MUNIS® Position Control

KASBO Spring Conference 2010

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Introduction

Why Use Position Control?

Your primary goal is to provide a quality education to the children who live in your district. Your most valuable resource in meeting that goal is your staff – Instructional, Administrative and Support. But hiring and maintaining a well qualified staff is not cheap. Personnel expenses make up between 70 and 80 percent of the typical school district budget. This is not unique to districts within the Commonwealth of Kentucky - nor are the challenges you face in finding the money to pay for them. The current financial environment is a challenging one. And, while we all know that the bad times won't last, we also know that good times to come won't last forever either.

Because Personnel expenses comprise such a large portion of your budget, budgeting and accounting for them and managing those resources also require significant effort on your part. The State and Federal Governments both provide requirements that you must meet. Your individual school councils have input into the process as well. And it is your job to meet those needs with finite resources.

The challenges are twofold:

1. Create a budget based on current year reality that also reflects next year needs
    a. Staffing Allocations
    b. GL Expense Accounts
    c. Accurate Benefit costing
2. Insure that the decisions made during the budget preparation cycle are put in place during the actual budget year
    a. Are staffing requirements (and limits) being followed?
    b. Are the correct GL Accounts being used when posting personnel expenses?
    c. Do parties responsible for monitoring expenses have adequate tools available?

The MUNIS Position Control record provides you with a valuable tool designed to assist with all of the challenges outlined above. Used to its fullest this record can truly integrate all three aspects of Personnel Expense Management – Accounting/Budget, Human Resource Management and Payroll Processing, insuring that

- The budget preparation process has accurate information to use
- The HR department knows what has been allotted for the coming year
- The Payroll department knows where expenses are to be charged

Position Control Basics

The Position Control file has been an integral part of the MUNIS HR/PR process for a long, long time. It continues to provide valuable functionality to a number of departments including the Budget and Finance office, the Payroll department and the Human Resources. At its core this feature gives you the ability to

- Effectively budget based on specific staffing needs
- Insure that decisions made during the budget prep process are enforced
- Monitor staffing levels and vacancies
- Distribute management tools to the campus or department level

Position Control as a "Budget" tool

When used as part of the Salary and Benefits projections process, the position control file provides the ability to easily budget for vacant positions, to review departmental resource allocations and uncover ways to streamline personnel costs by looking at the positions being filled.

Position Control as a "Control" tool

Once decisions are made during the budget process as to the numbers of employees needed for jobs at each department, the use of Position Control's "Control" features are used to insure that only truly vacant positions are filled.

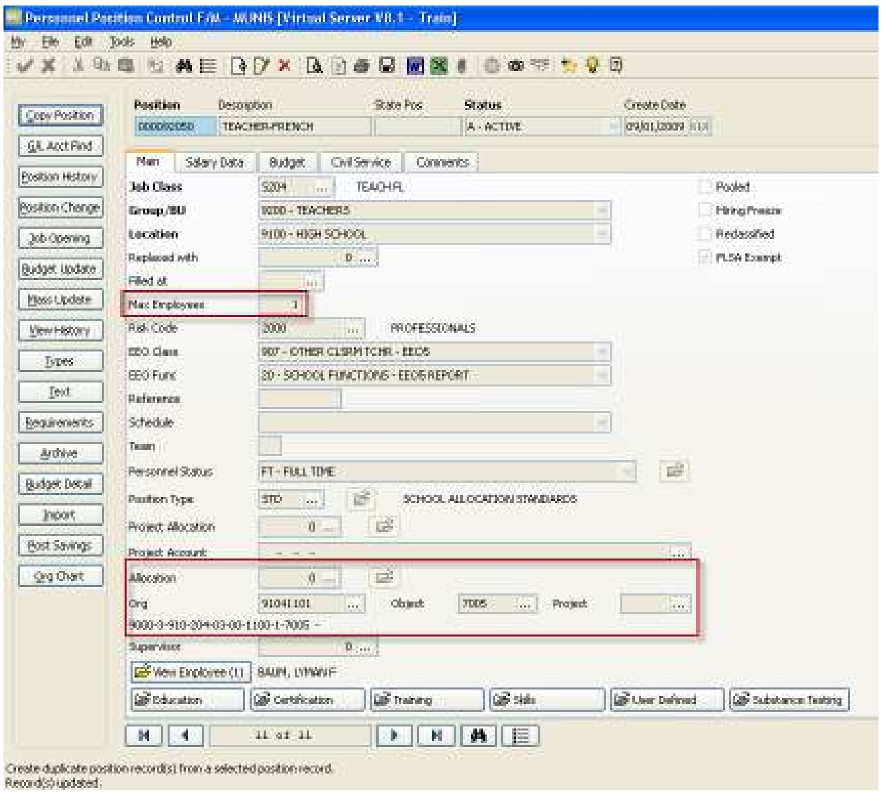
Position Control as an "Automation" tool

