


What is Position Control?

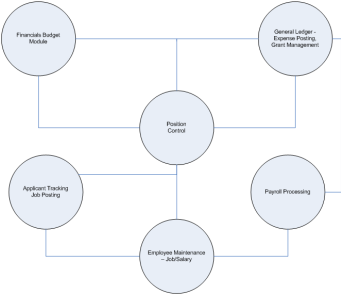



It is a tool that fully integrates all aspects of MUNIS Payroll, Human Resource Management, Finance and Budget Modules

- Provides valuable tools for use in Personnel Expense Budgeting
- Can insure that decisions made during the Budget Process are implemented during the new Budget year
 - Are the proper GL Expense Accounts being used for wage and benefit expense?
 - Are we hiring only to fill approved slots?
- Can provide seamless integration with both Applicant Tracking and Personnel Actions
- Can provide valuable management tools to individual department and campus hiring authorities

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What is Position Control?



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graph TD; PC((Position Control)) --- FBM((Financial Budget Module)); PC --- GL((General Ledger)); PC --- ATP((Applicant Tracking)); PC --- EMP((Employee Maintenance)); PC --- PP((Payroll Processing));
```


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Current Procedures




What tools do you use today?

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How do you ... 


- Insure that School Allocation Standards and SBDM decisions are enforced?
- Track "swaps" from year to year?
- Monitor Vacancies?
- Verify that a "Request to Fill" is for a valid, approved and (most importantly) *VACANT* position?
- Make sure that an employee is "charged" to the correct GL Account?
- Manage Grant Funded and other special revenue positions?
- Generate Reports?
- Distribute Management Responsibilities?

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How do you ... 

- Identify authorized positions, both filled and vacant?
- Restrict the addition of new employees to the Human Resources/Payroll systems to those who are linked to a defined position?
- Provide a history of employees who have held a certain position?
- Identify and allow updates to budget and full-time equivalency (FTE) allocations?
- Provide current year budget, actual, or project figures by position?


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Position Control 

How is it used?

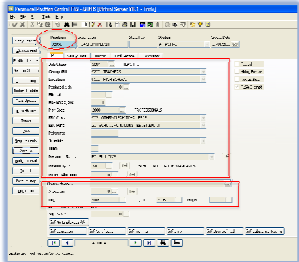
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Job Class Master
- Review



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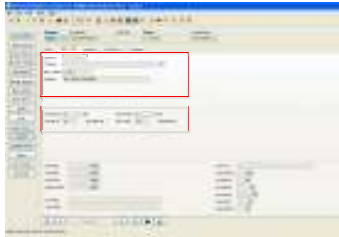
Position Control Record
- Main Tab



- Use <TAB> to auto-assign Position Number
- Any values defined on the Job Class master will default in to the Position Record
- These may be changed if necessary
- Location and GL Account fields that are optional on the Job Class are **REQUIRED** on the Position
 - This is truly the French Teacher at Tates Creek Senior High

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Position Control Record
- Salary Data Tab



- As with "Main" values defined on the Job Class Master will default to the position on "Add"
- Values (such as Calendar, OT Table) may be modified
- Min/Max Grade and Step may also be modified *so long as position range is WITHIN Job Class*

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Position Control Record - Budget

• Budget Values may be populated as part of the Salary and Benefit Projection

• "Expended" may be populated as part of the Payroll Process

• Encumbrances may also be tracked at the position level of feature is used

• Budgeted – Expended = Savings

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Position Number

Position Control Number = Inventory Control

When you purchase 25 new laptops you don't use the same bar code on all of them!

No reason to build "Logic" into the Position Number – Record already has Job Class and Location.

Let the System Assign the number

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"One to One" or "One to Many"?


While MUNIS will allow the same position number to be assigned to multiple employees (Pooled Position) – the "Best Practice" recommendation is:

Individual Position Numbers for each budgeted position



- More detailed reporting
- More flexibility with Position Changes
- Better tracking of staffing level changes
- Better Control

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Assigning Position to Employee




- Values defined on the Position Control record default into the Employee Record
- Optional Security Setting can be established to prevent changes to GL Account definitions
 - Insures that decisions made during Budget process are implemented!*
- Other fields MAY be changed but not recommended.
- Changes made here MAY be pushed back to Position Control


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Position Control

- Link to Employee




Once Position is assigned to an Employee in Job/Salary – user may access Employee inquiry directly from Position Control Screen (Maintenance or Inquiry only view)



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Additional Management Tools

- Position Control Inquiry

- Same information available as with Position Control F/M but no access to "edit" features (Add/Update/Delete)
- User Security restrictions still apply (Location, ORG)
- Same report features available


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Additional Management Tools
- Dashboard/Web Parts



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Where does Position Control "Fit" in "MY" process?

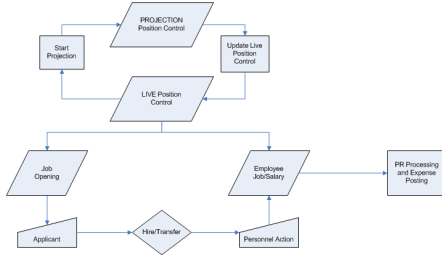


THIS


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Where does Position Control "Fit" in "MY" process?


BECOMES THIS




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How do I implement? 


1. Review existing Job Class master file
 - Determine which will be subject to position control
 - Typically Temporary and Part Time Jobs are not "controlled"
 - Those you budget by Dollars and not People
 - Check Position Control flag for those you wish to include




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How do I implement? 

Create Position Control Worksheet

1. Use Job/Salary F/M as a starting Point
 - "Find" for:
 - Status = Active
 - Pay Code = base pay used on Position Controlled jobs (FT?)
2. Export to Excel 
3. Sort by Job Class and review records
4. Remove columns not used in Position Control or that should default from Job Class Master. At minimum keep -
 - Job Class
 - Location
 - GL Account (or Allocation)
 - Personnel Status
 - Calendars (if in use)

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How do I implement? 

Use IMPORT feature on Position Control to populate the file

1. Create form defining which fields are being provided on import and "where" import should look for them
2. Import file
3. Review records using existing report features or export to Excel
4. As this process will only create positions based on existing employees, add any additional records required for known vacancies

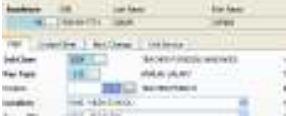
Note – do this in TRAIN first!

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How do I implement?

Assign Positions to Employees

1. Find individual employee's Base Pay records
2. "Update"
3. <TAB> to Position Control field
4. Key position number or select from list



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Position Control

Questions?

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