This amount should equal the Budget Salary on the Position and will become the Annual Salary on the Job Record

Example:

- **Hire Employee for 80% time, Employee class H1, to work Mon, Tues, Thurs and Friday first Shift, 7.5 hours per day, \$14.00 per hour for the full Fiscal Year.**
 - Review the list of workschedule codes. Chose PW37.
 - There are 26.2 pay periods in this year.
 - $7.5 \text{ hours per day} * 8 \text{ days per pay period} * 26.2 \text{ pay periods} = 1572 \text{ hours per year}$
 - $1965 \text{ possible hours per year} * 80\% = 1572 \text{ hours this employee will work}$
 - $\text{Annual Salary} = 1572 * \$14.00 = \$22,008.00 \text{ for this position.}$

Position Orgn

A position is the budgeted entity assigned to a particular department. The position org will be used for security and as a prompt on many MR reports.

Single vs. Pooled Indicator

The single vs pooled indicator on NBAPBUD is a memo field or flag. It does not impact Banner processing. We will utilize pooled positions for some appointment classifications noted above, and will maintain a one person to one position relationship for positions categorized as single positions.

Banner provides the ability to attach a single employee to more than one position. An individual can hold one to many positions and in that way will have association with a variety of classifications/jobs, departments, etc.

Position Status

All positions created on NBAPOSN have an *Inactive* status. The position status can be updated only on the Position Budget Definition Form NBAPBUD. *Positions can have a status of Active, Inactive, Canceled or Frozen. Only an active position may have a person hired into it. Canceled positions will not roll budget [Status can not be changed to canceled if there are jobs associated with the position]. Inactive positions will not roll budget. Use of the status of frozen is deferred.*

Options When a Position is No Longer Needed:

1. Add an end date on the position. The budget amount should be reduced/increased so that it equals the actual expenditures. The budget available should be zero. To-be-posted and encumbrance amounts should also be zero. If the position had been filled, the end date cannot be before the person was moved out of the position by terminating the job record. Testing is required to determine the impact on rolling the position forward during Budget Development.
2. Set the status of the position to canceled. The budget amount should be reduced/increased so that it equals the actual expenditures. The budget available should be zero. To-be-posted and encumbrance amounts should also be zero. This status was used with positions that were converted and has been used sparingly since go-live. I do not have experience with trying to bring one back to active status. With this option, Banner documentation indicates that the position will not roll into the new year during budget prep. Testing is required to confirm.

Override of Placeholder FOAPAL

In all cases where the place holder foapal 95ZPPB YZMPPB is utilized in a position budget, it must be overridden when the job record is established via an epaf. When a future dated job record is established for a grant fund, the "undesignated" foapal should be used (not 95ZPPB YZMPPB).

Positions Funded by Endowment Payout

Endowment payout must be sufficient to support the continuing funding of a position if position category of "B" or "T" are selected. The USNH Controller's Office can confirm payout.

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Negative Position Budgets

Banner will only allow negative position budgets for positions with an ECLS of Z0. These are budget only positions.

Sourcing CYA Positions

Always temporarily source CYA positions to an Appointment Variance or Adjust Budget Position, or NOSOFP. This will avoid timing issues with use of the permanent position as a source, before the employee is placed on leave. Once the employee is placed on leave, this position can be reduced using the same source, thus zeroing out the *PPB org.

Vacant vs. Filled Positions

In Banner, when a position is vacant, the initial budget for Budget Development will be zero. If the position will be filled during the budget fiscal year, an adjustment will be made to the budget by the manager to provide funding. If the position will not be filled, it will remain "Active", but will not be funded. Based on feedback from UNH, KSC, PSC, and OSR, vacant positions will be expired usually no later than three years after they became vacant (including Grant positions). People are feeling confident that they do not have to "hold on" to a position if it isn't going to be used. Expiring these positions will mean that when a position is used, it is more likely to have been reviewed for appropriate classification. But, we stand to lose position history if the position need shifts and comes back as a brand new position rather than as a revised one. Either way the Personnel Directors will need to work with the system to resist expiring positions that are truly just evolving and to insist on expiring those that are truly gone.

Rule Codes and Automatic Offsetting to Keep Finance Budgets in Balance

The ability to reconcile between Human Resources and Finance will be managed by associating most personnel appointments directly with a position and limiting budget activity that is conducted directly in Finance to one offset FOAPAL (the exceptions would be complementary activity at UNH and PSC and most grant activity). The offset FOAPAL is the same fund as the position or fringe labor distribution, ***PPB org, and the same ACCT as the position or fringe labor distribution.

[Personnel dollars for grants will be budgeted directly in Finance based on the total award from the sponsor. Grant positions will have budgets associated with them, but the labor distribution will reflect a placeholder foapal 95ZPPB and the offset org YZMPPB. Any activity to increase or decrease the budgets will have an equal and opposite affect on the offset FOAPAL, thus net zero impact on Finance. Original budget feeds for grant positions (fully funded and partially funded) will have to get rid of undistributed budgets because they would not be using the modified rule code.]

The sequence of events are as follows:

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- Budget all position and fringe amounts via HR, including budgets for those expenditures that will utilize an earn code associated with the primary position such as overtime, shift, longevity and bonus.
- Seed Finance Budget Development from HR position control.
- Make all position budget adjustments via HR. This creates budget amounts to post which are fed over to Finance via NHPFIN1 (Finance Extract Process), NHPFIN2 (Finance Interface Process), GURFEED (General Feed Table) and FURFEED (Finance Feed Process)
- The rule code for budget adjustments will send an equal and opposite transaction to an offset FOAPAL. All budget adjustments in Finance will be made against the offset FOAPAL, thus directing savings in personnel and fringe benefits to other areas of the budget or indicating a need to fund additional personnel and fringe benefits.

This methodology will track data in a way that provides management information reporting needs in summary via Finance and in detail via HR. In theory, any net changes to the amount budgeted for personnel and fringe will flow through the offset FOAPAL, and HR and Finance will be reconcilable.

Specific Procedures

Retirement Transition

There are 2 retirement transition options that we will handle in the same way from a position and job perspective.

Option 1: Reduce appointment time and receive retirement income as described in USNH policy e.g. 50% appointment and pay for benefits as 50% employee

- A. SIP Plan approved
- B. Communication via campus (HR office) to USNH Benefits (Joan Humphrey) for confirmation that the employee is eligible for the plan
- C. USNH Benefits will ensure that benefits continue at the appropriate level and employee is billed if appropriate
- D. Normal campus procedure to reduce appointment to 50% (NBAJOBS via EPAF)
- E. Normal campus procedure to reduce position FTE and Budget to 50% (NBAPBUD/NWAPBAD)
- F. Position savings can be held in budget adjustment position (budget only *Z**AB), appointment variance (budget only *Z**AV) or can be utilized in the current year via use of NOSOFP as source of funds on NWAPBAD.

Option 2: Modify policy by reducing appointment 50% but pay for benefits at 100%.

A->F above

- G. USNH Benefits/USNH Budget calculate campus cost of continuing benefits at 100%
- H. Cost of benefits funded by campus via "central allocation" or separate contribution.