The final function that Position Control provides is the ability to have field definitions "Automated" such that when a position is attached to an employee, pre-defined values such as GL Account, Location or Min/Max salary values are automatically pulled through. In addition, functionality exists within MUNIS to allow for the change to certain field values in one file to be automatically "pushed" forward to another. That, along with certain security features, will allow you to control where changes to location or GL Account (for example) are to be made, and by whom, and then with this automation allow multiple files to be updated automatically with a single change.

Position Management and Control

The position control record is used to define two things:

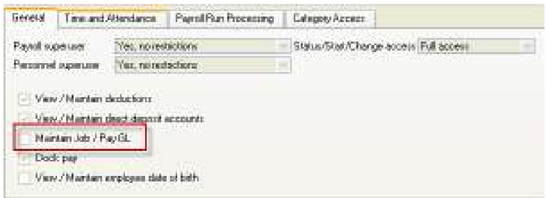
- How many positions will we fill
- What account should be used to record wage expenses associated with this position



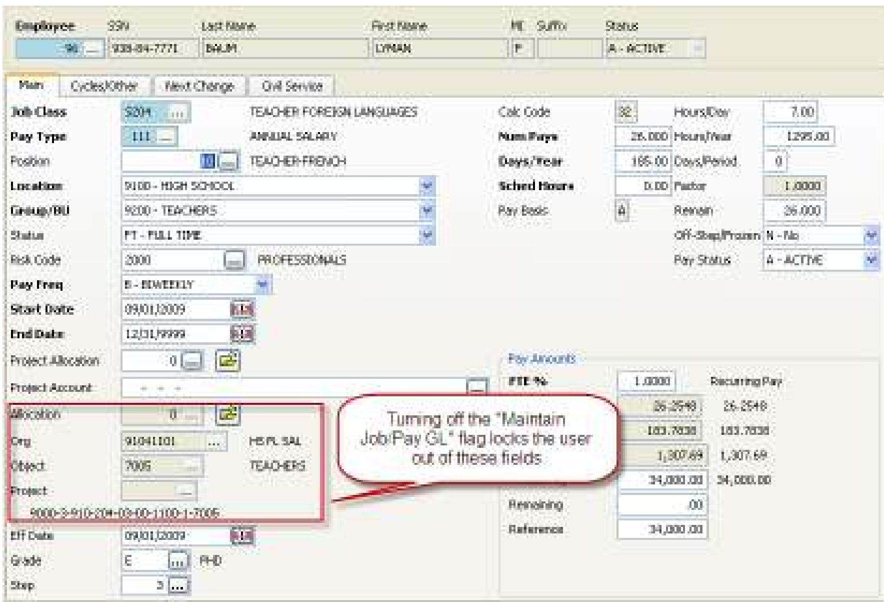
The control for the first one is obvious. You can't build employee pay records unless you have a position record to assign. And you can't assign a position number to one employee if you already have it assigned to another one. True, there are exceptions to both of those rules.

As for the second, however, there are a number of steps you can take to insure that the decisions you make at a higher level concerning the GL account (or allocation) that should be charged for these expenses are not overridden when assigning these values to employees.

Module Security



There is a flag found in the **HR Management/Payroll Role Maintenance** screen which can be used. The **Maintain Job/Pay GL** flag can be used to control whether an individual tasked with maintaining Job/Salary records for employees has the ability to change GL Account information. Or not!



Field Security

MUNIS Version 7.3 also provides the ability to define field-level security for users. This can also be used to prevent end user access to fields that should be defined at the Position Control level and applied "as is" to employee pay records.

Payroll>Payroll Administration>Payroll Field Level Security F/M

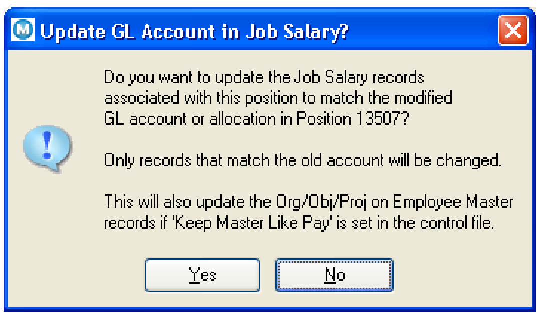
Changing Employee Pay Record Values

So, if a user can't make changes directly to an employee's pay record, how do necessary changes get made?

