



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION J

POSITION CONTROL

2024-2025 TRAINING MANUAL

An Official Publication



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Agenda

- **Welcome and Introductions**

- **Position Control PowerPoint Presentation**

- **Hands-On Training**
 - Discrepancy and Account Override
 - Hands-On Reports

- **Position Control Overview**
 - HRS Position Control and HRS Personnel
 - Position Control Screens

- **Position Control Reports and printed forms**

- **Question and answer session**

- **Evaluation and close of session**

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SECTION I.

OVERVIEW

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Position Control Data Base (PCDB)

The Position Control Data Base (PCDB) is a separate area in HRS where information about positions is stored. All position information is stored under the Position Number. Both the current fiscal year positions and the next fiscal year positions can be stored and used in the system.

What is a Position?

A Position is an allocation for staffing authorized in the district's adopted budget. A Position has a specified status, job classification, work location, and labor account distribution. A Position may have multiple incumbents but all incumbents share the same job classification, work location, and labor account distribution. A Position exists completely separate from the employee or employees who occupy it.

How Are Positions Monitored and Controlled

Only the Board can create, modify, or abolish positions. Positions are controlled by monitoring discrepancies between the budget allocation for a position and actual assignments to the position. A district may use either Full-Time Equivalent (FTE) Counting or Fiscal Year-To-Date (FYTD) Hours paid, (FYTD) Days paid, and (FYTD) Dollars paid to measure the position allocation and assignments. For the monitoring to work, continuous coordination/cooperation is required between budget, personnel, and payroll departments.

Full-Time-Equivalent (FTE) Counting

FTE counting is designed to support monthly, hourly, and daily jobs where the Board approves a number of full-time salaries. The district translates the number of full-time salaries into job slots or budget positions that are each allocated a full-time salary equivalency (FTE) value.

Example: A school might have a budget allocation for three monthly instructional assistants. The three instructional assistants may be identified as three full-time employees, six half-time employees, or any combination of employees that will not exceed the three full-time salaries in the budget. HRS Position Control will support allocating three positions, each with a FTE count of 1.0; six positions, each with a FTE count of .5; one position with a FTE count of 3.0; or any combination of positions with FTE allocations that equal the three FTE salaries approved in the budget.

FYTD Hours, Days, and Pay Monitoring

The FYTD hours, days, and pay monitoring methods are designed to support the control of assignments where the position is allocated in the Total Fiscal Year-To-Date Hours, Days, or Pay. Position Control is not concerned with how many people are hired but is interested in their annual pay and the total hours or days they work.

Example: A position created for substitute teachers may be allocated a total dollar amount of \$50,000 for the year. HRS Position Control does not care if 25 or 275 employees are hired to serve as substitutes and are assigned to the substitute position list. Position Control is concerned that the actual pay does not exceed the budget. Position Control will allow the district to monitor position activity by accumulating

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the Fiscal Year-To-Date Total Pay of each employee paid on the position. The system will provide warning messages on the Position Control Discrepancy Report (POSR060) when the total pay reaches 80 percent of the allocated pay for the position (\$40,000) and when the total pay exceeds the position allocation (\$50,000). The same process may be used to monitor other positions by hours paid or days paid.

What is a Position Requisition?

A requisition is like a purchase order. It is an order to fill a position. Position requisitions allow a district to minimize staff allocation problems by monitoring the orders to fill the positions prior to assignments being implemented. A requisition to fill a position is usually generated by a request from a unit manager. A Position Control requisition is created by entering information on the Requisition Information Screen (006) in PCDB, Function 10. A future hire on the EDB will also produce a position requisition through the overnight batch processing.

The system supports multiple assignments to a single position and multiple requisitions against the position.

Information Stored On PCDB Screens

Basic Position Information (002/012)

This is the main screen that establishes a position and holds required information for a position such as the job classification with the type and the academic rank, the control method by FTE, hours, days, or pay, the position status with control dates, the work location, and the bargaining unit. Position Control counts are system maintained to show available, filled, acting, reserved, requisitioned, and vacant FTE totals for the position. See PCDB, Function 10, Basic Position Information Screens. The update screen is 002, and the inquiry screen is 012.

Labor Distribution Information (003/013)

This screen holds the accounting information for the position, such as fund, object, program, location and percentage. A position may be distributed up to ten accounts. See PCDB, Function 10, Labor Distribution Information Screens. The update screen is 003, and the inquiry screen is 013.

Financial Information (004/014)

This screen holds key financial information used to project the cost allocation for the position when it is vacant. The financial information includes the pay basis, the work calendar, the percentage full-time, the salary placement including periodic stipends, the retirement coverage, the benefit package eligibility, and additional contributions eligibility code. The system uses the financial information to calculate both monthly and annual budget allocations. See PCDB, Function 10, Basic Position Information Screens. The update screen is 004, and the inquiry screen is 014.

Position Skills Information (005/015)

This optional screen holds information regarding the skills necessary to serve in the position, such as the position description, the skill types, the education level, and any special qualifications. See PCDB, Function 10, Position Skills Information Screens. The update screen is 005, and the inquiry screen is 015.

Requisition Information (006/016)

This optional screen holds information needed to process a requisition to use the position. Requisition information includes the requisition date and status, FTE or dollar allocation for the requisition, requesting manager, person identified to fill the position with a start and end date for the assignment, and requisition comments. See PCDB, Function 10, Requisition Information Screens. The update screen is 006, and the inquiry screen is 016.

District Position Control Options

HRS Position Control provides a district with one of the following three options.

District Option 1

This option elects not to use the HRS Position Control module. With this option, Position Control files are not established and HRS Position Control editing and reporting is not available to the district. The district can continue current HRS operation without a change.

District Option 2

This option uses the HRS Position Control module to monitor employee assignment activity. With this option, the system provides on-screen warning messages and audit reports comparing employee activity to the position control allocation. The system will call attention to situations where the allocation has been or will be exceeded. The Position Control Data Base [PCDB] file is established and position control information is maintained by the district.

District Option 3

This option uses the editing capabilities of the HRS Position Control module to monitor employee assignment activity and prevent active assignments from being entered if the assignment will exceed the Position Control FTE allocation. With this option, the system provides on-screen fatal messages when an assignment cannot be processed. Audit reports comparing employee activity to the position control allocations call attention to situations where the allocation has been or will be exceeded. The Position Control Data Base [PCDB] file is established and position control information is maintained by the district.



NOTE: Districts using options two or three have access to Position Control reports.

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

HRS allows users to add, change, and delete PCDB information using on-line real-time processing. This means the user can enter information on a screen and that information is immediately used by the computer to update the system. The user can immediately go back and see that the change has been posted to the system.

Overnight Batch Processing

The overnight batch process updates PCDB records based on that day's activity and the automated procedures. The batch computer programs process activity that cannot be processed at the time districts are entering data on-line.

The results of the batch processes are reflected on the next workday's PCDB reports.

Overnight Batch Processing Examples

- Control Data Base (CDB) salary schedule role recalculates the projected salary allocation for the position. See PCDB, Function 10, Financial Information Screen (004).
- Activation of new positions based on the Active Date. See PCDB, Function 10, Basic Position Information Screen (002).
- Closing positions based on the Close Date. See PCDB, Function 10, Basic Position Information Screen (002).
- Copy procedure to create the next fiscal year positions (June activity).
- Year-end roll process to move employee assignments from the current fiscal year positions to the positions allocated for the new fiscal year (July activity).
- Purging PCDB prior incumbent information during the year-end roll process.

Relationship to the Employee Data Base (EDB)

Position Level vs. EDB assignment

On EDB, each person may have from one to nine independent assignments or jobs. EDB editing and payroll processing requires that each job must have a different position number for an employee.

A position can be established on PCDB with multiple FTE. This means that more than one employee may be assigned to a position as long as the total count of FTE assignments does not exceed the maximum FTE allocation for the position.

EDB Changes that affect Position Control

When an employee is assigned to a position on EDB Job Assignment Screen (004), an immediate update occurs linking the EDB assignment to the PCDB position. As employees are terminated or moved to other position numbers, PCDB will show a record that the employee is a prior incumbent of the position. Future-dated EDB entries create position requisitions but are not considered an assignment for position status counting until they are implemented.

Position Control Changes that affect EDB

Changes to Position Control Labor Distribution Screen (003) automatically update the EDB Labor Distribution Screen (006) for all employees assigned to the position unless the previous labor information was overridden. No update will occur if the labor information on EDB, Function 01, Labor Distribution Screen (006) has been manually overridden. See PCDB, Function 10, Labor Distribution Information Screen (003).

