

Position Management

Total allocated time: 45 minutes, including questions

Session Objective

Provide an overview of position management. Demonstrate how a position can be budgeted and expensed against multiple budgets that cross departments, colleges/areas, and or campus authorities. Provide an overview of managing positions for different employee types, as well as position descriptions.

Items to Demonstrate

1. Manage position descriptions for different employee types, including:
 - a. Creating a new position description.
 - b. Requesting changes to a current position description that may or may not result in a job title change.
 - c. How users can see what changes were made prior to and after approval.
 - d. How the history of the position description is saved.
 - e. Self-service options for an employee to view their position description as well as the supervisor or department administrator's ability to view all subordinate/assigned position descriptions.
2. Create different types of position configurations. Include configuring a position for an affiliated organization (e.g. a Board, Affiliated Faculty) that is unpaid.
3. Features available to:
 - a. Spread position budgeting across multiple funding sources, including at different units or campuses. Is there a limit to the number of funding source lines available?
 - b. Make permanent and temporary changes to the budgeting structure, aka Chart of Accounts, distributions (funding sources) associated with positions and the individuals within those positions.
 - c. Effective date changes and maintain a history of when changes are transacted, including the authorizing party(ies).
 - d. Provide a hard stop or warning when budget is not available.
4. Demonstrate tools available to utilize position management in budget management and planning, including options to account for salary savings generated from vacant positions.
5. Assign and maintain positions, including how to automatically assign a position number based on configuration/logic and how a user manually assigns a position number.
6. Demonstrate the link between positions, job classifications, and salary tables, including single entry across modules.

Q&A Session