Ultimately, the setup and security outlined above is designed to insure that the Position Record itself controls where employees are assigned and how their expenses should be posted. Thus, any time a change needs to be made to the employee, those changes will be made first to the position and then ***Posted Forward*** to the employee.

These changes may be made in one of two ways:

- Someone with the ability to update a live position record may make changes directly to the Position Record and the system will automatically ***push*** those changes over to the employee. This function is particularly useful for changing a position's GL account, allocation or location.



When a change is made to a Position Control record's GL Account or allocation assignment, the system will prompt with this alert. Click **Yes** to post the changes made to the position over to the employee job/salary record.

- Someone without access to **Position Control F/M** may use the **Position Change Request** feature from within the **Position Inquiry** screen to "*request*" changes, release that request through Workflow and the system, on approval, will push those changes forward.

Position Budget

Finding a place to start a discussion on Position Control and Budgeting is a bit like deciding whether the chicken preceded the egg.

- Live Position Control creates Projection Position Control
- Projection Position Control is posted to the Budget and becomes Live Position Control

Either way, in order to utilize the management tools available with this file, the MUNIS Salary and Projection module must always be used when preparing the Personnel Expense budget for the upcoming year. By using this tool you create a link between the Position Control record within the HR/PR module with the Budget and General Ledger accounts in the Financial Module.

The Salary and Benefit Projection module allows you to take a complete copy of your PR/HR database, including auxiliary records, and use that information to project out the personnel expense scenarios that will take place in the coming year. This will include:

- Position Maintenance
  - Changing existing positions
  - Adding new positions
- Calculating new compensation levels
- Calculating benefits expenses based on new compensation amounts

A significant amount of work can go into preparing a Salary and Benefit projection and while much of that work will need to be repeated in the live database, particularly employee pay and benefit changes, there is much that may be copied over to the **Live** database from the projection.

Update Live Position Control

It is during the projection process that the Position Control file is most commonly given a complete review. New positions are added. Other positions may be adjusted or trimmed. All of these edits go into creating the data that eventually becomes the approved position budget for the coming year.

In order to insure that the decisions made during the budget process are carried out in the coming year, you should take advantage of your ability to take the Projection Position Control File and copy it over into your live database.

Careful planning for the **Timing** of this process is important. Many sites will want to do this process immediately at the beginning of the new budget year. However, others may wish to consider performing this task in advance of the coming year, particularly in the School environment.

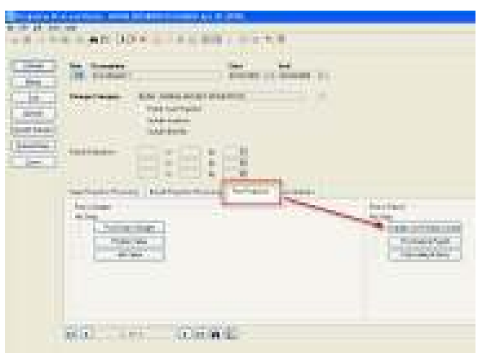
As the new Position Control file may contain new positions that will be filled in the coming year, you will be unable to attach these positions to employees until they are brought forward into the ***Live*** Position Control file, even if you will be using the Personnel Action process to do this work in advance. It is certainly OK for you to take the Update Live Position Control option in advance of the new budget year.

Don't worry, however, if the new position control file contains changes to positions that are currently occupied. This task will do nothing to change data on existing employee records nor will it impact employees currently attached to positions that are made **inactive** within the projection. Remember – any changes made to employee records within the Salary and Benefit Projection (including terminations or job changes or position transfers) will need to be repeated in the live database.

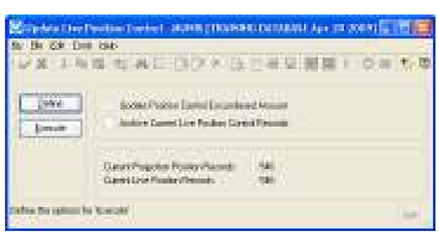
Prior to exercising this option, please take steps to insure that data in the Projection Position Control file is as accurate as possible and, if not yet fully approved by your Council or Board, that the approval of this projected position file is likely. In addition, a database backup is highly recommended.