If a district selects Position Control Option 3, personnel will not be able to use a position number until the position is available. Position Control staff must build a position before it can be used. The availability of the position is controlled by the position status code and the FTE allocation entered on the Basic Position Information Screen (002). Increasing or decreasing the position allocation will affect the availability of FTE controlled positions. Activating or closing the position by changing the position status code will affect the ability of personnel to use the position. See PCDB, Function 10, Basic Position Information Screen (002).

Other Relationships

Relationship to Payroll

HRS Position Control does not establish any new payroll editing rules. An employee's pay will not be stopped because of a Position Control error condition. However, changes to account codes on PCDB, Function 10, Labor Distribution Information Screen (003), immediately update the EDB Labor Distribution Screen (006) for all assignments tied to the position. The next time the position is paid, the pay will be charged to the new account. The labor distribution for a position should not be changed until the prior-month pay has been processed to avoid charging the prior-month pay to the wrong account.

When a district elects to use Position Control Option 3, the personnel office will not be able to assign a new employee to the system until a sufficient FTE is available. The employee cannot be paid through HRS until an EDB record is established.

Position Control stores the fiscal year-to-date hours, days, and pay processed for each position. Payroll charges the hours, days, and amount of pay processed for each employee to the position control file under the position number being paid.

Relationship to Budget Module

Information maintained on position control screens 002, 003, and 004 will be passed to the HRS Budget module to assist in the budget preparation process. The values from the PCDB screens may be used to project salary and benefit costs when a position is vacant and does not have incumbents. In most cases where a position has current employees, the budget module will base its cost projections on incumbent information from EDB.

Special Features

Date Monitoring

The PCDB has two date-sensitive fields on the Basic Position Information Screen (002) that require monitoring. The Active Date controls the date when a position is activated so that personnel can add assignments to the position. The Close Date will close the position to new assignments. These dates directly affect the ability of personnel to use a position and must be monitored for the efficient operation of the system. Special reports can be provided to list positions that are scheduled to become active or to be closed.

PCDB Mass Change

HRS Position Control is supported by Mass Change. All data fields maintained on PCDB screens 002, 003, 004, 005, and 006, except for the position number and the requisition number, may be updated through Mass Change. For information regarding Position Control Mass Changes, contact the HRS Employee Services Unit at SFSEmployeeServices@laco.edu.

PCDB Year-End Transition

The HRS Position Control module supports position information for the current fiscal year and the next fiscal year. The system provides tools to facilitate the transition of position data, including incumbents, from one year to the next. See PCDB Processes - Creating Next Fiscal Year Positions, PC V-37.

Position Control Forms and Reports

Position Control Forms

HRS Position Control provides two system-generated forms to support the district's position control reporting needs. The system automatically produces a form every time information effecting a position is entered on a position control screen. These reports are available in Reports and Data (RAD). See detail pages in the PC VI-1 through VI-6.

- Position Profile Form
- Position Requisition Form

Position Control Reports

HRS Position Control provides both standard reports and special reports to meet the district's position control reporting needs. The system automatically produces selected standard reports while other reports are available to the district by special request. These reports are available in Reports and Data (RAD). See detail pages PC VI - 7 through VI - 24.

- **System-Generated Standard Reports**
 - Departmental Position Allocation List (POSR010) As needed / on request only
 - Position Control Position List (POSR020) As needed / on request only
 - Position Change Register (POSR030) Daily
 - Position Control Discrepancy Report (POSR060) Daily
 - Position Control Job Class List (POSR070) As needed / on request only
 - Position Control Account List (POSR080) As needed / on request only
 - HRS Account Code Override List (POSR085) Daily
- **On-Request Standard Reports**
 - Departmental Position Allocation List (POSR010)
 - Position Control Position List (POSR020)
 - Departmental Requisition List (POSR050)
 - Position Control Job Class List (POSR070)
 - Position Control Account List (POSR080)
 - HRS Account Code Override List (POSR085)
- **On-Request Special Reports** - Districts using the HRS Position Control module need access to position control information in a wide variety of formats to meet specific needs. Standard reports do not always contain all the information in a format that meets the district requirements. A district can request special position control reports specifically created to meet district needs. For information regarding Position Control Special Reports, contact the HRS Security Unit at SFSSecurity@lacoedu.edu.

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PCDB References

Position Control Manual
Using the Workstation
Position Control Security

Position Control Manual

The Position Control Manual referenced throughout this manual is available on these two websites.

- The HRS Training website, www.lacoe.edu/hrs_training, under “Instructional Materials and Workbooks.” The manual used in the training class can also be found here.

Instructional Materials and Workbooks

General Payroll Personnel Retirement **Position Control**

Workbooks Videos

This section is intended for districts using the position control module. It has the training manual and the Position Control Operations Manual that are used in class.

- **Position Control Operations Manual**
Revised 2012 - It is designed as a reference to authorized users of the system. It is not intended to cover all contingencies nor is it a step-by-step workbook that will tell districts how to conduct business. It will, however, give users an understanding of how HRS can support district operations....[Read more](#)
- **2017-2018 Session J - Position Control Training Manual**
This manual discusses the use of position control and its relationship with the Personnel, Payroll, and Budget (PC Budgets) Modules. It includes establishing positions, making changes to existing positions, and setting up Position Control benefit tables....[Read more](#)

- The School Financial Services website, www.lacoe.edu/BusinessServices/SchoolFinancialServices.aspx, under “Resources.”

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Featured Services

- **PeopleSoft Training Videos**
Series of PeopleSoft training video tutorials for Accounts Payable, General Ledger, Purchasing, and Inventory....[Read more](#)

Resources

- **Position Control Manual**
- SFS Contact List - Revised 06/08/2015
- 2016-17 Year-End Closing Manual

Using the Workstation

Districts using the HRS Position Control module should refer to the Beginning User section in the HRS Operations Manual - Volume 1 for information regarding the following.

<ul style="list-style-type: none">• Workstation	<ul style="list-style-type: none">• Unsuccessful Sign-On
<ul style="list-style-type: none">• Security and Selecting a Password	<ul style="list-style-type: none">• Screen Abort / Malfunction
<ul style="list-style-type: none">• Accessing the System	<ul style="list-style-type: none">• Moving From Screen to Screen
<ul style="list-style-type: none">• HRS Message Board	<ul style="list-style-type: none">• Removing Screen Data
<ul style="list-style-type: none">• Selecting a Function and Sign-On	<ul style="list-style-type: none">• HRS Sign-Off

Position Control Security

The Operator Authorization Request form is the security form used to request access to the Human Resource System (HRS) and to Reports and Data (RAD). It is available on the following website, www.lacoe.edu/hrs_security.

HRS Security

HRS Position Control (Function 10) has screen-level security control. It provides access to six update screens and 12 inquiry screens. The district security administrator must supply the HRS Operations and Security unit with the specific screens each district employee is authorized to access by completing “Section I. HRS Security Access” of the Operator Authorization Request form.

When a security request has been submitted and processed, the employee is assigned a unique user ID and a password to validate the system access. Once signed-on to HRS and the district authorizes the employee to use Position Control, the employee, using their own security profile, will be able to access those specific screens.

RAD Security

The system automatically produces selected standard position control reports while other position control reports are available to the district by special request. When these reports are produced, they are uploaded to and available for download in Reports and Data (RAD) under HRS Personnel Report and labeled POSR000B – Position Control Bundler Report.

To get access to these reports in RAD, the district security administrator must complete “Section II. RAD Security Access” of the Operator Authorization Request form. It is the responsibility of the district to control access to these reports using this security request form.



IMPORTANT: Do not share your security login information with anyone.

SECTION II.