The **Update Live Position Control** option can be found either as a direct menu option from the Salary and Benefit Projection menu

or as an option on the **Post Projection** tab from the new **Projection Start/Status** screen.



Take the option to **Define**



Check **Update Position Control Encumbered Amount** if Payroll Encumbrancing is being utilized at your site.

Check **Archive Current Live Position Control Records** if you wish to create a copy of *Last Year's* position control file. Unless this box is checked this process will completely overwrite the live Position Control file with the new data.

Click **Execute** to process. Please be careful, however. There is no **Reverse** option available.

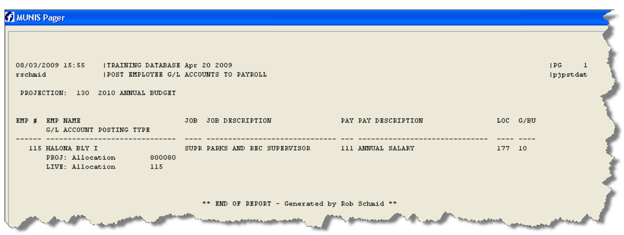
Post Data to Payroll

As we mentioned above, utilizing the option to copy the Projection Position Control file over to the live database has no impact on employee data. However, your budget process may have also made significant changes to how you want to employee G/L account definition. The **Post Projection Data to Payroll** option found either on the S/B Projection menu or on the "Post Projection" tab from Projection Start/Status screen can be used to update this information as well.

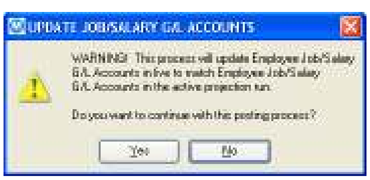
This process will update the GL Accounts contained on the Employee Pay records and thus should not be performed until the last payroll of the "old" year is completed and has been posted to the GL.

Take the option to **Define** and select **Employee G/L Accounts** from the drop down list.

Click **Proof-Post** to process. The system will do a comparison between the live database and the projection database and provide a report showing any records that are different.



Review this list and click **Yes** when prompted whether you wish these changes to be posted into the live database.



This system will also let you know if there are no changes to post.

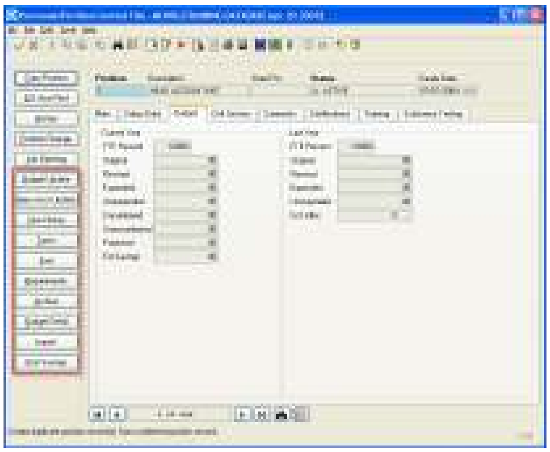
Note: This function may also be used to copy all changes made to the Salary Table records in the projection over to the live database.

Post Data to Budget

The process of posting a projection to the Financial Budget is just as critical to the Financials Module as the steps outlined above are for the PR/HR module. Why? Because posting a Salary and Benefit Projection to a Financial Budget projection provides more than just dollar amounts to be budgeted in the various Salary and Benefits accounts. This process also provides the linkage that is then used throughout the year to update the information found on the position control record directly from the budgeted GL Accounts.

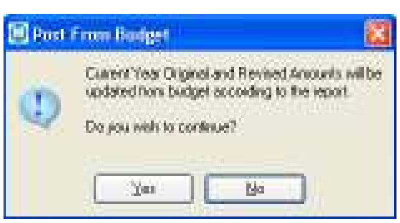
With these elements in place, the following tools are now available.

Position Budget Management Tools



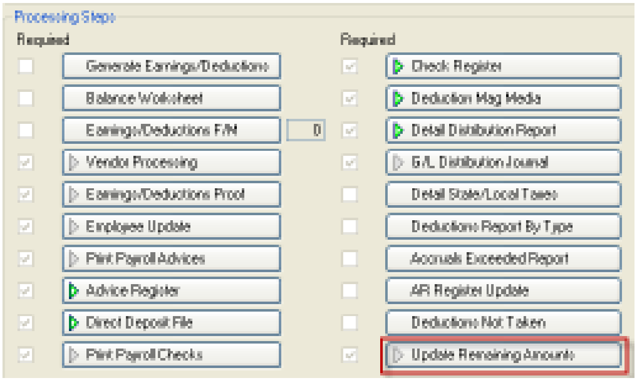
Use **Budget Update** to pull into the Position Control record/Budget tab the information currently defined in the budget for each position.

MUNIS will prompt for the Budget Projection you wish to use. Select the correct option from the list provided and then click "Output-Post" to process this information. You will have the option to produce a detail report of the information that will be pulled over and then asked whether you wish to proceed.

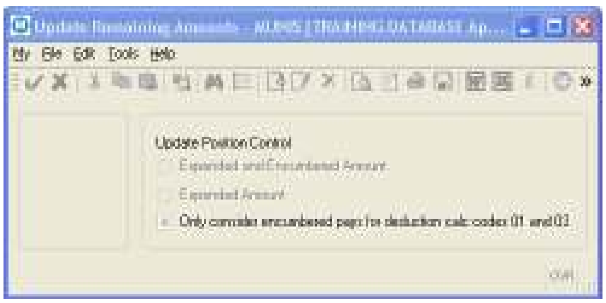


Click "Yes" to post this information into the Position Control record. This process should be done at the beginning of the new fiscal year.

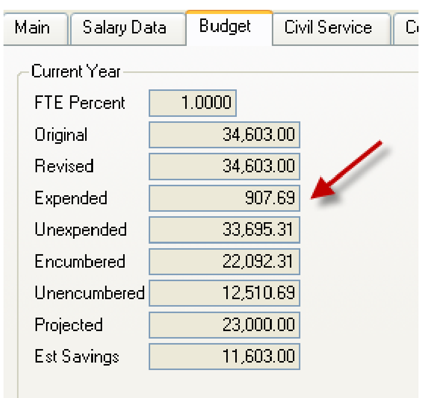
Once the Position Control Budget Amounts have been updated, use the **Update Remaining Amounts** step in the Payroll Process after each payroll to update the actual expended amounts on the Position Control record.



Once taken you have a couple of choices to make. Use the **Expended and Encumbered Amounts** if you encumber payroll. Otherwise, only update the **Expended Amount.**



Once this process is completed you will immediately see the results on the Position Control record:

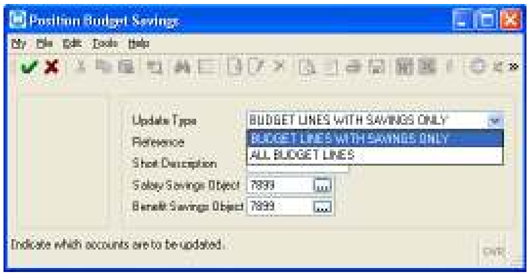


Keep these values up to date by completing this process after each and every payroll run.

One of the biggest advantages of keeping this information up to date is your ability to track the savings you realize with vacant positions budgeted at a full salary/wage amount at the beginning of the fiscal year that aren't filled until much later. By allowing this process to track actual expenditures against budgeted amounts, the system can be used to calculate savings and post those to your budget at any time.

To utilize this function, first "Find" the position or positions for which you wish to post savings and click the **Post Savings** button found on the left side program menu.

Click "Define" and select one of the options available for **Update Type**.

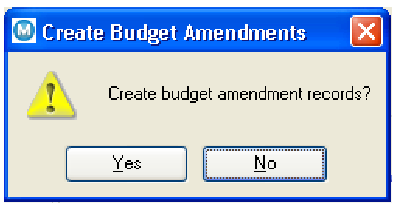


By choosing "**Budget Lines with Savings Only"** only those accounts for which savings would be realized will be processed. **All Budget Lines** will also include any other GL accounts that might be included in your "find" set even though the savings amounts would be "0.00".

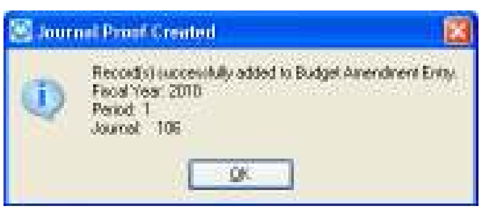
You will need to supply a **Reference** and a **Short Description** to be used on the Budget Amendment as well as the Object codes to be used for each of **Salary** and **Benefit** savings.

Once these fields have been defined, click **Post**.

A detail report will be produced and you will then be given the option to post or cancel the process.