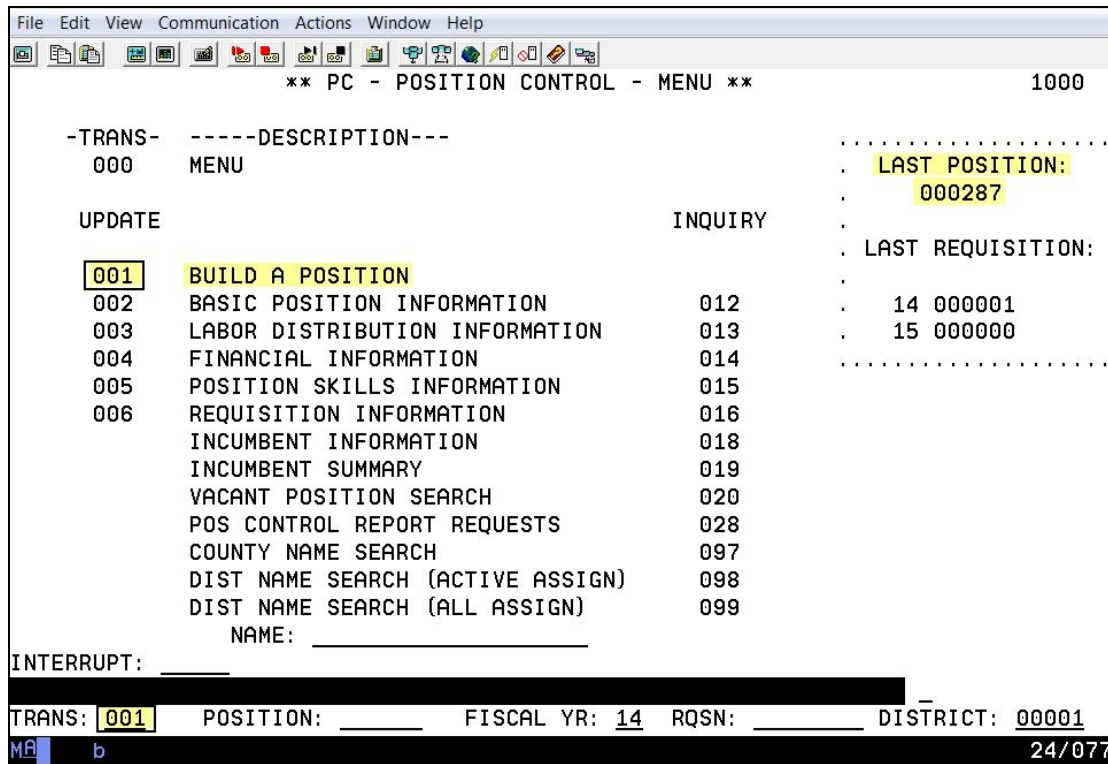
HANDS-ON TRAINING

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Building a New Position

Building a New Position

Gather all data required for input on the PCDB screens prior to entering a new position. The system automatically scrolls from Screen 002 to 003 and from 003 to 004 to assist with building a new position. It is recommended that the same staff person enters the data on all three screens to ensure that the position has been properly established.



To build a new position,

1. In the **TRANS field**, type **001**.
2. Leave the **POSITION** field blank. HRS will assign the next available position number.
3. Optional: If the position is for "next" year only, change the fiscal year in the **FISCAL YR** field.
4. Hit the **Enter key** on your keyboard.

For more information, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 3.

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Basic Position Information (002)

File Edit View Communication Actions Window Help							
** PC - BASIC POSITION INFORMATION **							1002
2014 000288				LAST CHANGE DATE 00 00 00			
JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS	
097900	DISTRICT UTILITY CUSTODIAN			F	2.0000	0.00	
POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION	
A	09 01 11	09 01 11					
< - - - - - INCUMBENT STATUSES - - - - - >				< - - VACANCY STATUSES - - >			
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT	
2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000	
POS WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT				
07000	STAPLES COMPLEX CENTER		CL				
COMMENTS	FYTD HOURS:	DAYS:	PAY:	\$			
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?							Y
TRANS:	002	POSITION NUMBER:	000288	FISCAL YEAR:	14	DISTRICT	00001
MA	b	A					06/002

Basic Position Information Screen (002) is the main screen used to establish a position. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 9.

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Labor Distribution (003)

```

File Edit View Communication Actions Window Help
** PC - LABOR DISTRIBUTION - UPD **                               1003
2014 097900 DISTRICT UTILITY CUSTODIAN  LAST CHANGE DATE 00 00 00


SPEED KEY _____

      FUND      RESRCE/PROJYR  GOAL  FUNC  OBJ  SCH/LOC  PERCENT
1  01 0          06405 0    00000  31300  2910  5040000  9.000
2  01 0          07390 0    00000  31300  2910  5040000  91.000
3  -- --          -----  --  -----  -----  -----  -----
4  -- --          -----  --  -----  -----  -----  -----
5  -- --          -----  --  -----  -----  -----  -----
6  -- --          -----  --  -----  -----  -----  -----
7  -- --          -----  --  -----  -----  -----  -----
8  -- --          -----  --  -----  -----  -----  -----
9  -- --          -----  --  -----  -----  -----  -----
10 -- --          -----  --  -----  -----  -----  -----
11 -- --          -----  --  -----  -----  -----  -----
12 -- --          -----  --  -----  -----  -----  -----  100.000  100.000

EFFECTIVE DATE:  11  19  11

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?           Y
TRANS: 003      POSITION NUMBER: 000288  FISCAL YEAR: 14      DISTRICT 00001
MA  b                                     A                                     04/014
    
```

Position Control Labor Distribution Screen (003) is the screen used to enter the Labor Distribution Information for charging salary and benefits to the position. Each position must be charged to at least one account and may be split-funded up to 24 accounts. When a position number is entered on the EDB Job Assignment Screen (004), the system will automatically complete the EDB Labor Distribution Screen (006) with the accounts entered on this screen.

 **Warning:** If an account is not entered on this screen, the EDB Labor Distribution Screen (006) will be set up. It will be charged to the blank error account if the job is paid.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 18 n.

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Financial Information (004)

```

File Edit View Communication Actions Window Help
** PC - FINANCIAL INFORMATION - UPD **                               1004
2014 097900 DISTRICT UTILITY CUSTODIAN      LAST CHANGE DATE 00 00 00

PAY PROJECT          WORK    PERCENT  -VACANT SALARY-  PRORATE STEP INC
BASIS  OPTION        CALENDAR FULL-TIME  SCHED/RANGE/STEP CODE % MONTHS
  M    P            B      100.00    C   018  02   00  06

STIPENDS  _ _ _ _ _

          - - - BENEFIT - - -          - ADDL CONTRIBUTION -
RETIRE PLAN  PKG          MONTHS          PKG          MONTHS
  P9         FT           10              -              -

-----
COST PROJECTIONS:  VACANT    INCUMBENT  INCUMBENT
                   MONTHLY    MONTHLY    ACTUAL FYTD
SALARY              _____
RETIREMENT          _____
BENEFIT PACKAGE    _____
ADDL. CONTRIB.     _____
TOTAL               _____

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?           Y
TRANS: 004 POSITION: 000288 FISCAL YR: 14                       DISTRICT: 00001
MA  b                                     A                               06/004
  
```

Financial Information Screen (004) is a screen that records salary, retirement, and benefit contribution information for the position as if it was vacant. This information is used to project position costs on the screen and is passed to the HRS Budget Module to support budget calculations.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 23.

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Position Skills Information Screen (005)

```
File Edit View Communication Actions Window Help
** PC - POSITION SKILLS INFORMATION - UPD **      1005
2014 097900 DISTRICT UTILITY CUSTODIAN   LAST CHANGE DATE 00 00 00
JOB TYPE N

POSITION DESCRIPTION
STAPLES COMPLEX CENTER

SKILL TYPES
-----

EDUCATIONAL LEVEL ___

SPECIAL QUALIFICATION
-----

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?      Y
TRANS: 005   POSITION NUMBER: 000288   FISCAL YEAR: 14   DISTRICT: 00001
MA c                                     A                                     06/003
```

Position Skills Information Screen (005) is an optional screen to record information about the basic skills an employee will need to serve in the position. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCDB Information, beginning on Page 30.

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New Position Established

```
File Edit View Communication Actions Window Help
** PC - POSITION CONTROL - MENU **                               1000

-TRANS-  -----DESCRIPTION-----
  000  MENU
                                         . LAST POSITION:
                                         .   000288
UPDATE                                     INQUIRY
                                         . LAST REQUISITION:
  001  BUILD A POSITION
  002  BASIC POSITION INFORMATION           012
  003  LABOR DISTRIBUTION INFORMATION     013
  004  FINANCIAL INFORMATION             014
  005  POSITION SKILLS INFORMATION         015
  006  REQUISITION INFORMATION           016
      INCUMBENT INFORMATION               018
      INCUMBENT SUMMARY                   019
      VACANT POSITION SEARCH               020
      POS CONTROL REPORT REQUESTS        028
      COUNTY NAME SEARCH                  097
      DIST NAME SEARCH (ACTIVE ASSIGN)    098
      DIST NAME SEARCH (ALL ASSIGN)      099
      NAME: _____
INTERRUPT: _____
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 019  POSITION: 000288  FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA  c                                     NUM 24/025
```

When a new position is established, the system will return to the Position Control menu displaying the message, “UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.”

Reports Generated

Adding a new position or changing information on an existing position will generate a Position Profile Form and a Position Change Register (POSR030).