On successful completion of this task the system will supply the following message and update the **Est Savings** amounts on the Position Record:



This feature is also available on the Position inquiry screen. It is certainly acceptable for any department head or campus administrator to run this process as a way to adjust their budgets and free up budgeted funds during the fiscal year.

Position Control – Inquiry versus Maintenance

MUNIS offers two different windows into the Position Control file:

Position Control File Maintenance allows full access to the Position Control record and provides any user with access to the screen to add, delete or update any value on any position control record they have access to. While changes made are recorded on the audit file, these changes affect real time data and can impact more than just this position record. It is not a *Best Practice* to make changes to this file without sufficient review and oversight. Access to this record should only be given to individuals with the authority to make these "last minute" changes and even then, changes should only be made through this screen as a last resort.

Position Inquiry provides "View Only" access to these same records. From this screen department managers or campus administrators can view information about positions assigned to them (based on "Location" or "ORG" restrictions), as well as access to information on employees that may currently be assigned to those positions. However, no direct changes are permitted through this option.

Both of the options outlined above do provide **Position Change** functionality that works in much the same way that Personnel Action Entry does for employee data changes:

- Changes are made to ***copies*** of records or are added as ***pending*** position requests
- Changes are released into the MUNIS Workflow Approval system for review and approval by authorized authorities
- Changes are only ***posted*** over to live once all approvals have been made

Only users with the authority to make real time changes to position records should be given menu access to **Position Control F/M**.

All other users may be given access to **Position Inquiry** option found on the Department Menu or as added to any customized menus you may wish to provide.

MUNIS Dashboard also provide two **Web Parts** that a user may wish to place on their dashboard to assist in monitoring current position allocations made for their departments:

- **Staffing** provides a view of all budgeted positions including real time information regarding available FTE, and Budget vs Available Budget amounts. Use the icon to define the parameter to view "Vacancies" to see the data view shown here. Additional options are available to view Staffing in terms of "New Hires" or "Terminations". Those views, however, show Employee Information rather than Position Information.

Staffing

Position	Job	Location	Avl FTE	Budget	Avl Budget
ADVISOR CHESS CLUB	ADV CHESS	CENTRAL	1.0000	$0.00	$0.00
BUS DRIVER I	BUS I	CENTRAL	1.0000	$0.00	$0.00
BUS DRIVER II	BUS II	CENTRAL	1.0000	$0.00	$0.00
BUS DRIVER III	BUS III	CENTRAL	1.0000	$0.00	$0.00
CITY MANAGER	CITY MNGR	FINANCE	1.0000	$0.00	$0.00

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- **Vacant Positions** provides similar information but also provides informational and functional links to the MUNIS Applicant Tracking module. This includes a link to request that a position be posted as well as information on applicants that may be currently under consideration.

Open Positions

Position	Description	Job	Location	Budget	Avl Budget	Max FTE	Avl FTE	Job Opening(s)	Applicant(s)
15801	IT DIRECTOR	IT DIRECTOR	INFO TECH	$0.00	$0.00	5.0000	2.0000	Create	0
17709	MARINE SAFETY OFFICER	MECHANIC 1	PARKS	$0.00	$0.00	1.0000	1.0000	Create	0
21814	POLICE OFFICER	PD OFFICER	POLICE	$0.00	$0.00	1.0000	1.0000	1	0
21028	PARKING CONTROL OFF	PD PARKING	POLICE	$0.00	$0.00	1.0000	1.0000	Create	0
25905	CIVIL ENGINEER	CVL ENGINR	PUBLIC WRK	$0.00	$0.00	1.0000	1.0000	Create	0

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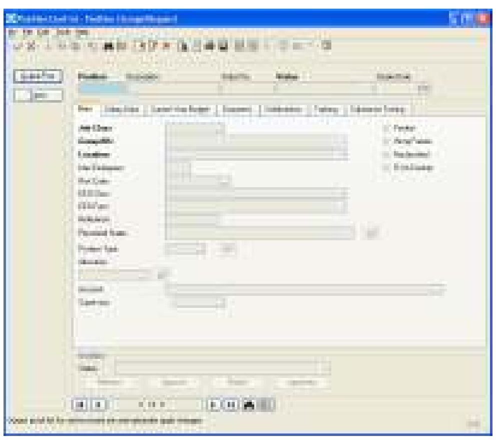
Both of these options offer direct access to the Position Control Inquiry screen by simply "clicking" on the position number or position description found on either of these lists.