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Incumbent Summary (019)

```
File Edit View Communication Actions Window Help
** PC - INCUMBENT SUMMARY - INQ ** 1019
2014 097900 DISTRICT UTILITY CUSTODIAN METHOD: FTE UNITS: 2.0000
FYTD: HOURS DAYS PAY DOLLAR:
EID NUMBER JOB INCUMBENT NAME WORK LOCATION ---JOB--- -INCUMBENT-
ST STAT UNITS/$
(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU
TRANS: 019 POSITION 000288 FS YR 14 EID _____ JOB _ DISTRICT 00001
MA c 07/001
```

Incumbent Summary Screen (019) shows current and prior employees assigned to the position. This screen is system-generated and inquiry only. In this example, this screen is blank since it is a new position and no employees have been hired against this position.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 23.

J – POSITION CONTROL

Vacant Position Search (020)

The Vacant Position Search Screen provides a list of the current FTE controlled vacant positions. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCDB Information, beginning on Page 46.

Before the new position is established.

The screenshot shows a terminal window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

```
** PC - VACANT POSITION SEARCH ** 1020
```

Below this, there are two lines of input fields:

```
JOB CLASS KEY: 097900 WORK LOCATION KEY: ____ _
```

And another line for an account:

```
ACCOUNT: _ _ _ _ _
```

A table header is displayed:

POSITION STATUS	JOB CLASS TITLE	WORK LOCATION DESC	VACANT AMOUNT
-----------------	-----------------	--------------------	---------------

At the bottom of the screen, there is a status bar with the following information:

```
END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU _  
TRANS: 020 POSITION: 000288 FISCAL YR: 14 RQSN: _____ DISTRICT 00001  
MA c 03/060
```

After the new position is established.

The screenshot shows the same terminal window as above, but with a new entry in the table:

POSITION STATUS	JOB CLASS TITLE	WORK LOCATION DESC	VACANT AMOUNT
000288 A	097900-DISTRICT UTILITY CUST	07000-STAPLES COMPLEX CENTER	2.0000

The status bar at the bottom remains the same as in the previous screenshot:

```
END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU _  
TRANS: 020 POSITION: 000288 FISCAL YR: 14 RQSN: _____ DISTRICT 00001  
MA c 03/060
```

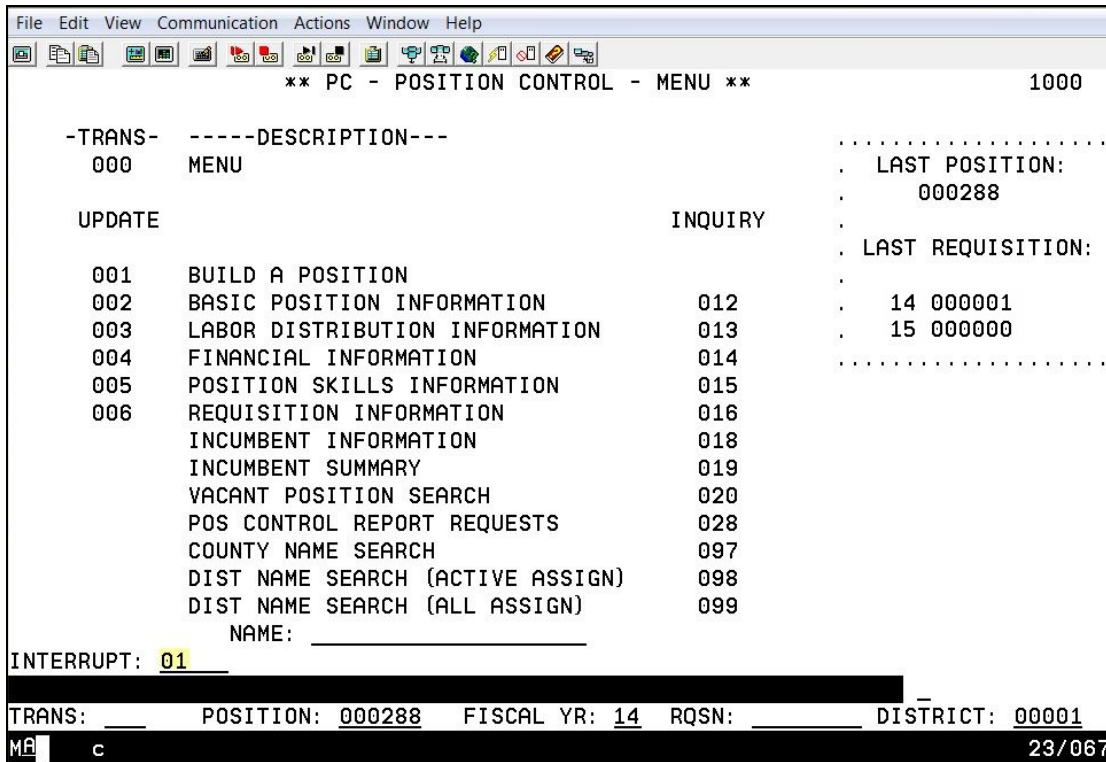
Intentionally left blank

Hiring Employees against Positions

Hiring Employees against Positions

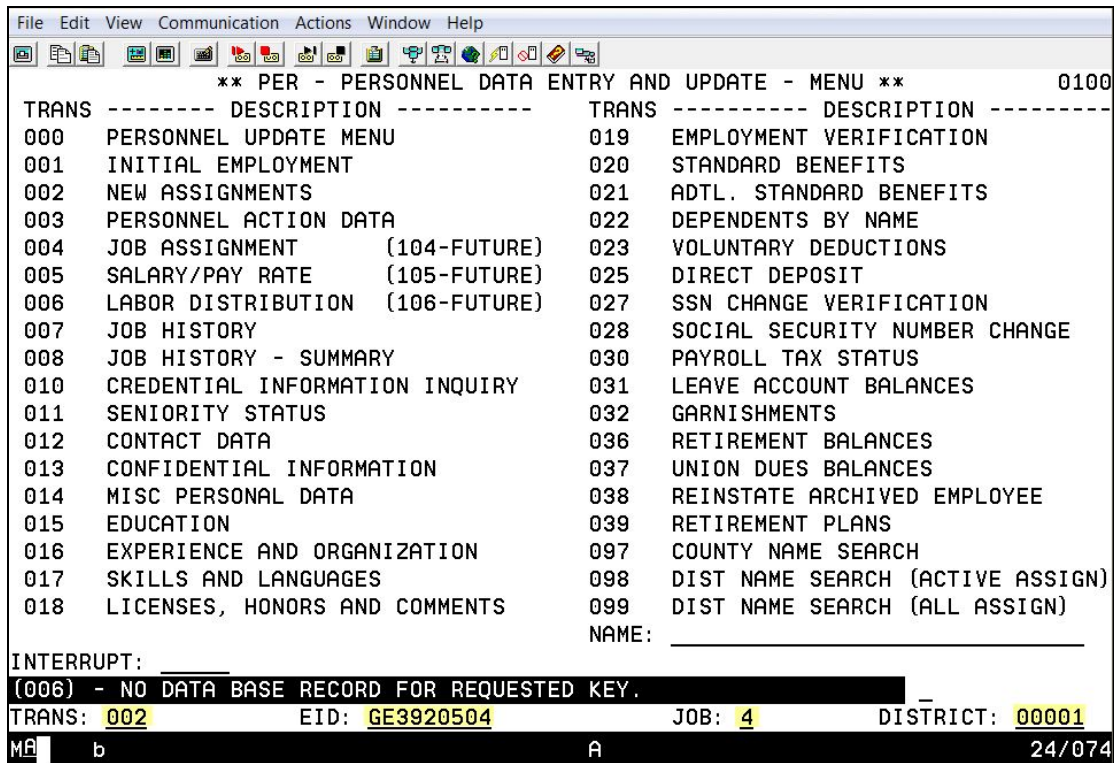
Once a position is established in PCDB, you can hire an employee against this position. When an employee is assigned to a position on EDB Job Assignment Screen (004), an immediate update occurs linking the EDB assignment to the PCDB position. For more information, refer to your Position Control Manual, Section I. Position Control Overview, beginning on Page 8.

Navigate from Function 10 to Function 01



J – POSITION CONTROL

A new assignment will be added against the new position.



```
File Edit View Communication Actions Window Help
** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100
TRANS ----- DESCRIPTION ----- TRANS ----- DESCRIPTION -----
000 PERSONNEL UPDATE MENU 019 EMPLOYMENT VERIFICATION
001 INITIAL EMPLOYMENT 020 STANDARD BENEFITS
002 NEW ASSIGNMENTS 021 ADTL. STANDARD BENEFITS
003 PERSONNEL ACTION DATA 022 DEPENDENTS BY NAME
004 JOB ASSIGNMENT (104-FUTURE) 023 VOLUNTARY DEDUCTIONS
005 SALARY/PAY RATE (105-FUTURE) 025 DIRECT DEPOSIT
006 LABOR DISTRIBUTION (106-FUTURE) 027 SSN CHANGE VERIFICATION
007 JOB HISTORY 028 SOCIAL SECURITY NUMBER CHANGE
008 JOB HISTORY - SUMMARY 030 PAYROLL TAX STATUS
010 CREDENTIAL INFORMATION INQUIRY 031 LEAVE ACCOUNT BALANCES
011 SENIORITY STATUS 032 GARNISHMENTS
012 CONTACT DATA 036 RETIREMENT BALANCES
013 CONFIDENTIAL INFORMATION 037 UNION DUES BALANCES
014 MISC PERSONAL DATA 038 REINSTATE ARCHIVED EMPLOYEE
015 EDUCATION 039 RETIREMENT PLANS
016 EXPERIENCE AND ORGANIZATION 097 COUNTY NAME SEARCH
017 SKILLS AND LANGUAGES 098 DIST NAME SEARCH (ACTIVE ASSIGN)
018 LICENSES, HONORS AND COMMENTS 099 DIST NAME SEARCH (ALL ASSIGN)
NAME: _____
INTERRUPT: _____
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.
TRANS: 002 EID: GE3920504 JOB: 4 DISTRICT: 00001
MA b A 24/074
```

1. In the **TRANS** field, type **002**.
2. In the **EID** field, type the **employee identification number**, e.g. GE3920504.
3. In the **JOB** field, type the **job number**, e.g. 4.
4. Hit the **Enter** key on your keyboard.

J - POSITION CONTROL

Job Assignment Screen (004)

File Edit View Communication Actions Window Help

** PER - JOB ASSIGNMENT - UPD ** 0104

GE3920504 MARCUS, ANDREA A. EFFEC DATE: 07 01 13 ACTNS: 13 PRIME JOB: 1

JOB	POSITION	BOARD APPROVAL	CREDENTIAL	CRED EXP DATE	ACAD RANK
4	000288	05 05 13			

JOB CLASS	JOB TYPE	JOB STS	STATUS DATE	JOB PERMANENCY	JOB FAM	CLASS ENTRY
097900	N	A	07 01 13	P CLASS PE		

DISTRICT UTILITY CUSTODIAN

WORK LOCATION: 07000 STAPLES COMPLEX CENTER

WORK PHONE EXT: _____

ANNIV DATE	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT	UNIT MEMBER	MILEAGE ELIG
07 01 14	07 01 14	A	07 01 14	CS	-	-

REASON	LEAVE TYPE	BEGIN	END	REASON	TERMINATION DATE	REHIRE ELIG

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 004 EID: GE3920504 JOB: 4 DISTRICT: 00001

MA b NUM 02/056

Salary Pay Rate Screen (005)

File Edit View Communication Actions Window Help

** PER - SALARY/PAY RATE -UPD ** 0105

GE3920504 MARCUS, ANDREA A. EFFEC DATE: 07 01 13 ACTNS: 13 PRIME JOB: 1

JOB	POSITION	JOB CLASS	TIME	TIME
4	000288	097900 DISTRICT UTILITY CUSTODIAN		

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
E4	M	10	NA	NA	002	T	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
C 018 01	07 01 13	100.00		2797.00	2797.000

STIPENDS: _____

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
2797.000	-	255.0	B	8.00	

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	BASE HRS
P9	M		01 11 07			.00

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 005 EID: GE3920504 JOB: 4 DISTRICT: 00001

MA b NUM 11/033

J – POSITION CONTROL

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100
TRANS ----- DESCRIPTION ----- TRANS ----- DESCRIPTION -----
000 PERSONNEL UPDATE MENU          019 EMPLOYMENT VERIFICATION
001 INITIAL EMPLOYMENT              020 STANDARD BENEFITS
002 NEW ASSIGNMENTS                 021 ADTL. STANDARD BENEFITS
003 PERSONNEL ACTION DATA          022 DEPENDENTS BY NAME
004 JOB ASSIGNMENT (104-FUTURE)      023 VOLUNTARY DEDUCTIONS
005 SALARY/PAY RATE (105-FUTURE)    025 DIRECT DEPOSIT
006 LABOR DISTRIBUTION (106-FUTURE)  027 SSN CHANGE VERIFICATION
007 JOB HISTORY                     028 SOCIAL SECURITY NUMBER CHANGE
008 JOB HISTORY - SUMMARY            030 PAYROLL TAX STATUS
010 CREDENTIAL INFORMATION INQUIRY  031 LEAVE ACCOUNT BALANCES
011 SENIORITY STATUS                032 GARNISHMENTS
012 CONTACT DATA                   036 RETIREMENT BALANCES
013 CONFIDENTIAL INFORMATION        037 UNION DUES BALANCES
014 MISC PERSONAL DATA             038 REINSTATE ARCHIVED EMPLOYEE
015 EDUCATION                       039 RETIREMENT PLANS
016 EXPERIENCE AND ORGANIZATION     097 COUNTY NAME SEARCH
017 SKILLS AND LANGUAGES            098 DIST NAME SEARCH (ACTIVE ASSIGN)
018 LICENSES, HONORS AND COMMENTS   099 DIST NAME SEARCH (ALL ASSIGN)
NAME: _____
INTERRUPT: _____
(012) - INVALID JOB NUMBER REQUESTED.
TRANS: 002          EID: GE3920504          JOB: 4          DISTRICT: 00001
MA b A 24/074
  
```

A new assignment has been entered against the new position. Navigate to the EDB Labor Distribution Screen (006) to view the update.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100
TRANS ----- DESCRIPTION ----- TRANS ----- DESCRIPTION -----
000 PERSONNEL UPDATE MENU          019 EMPLOYMENT VERIFICATION
001 INITIAL EMPLOYMENT              020 STANDARD BENEFITS
002 NEW ASSIGNMENTS                 021 ADTL. STANDARD BENEFITS
003 PERSONNEL ACTION DATA          022 DEPENDENTS BY NAME
004 JOB ASSIGNMENT (104-FUTURE)      023 VOLUNTARY DEDUCTIONS
005 SALARY/PAY RATE (105-FUTURE)    025 DIRECT DEPOSIT
006 LABOR DISTRIBUTION (106-FUTURE)  027 SSN CHANGE VERIFICATION
007 JOB HISTORY                     028 SOCIAL SECURITY NUMBER CHANGE
008 JOB HISTORY - SUMMARY            030 PAYROLL TAX STATUS
010 CREDENTIAL INFORMATION INQUIRY  031 LEAVE ACCOUNT BALANCES
011 SENIORITY STATUS                032 GARNISHMENTS
012 CONTACT DATA                   036 RETIREMENT BALANCES
013 CONFIDENTIAL INFORMATION        037 UNION DUES BALANCES
014 MISC PERSONAL DATA             038 REINSTATE ARCHIVED EMPLOYEE
015 EDUCATION                       039 RETIREMENT PLANS
016 EXPERIENCE AND ORGANIZATION     097 COUNTY NAME SEARCH
017 SKILLS AND LANGUAGES            098 DIST NAME SEARCH (ACTIVE ASSIGN)
018 LICENSES, HONORS AND COMMENTS   099 DIST NAME SEARCH (ALL ASSIGN)
NAME: _____
INTERRUPT: _____
(012) - INVALID JOB NUMBER REQUESTED.
TRANS: 006          EID: GE3920504          JOB: 4          DISTRICT: 00001
MA b A 24/074
  
```

J – POSITION CONTROL

The system automatically updates the EDB Labor Distribution Screen (006) for employees assigned to the position.

** PER - LABOR DISTRIBUTION - UPD ** 0106

GE3920504 MARCUS, ANDREA A. EFFEC DATE: 07 01 13 ACTNS:

FISCAL YEAR: 14

PRIMARY JOB: 3

JOB: 4 POSITION: 000288 JOB CLASS: 097900 DIST UTILITY CUSTODIAN

SALARY RATE: 2797.000

FULL-TIME RATE: 2797.000

SPEED KEY

	FUND	RESRCE/PROJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	
1	<u>01 0</u>	<u>06405 0</u>	<u>00000</u>	<u>31300</u>	<u>2910</u>	<u>5040000</u>	<u>10.000</u>	
2	<u>01 0</u>	<u>07390 0</u>	<u>00000</u>	<u>31300</u>	<u>2910</u>	<u>5040000</u>	<u>90.000</u>	
3	—	—	—	—	—	—	—	
4	—	—	—	—	—	—	—	
5	—	—	—	—	—	—	—	
6	—	—	—	—	—	—	—	
7	—	—	—	—	—	—	—	
8	—	—	—	—	—	—	—	
9	—	—	—	—	—	—	—	
10	—	—	—	—	—	—	—	
11	—	—	—	—	—	—	—	
12	—	—	—	—	—	—	—	100.000 100.000

(002) - ENTER YOUR CHANGES.