Position Change

Once you have established your position budget in advance of the new fiscal year you certainly don't want just anyone to have access to make changes, whether it's to adjust an existing position record or to add a new position. Situations do change during the year and changes to the Position Control file are necessary, but those changes need to be reviewed and approved prior to being incorporated into your position control file.

Every site has a Position Change Request procedure in place in some form. Some use a formal request procedure in place where Position Change Requests are made on a paper form with supporting documentation included to justify the need for such a change. Other sites use a less formal approach. But the end result is the same.

The **Position Change** function through both the **Position Control F/M** screen and the **Position Inquiry** screen may be used to replace these paper forms with an electronic process. Through this process, department heads and campus administrators can make the changes they seek themselves to the position control file and release these "requests" through the MUNIS Workflow Assistant for review and approval. Once records are approved, an **Output/Post** process is used to move the changes from a *Pending Request* status over to the Live data file.



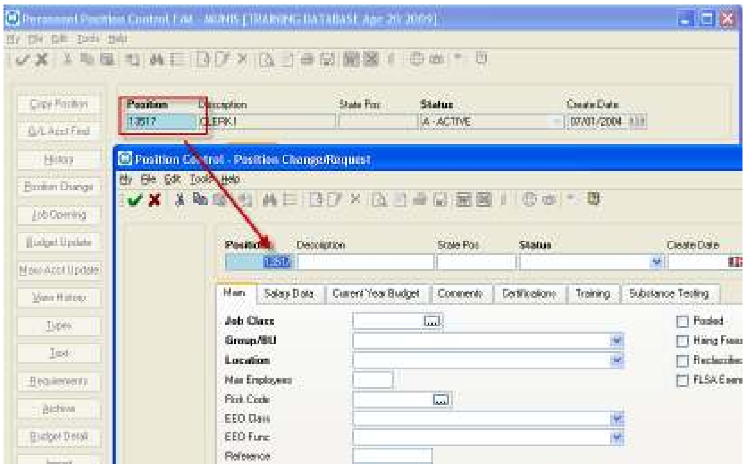
The Position Change/Request screen is identical to the regular position control record. Department or Campus personnel who will use this feature should be trained on just what values they should supply. A typical process should include:

- Use <Tab> to assign the next position number in sequence
- Key a Position Description
- Status = Active
- Date = "today"
- Enter or Select the proper Job Class value to use
- Enter or Select the proper Location value
- Enter or select the correct GL Expense account or Allocation record to use
- **All other values should be left alone!!**

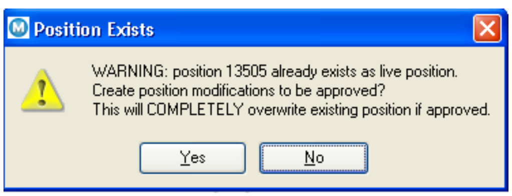
Once released, members of both the Budget office and the Human Resources/Personnel Departments should be included on the workflow routing sequence, both to review and approve the request and to make any additional changes to the record, including:

- Personnel or Exempt Status
- Position Type
- Set **Max Employees** to 1

If **Position Change** is clicked while an existing position record is being displayed the system does make an automatic assumption that the change desired is to that existing position control record. When clicked from an existing position record the **Position Change** function will open up automatically in "Update" mode with that existing position number pre-filled.



If the user "tabs" through the position number field the system will provide the following alert:



If the purpose of this change request is to make changes to this current position, click "Yes" and proceed to make the desired changes. If not, click "No" to cancel this process. You will also need to click the **Cancel** key or hit <esc> to return to a blank screen. Then you can click "Add" to add a new record.

Posting Changes

Once changes requested through this process are ultimately approved and have been verified to be correct, the ultimate approver will have the ability to **Output-Post** these changes. Since this feature is only available when **Position Change** is accessed through the **Position Control F/M** option, only a user with the authority to make changes to live data records will have the ability to perform this task. Typically this responsibility is given to someone with authority in either the Budget or Personnel/HR office – Director or designee.

Report Options

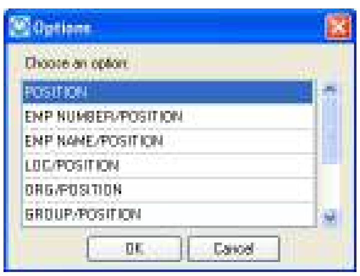
Standard Output from Position Control

The standard report options are available using any of the “Output” icons at the top of the screen or through “File/Output” from the upper menu bar.