TRANS 006 EID GE3920504 JOB 4 DISTRICT 00001

MA b A 24/077

For more information refer to your Position Control Manual, Section IV. EDB Position Control Screen Processes, beginning on Page 9.

J – POSITION CONTROL

Navigate back to Position Control to view the position changes after a new hire has been added.

Navigate from Function 01 to Function 10

The screenshot shows a window titled "** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **" with a menu of options. The window has a standard menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The menu options are listed in two columns. At the bottom, there is a status bar with fields for TRANS, EID, JOB, DISTRICT, and NUM, along with a cursor position indicator.

TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)

INTERERRUPT: 10

NAME: _____

TRANS: 002 EID: GE3920504 JOB: 4 DISTRICT: 00001

MA b NUM 20/053

J – POSITION CONTROL

Inquire on the Basic Position Information Screen (012)

```
File Edit View Communication Actions Window Help
** PC - POSITION CONTROL - MENU ** 1000

-TRANS-  -----DESCRIPTION-----
  000    MENU
        UPDATE                               INQUIRY
  001    BUILD A POSITION
  002    BASIC POSITION INFORMATION           012
  003    LABOR DISTRIBUTION INFORMATION     013
  004    FINANCIAL INFORMATION             014
  005    POSITION SKILLS INFORMATION         015
  006    REQUISITION INFORMATION           016
        INCUMBENT INFORMATION              018
        INCUMBENT SUMMARY                  019
        VACANT POSITION SEARCH              020
        POS CONTROL REPORT REQUESTS       028
        COUNTY NAME SEARCH                097
        DIST NAME SEARCH (ACTIVE ASSIGN)   098
        DIST NAME SEARCH (ALL ASSIGN)     099
        NAME: _____
INTERRUPT: _____
TRANS: 012  POSITION: 000288  FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA  c 23/067
```

1. In the **TRANS field**, type **012**.
2. In the **POSITION field**, type the **position number**, e.g. 000288.
3. Optional: If the position is for "next" fiscal year only, change the fiscal year in the FISCAL YR field.
4. Hit the **Enter key** on your keyboard.

J – POSITION CONTROL

Basic Position Information Screen after new hire

File Edit View Communication Actions Window Help							
** PC - BASIC POSITION INFORMATION **							1012
2014 000288				LAST CHANGE DATE 09 01 11			
JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS	
097900	DISTRICT UTILITY CUSTODIAN	N		F	2.0000	0.00	
POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION	
A	09 01 11	09 01 11					
< - - - - - INCUMBENT STATUSES - - - - - >				< - - VACANCY STATUSES - - >			
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT	
1.0000	1.0000	0.0000	0.0000	0.0000	0.0000	1.0000	
POS WORK LOC	POSITION	REPORT GROUP		BARGAINING UNIT			
CODE/SUB-SITE	WORK LOCATION TITLE			UNIT			
07000	STAPLES COMPLEX CENTER			CL			
COMMENTS	FYTD HOURS:	DAYS:	PAY: \$				
TRANS: 012	POSITION NUMBER: 000288	FISCAL YEAR: 14	DISTRICT 00001				
MA c	A					06/002	

For more information, refer to your Position Control Manual, Section V. PCDB Processes, beginning on Page 3.

J – POSITION CONTROL

Incumbent Summary Screen after new hire

File Edit View Communication Actions Window Help

2014 097900 DISTRICT UTILITY CUSTODIAN METHOD: FTE UNITS: 2.0000 1019
FYTD: HOURS DAYS PAY DOLLAR:

EID NUMBER	JOB	INCUMBENT NAME	WORK LOCATION	---JOB---	-INCUMBENT-	CLASS ST	STAT	UNITS/\$
GE3920504	4	MARCUS, ANDREA A.	07900	097900	A	F		1.0000

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 019 POSITION 000288 FS YR 14 EID _____ JOB _ DISTRICT 00001

MA c 07/001

J – POSITION CONTROL

Vacant Position Search after new hire

The screenshot shows a software application window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

** PC - VACANT POSITION SEARCH ** 1020

JOB CLASS KEY: 097900 WORK LOCATION KEY: _____

ACCOUNT: _____

POSITION STATUS	JOB CLASS TITLE	WORK LOCATION DESC	VACANT AMOUNT
000288 A	097900-DISTRICT UTILITY CUST	07000-STAPLES COMPLEX CENTER	2.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU

TRANS: 020 POSITION: 000288 FISCAL YR: 14 RQSN: _____ DISTRICT 00001

MA c 03/060

Updates to this screen occur overnight during batch processing and are displayed the following day.

Intentionally left blank

Building a New Position Number Out of Sequential Order

Building a New Position Number Out of Sequential Order

```

** PC - POSITION CONTROL - MENU **                                1000

-TRANS-  -----DESCRIPTION-----
  000    MENU
  UPDATE                                INQUIRY
  001    BUILD A POSITION
  002    BASIC POSITION INFORMATION          012
  003    LABOR DISTRIBUTION INFORMATION    013
  004    FINANCIAL INFORMATION             014
  005    POSITION SKILLS INFORMATION        015
  006    REQUISITION INFORMATION          016
        INCUMBENT INFORMATION             018
        INCUMBENT SUMMARY                  019
        VACANT POSITION SEARCH              020
        POS CONTROL REPORT REQUESTS       028
        COUNTY NAME SEARCH                 097
        DIST NAME SEARCH (ACTIVE ASSIGN)   098
        DIST NAME SEARCH (ALL ASSIGN)     099
        NAME: _____

INTERRUPT: _____

TRANS: 001  POSITION: 009001  FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA c                                           24/074
    
```

1. In the **TRANS field**, type **001**.
2. In the **POSITION field**, type the **new position number**.
3. Optional: If the position is for "next" year only, change the fiscal year in the FISCAL YR field.
4. Hit the **Enter key** on your keyboard.

J – POSITION CONTROL

Basic Position Information (002)

File Edit View Communication Actions Window Help							
** PC - BASIC POSITION INFORMATION **							1002
2014 009001 TEACHERS HOURLY				LAST CHANGE DATE 00 00 00			
JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS	
080100	TEACHERS HOURLY	C		P	0.0000	0.00	
POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION	
A	07 01 13	07 01 13	06 30 14				
< - - - - - INCUMBENT STATUSES - - - - - >				< - - VACANCY STATUSES - - >			
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT	
0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
POS WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT				
09000	DISTRICT OFFICE		RP				
COMMENTS	FYTD HOURS:	DAYS:	PAY:	\$			
(093) - NEW RECORD - ENTER YOUR DATA							
TRANS:	002	POSITION NUMBER:	009001	FISCAL YEAR:	14	DISTRICT	00001
MA	c	A					06/002

J - POSITION CONTROL

Labor Distribution (003)

File Edit View Communication Actions Window Help

*** PC - LABOR DISTRIBUTION - UPD *** 1003

2014 009001 TEACHERS HOURLY LAST CHANGE DATE 00 00 00

SPEED KEY _____

	FUND	RESRCE/PROJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
1	01 0	96351 0	71100	10000	1130	6090000	100.000		
2	---	---	---	---	---	---	---		
3	---	---	---	---	---	---	---		
4	---	---	---	---	---	---	---		
5	---	---	---	---	---	---	---		
6	---	---	---	---	---	---	---		
7	---	---	---	---	---	---	---		
8	---	---	---	---	---	---	---		
9	---	---	---	---	---	---	---		
10	---	---	---	---	---	---	---		
11	---	---	---	---	---	---	---		
12	---	---	---	---	---	---	---	100.000	100.000

EFFECTIVE DATE: 07 01 13

(002) - ENTER YOUR CHANGES.

TRANS: 003 POSITION NUMBER: 009001 FISCAL YEAR: 14 DISTRICT 00001

MA e A 24/077

J – POSITION CONTROL

Financial Information (004)

File Edit View Communication Actions Window Help										
** PC - FINANCIAL INFORMATION - UPD **								1004		
2014 009001 TEACHERS HOURLY					LAST CHANGE DATE 06 23 11					
PAY BASIS	PROJECT OPTION	WORK CALENDAR	PERCENT FULL-TIME	-VACANT SCHED	SALARY-RANGE	-PRORATE CODE	STEP %	INC MONTHS		
<u>H</u>	<u>P</u>	<u>I</u>	<u>100.00</u>	<u>0</u>	<u>007</u>	<u>01</u>	<u>-</u>	<u>00</u>	<u>00</u>	
STIPENDS ___ - - - - -										
- - - BENEFIT - - - - -										
RETIRE PLAN	PKG	MONTHS		- ADDL CONTRIBUTION	PKG	MONTHS				
<u>S5</u>	<u>NA</u>	<u>NONE</u>	<u>10</u>	<u>-</u>	<u>-</u>	<u>00</u>				

COST PROJECTIONS:										
	VACANT MONTHLY	INCUMBENT MONTHLY	INCUMBENT ACTUAL FYTD							
SALARY	_____	_____	_____							
RETIREMENT	_____	_____	_____							
BENEFIT PACKAGE	_____	_____	_____							
ADDL. CONTRIB.	_____	_____	_____							
TOTAL	_____	_____	_____							
(002) - ENTER YOUR CHANGES.										
TRANS: <u>004</u>				POSITION: <u>009001</u>			FISCAL YR: <u>14</u>		DISTRICT: <u>00001</u>	
MA e								24/077		

J – POSITION CONTROL

Position Skills Information (005)

File	Edit	View	Communication	Actions	Window	Help
** PC - POSITION SKILLS INFORMATION - UPD **						
1005						
2014 009001 TEACHERS HOURLY						
LAST CHANGE DATE 00 00 00						
JOB TYPE C						
POSITION DESCRIPTION						

SKILL TYPES						

EDUCATIONAL LEVEL __						
SPECIAL QUALIFICATION						

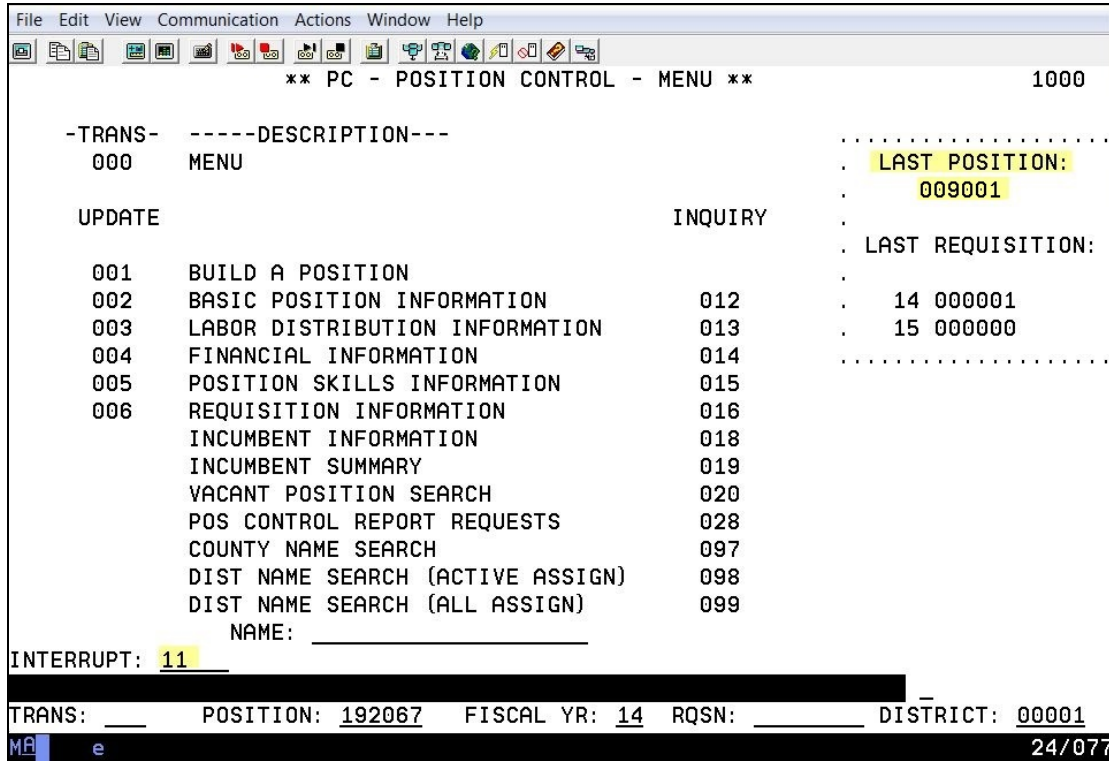
(002) - ENTER YOUR CHANGES.						
TRANS: <u>005</u> POSITION NUMBER: <u>009001</u> FISCAL YEAR: <u>14</u> DISTRICT: <u>00001</u>						
MA b 24/077						

Resetting Automatic Counting System

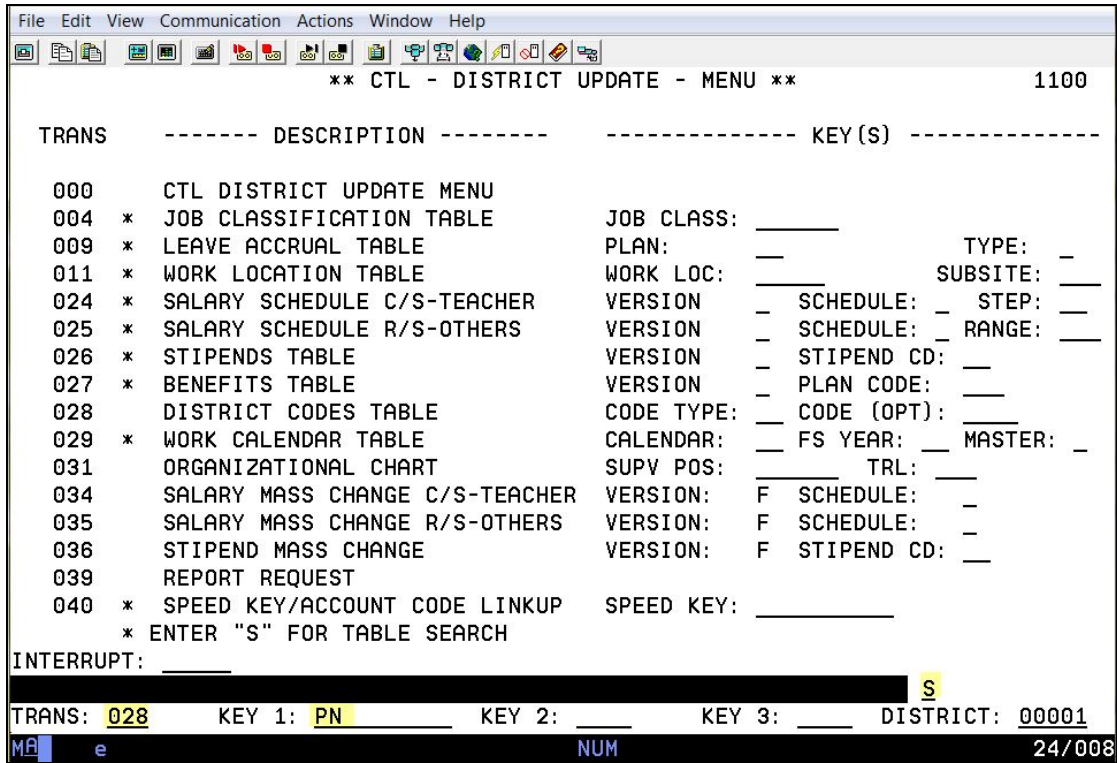
Resetting Automatic Counting System

Position Numbers can be reset using the District Codes Table (028) in the Control Data Base module. It records the last position number assigned and the last requisition number assigned for a fiscal year. The numbers are used to support the automatic numbering of positions and requisitions on PCDB screens 002 and 006. When either a new position or a new requisition is created the system will automatically add one to the number stored in the table for the appropriate fiscal year.

Navigate from Function 10 to Function 11



Control Data Base - District Update Menu (1100)



1. In the **action field**, type **S** to search.
2. In the **TRANS field**, type **028** to go to the District Codes Table.
3. In **KEY 1 field**, type **PN** to view the position number.
4. Hit the **Enter key** on your keyboard.

J – POSITION CONTROL

District Codes Table (028) – Position Numbers (PN)

Before resetting the number, it shows that last sequential number, 009001.