The system will first ask whether you wish to produce a “Condensed” or a “Detail” report

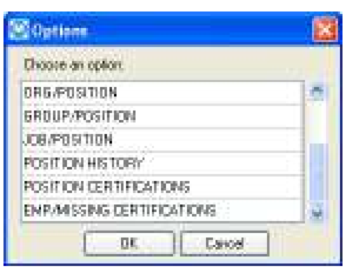
- Condensed – single line per position and, if occupied, name of employee or else “Vacant”
- Detail – single page per position with detailed definition information from “Main”, “Salary Data” and “Budget” tabs.

Report Options



There are a variety of sort options available which will allow you to determine how you wish to see the data.

Some additional reports are also available within this window:

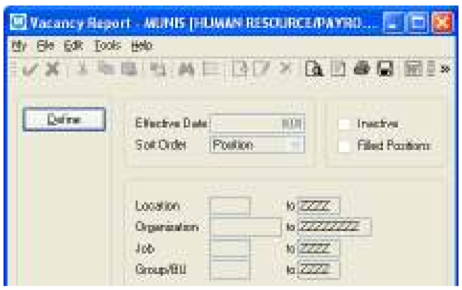


- Position History – a list of employees who have occupied positions including in/out dates
- Position Certifications – a list of positions which are defined as requiring specific certifications or training
- Emp/Missing Certifications – a list of employees in positions that require certifications or training but are missing the necessary requirements

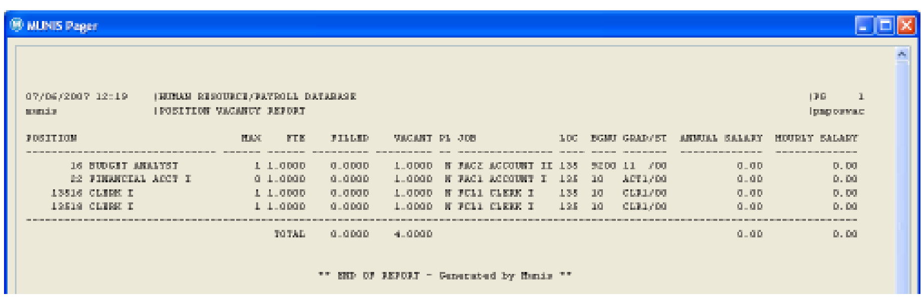
As with all MUNIS® Output, these reports can be "Printed", "Spooled", "Displayed", or sent to a PDF depending on the output option selected.

Vacant Position Reports

At the beginning of this document we outlined some tools that are available to allow you and your department managers or campus administrators to easily monitor vacant positions. The **Vacancy Report** option available within the HR Management menu is another valuable tool that you can use. It, unfortunately, is not part of the standard Department Menu but you can easily add it.



Take the option to "Define" and specify the effective date for your report. Use **Sort Order** to specify how you wish to view the data contained in this report and then specify the range of data to include. This report does NOT look at security restrictions. As it is simply view only and does not provide direct access to any of the records in the Position Control file, users should simply use these range options to select "their" positions.



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07/06/2007 12:19 |HUMAN RESOURCE/PAYROLL DATABASE |PG 1
munis |POSITION VACANCY REPORT |pmposvac

POSITION	MAX	FTE	FILLED	VACANT	PL	JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
16 BUDGET ANALYST	1	1.0000	0.0000	1.0000	N	FAC2 ACCOUNT II	135	5200	11 /00	0.00	0.00
22 FINANCIAL ACCT I	0	1.0000	0.0000	1.0000	N	FAC1 ACCOUNT I	125	10	ACT1/00	0.00	0.00
13516 CLERK I	1	1.0000	0.0000	1.0000	N	FCL1 CLERK I	135	10	CLR1/00	0.00	0.00
12519 CLERK I	1	1.0000	0.0000	1.0000	N	FCL1 CLERK I	125	10	CLR1/00	0.00	0.00
		TOTAL	0.0000	4.0000						0.00	0.00

** END OF REPORT - Generated by Munis **

Sample Position Vacancy Report for a single Department

The main advantage of this report over the canned reports from within the Position Control Inquiry screen is that this report does filter out "Inactive" employees who still might have a position attached to their records in Employee Job/Salary. Inactive (former) employees can be shown on this report by selecting the "Inactive" button on the "define" screen. In addition, an option is provided to show all positions even if filled.

Conclusion

Departments and campus administrators have used the GL Account Inquiry features in MUNIS to assist them in managing their expenses and budgets for years. By incorporating the features outlined above for Position Control records they also have an equally valuable tool to use in managing their personnel expenses.