File Edit View Communication Actions Window Help

** CTL - DISTRICT CODES TABLE - UPDATE ** 1128

CODE TYPE: PN *DIST NAME NOT FOUND CODE:
DISTRICT: 00801

CODE	DESCRIPTION	CODE	DESCRIPTION
P00	009001	_____	_____
R13	13000014	_____	_____
R14	14000001	_____	_____
R15	15000000	_____	_____
R16	16000000	_____	_____
R17	17000000	_____	_____
R18	18000000	_____	_____
R19	19000000	_____	_____
R20	20000000	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(075) - LAST SCREEN - NO MORE DATA

TRANS: 028 KEY 1: PN _____ KEY 2: _____ KEY 3: _____ DIST: 00001

MA e NUM 24/076

Change the description from 009001 to 000288 in the P00 row, and hit the Enter Key.

File Edit View Communication Actions Window Help

** CTL - DISTRICT CODES TABLE - UPDATE ** 1128

CODE TYPE: PN *DIST NAME NOT FOUND CODE:
DISTRICT: 00801

CODE	DESCRIPTION	CODE	DESCRIPTION
P00	000288	_____	_____
R13	13000014	_____	_____
R14	14000001	_____	_____
R15	15000000	_____	_____
R16	16000000	_____	_____
R17	17000000	_____	_____
R18	18000000	_____	_____
R19	19000000	_____	_____
R20	20000000	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 028 KEY 1: PN _____ KEY 2: _____ KEY 3: _____ DIST: 00001

MA e NUM 08/024

J – POSITION CONTROL

Navigate from Function 11 to Function 10

```

File Edit View Communication Actions Window Help
** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN: _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC: _____ SUBSITE:  _
024 *  SALARY SCHEDULE C/S-TEACHER   VERSION  _ SCHEDULE:  _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS    VERSION  _ SCHEDULE:  _ RANGE:  _
026 *  STIPENDS TABLE               VERSION  _ STIPEND CD:  _
027 *  BENEFITS TABLE               VERSION  _ PLAN CODE:  _
028    DISTRICT CODES TABLE         CODE TYPE:  _ CODE (OPT):  _
029 *  WORK CALENDAR TABLE          CALENDAR:  _ FS YEAR:  _ MASTER:  _
031    ORGANIZATIONAL CHART          SUPV POS:  _ TRL:  _
034    SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS VERSION:  F SCHEDULE:  _
036    STIPEND MASS CHANGE           VERSION:  F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
      * ENTER "S" FOR TABLE SEARCH
INTERRUPT: 10

TRANS:  _____ KEY 1: _____ KEY 2: _____ KEY 3: _____ DISTRICT: 00001
MA e                                           22/014
  
```

The automatic numbering of position numbers has been reset.

```

File Edit View Communication Actions Window Help
** PC - POSITION CONTROL - MENU **                               1000

-TRANS-  -----DESCRIPTION-----
000    MENU
      . LAST POSITION:
      . 000288
UPDATE   INQUIRY
001    BUILD A POSITION
002    BASIC POSITION INFORMATION      012 . 14 000001
003    LABOR DISTRIBUTION INFORMATION 013 . 15 000000
004    FINANCIAL INFORMATION         014
005    POSITION SKILLS INFORMATION     015
006    REQUISITION INFORMATION       016
      INCUMBENT INFORMATION          018
      INCUMBENT SUMMARY              019
      VACANT POSITION SEARCH           020
      POS CONTROL REPORT REQUESTS     028
      COUNTY NAME SEARCH              097
      DIST NAME SEARCH (ACTIVE ASSIGN) 098
      DIST NAME SEARCH (ALL ASSIGN)   099
      NAME: _____
INTERRUPT: _____

TRANS:  _____ POSITION: 009001 FISCAL YR: 14 RQSN: _____ DISTRICT: 00001
MA e                                           24/077
  
```

Intentionally left blank

Overlaying Position Numbers

Overlaying Position Numbers

This is the status count and incumbent information for position number 000288 before it is overlaid.

```

File Edit View Communication Actions Window Help
** PC - BASIC POSITION INFORMATION ** 1002
2014 000288 LAST CHANGE DATE 09 01 11

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD UNITS DOLLARS
097900 DISTRICT UTILITY CUSTODIAN N F 2.0000 0.00

POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE POSITION POSITION POSITION
A 09 01 11 09 01 11

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
1.0000 1.0000 0.0000 0.0000 0.0000 0.0000 1.0000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
07000 STAPLES COMPLEX CENTER CL

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 000288 FISCAL YEAR: 14 DISTRICT 00001
MA c A 06/002
    
```

```

File Edit View Communication Actions Window Help
** PC - INCUMBENT SUMMARY - INQ ** 1019
2014 097900 DISTRICT UTILITY CUSTODIAN METHOD: FTE UNITS: 2.0000
FYTD: HOURS DAYS PAY DOLLAR:

EID INCUMBENT WORK ---JOB--- -INCUMBENT-
NUMBER JOB NAME LOCATION CLASS ST STAT UNITS/$
GE3920504 4 MARCUS, ANDREA A. 07000 097900 A F 1.0000

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU
TRANS: 019 POSITION 000288 FS YR 14 EID JOB DISTRICT 00001
MA c A 07/001
    
```


J – POSITION CONTROL

Navigate from Function 10 to Function 01

The screenshot shows a window titled "PC - POSITION CONTROL - MENU" with a menu of options. The window has a standard menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area displays a list of menu items with their descriptions and inquiry codes. At the bottom, there is a status bar with fields for TRANS, POSITION, FISCAL YR, RQSN, and DISTRICT, along with a date field.

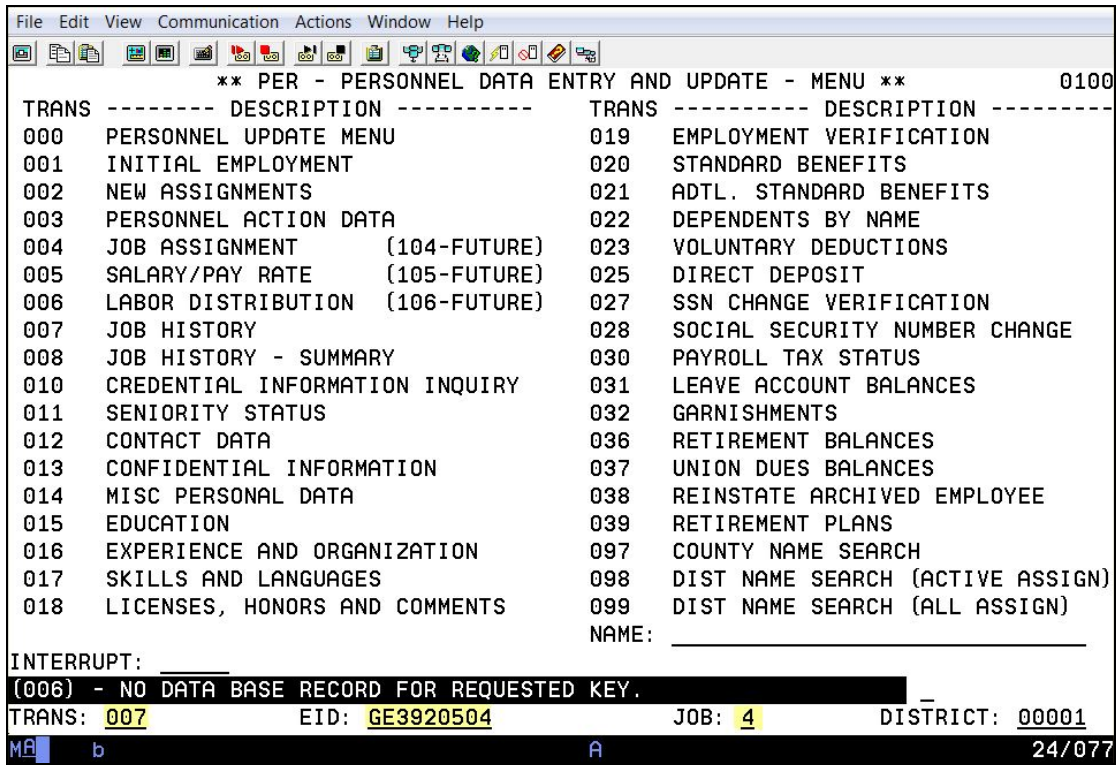
```
File Edit View Communication Actions Window Help
** PC - POSITION CONTROL - MENU ** 1000

-TRANS-  ----DESCRIPTION---
  000    MENU
        UPDATE                INQUIRY
  001    BUILD A POSITION
  002    BASIC POSITION INFORMATION      012
  003    LABOR DISTRIBUTION INFORMATION 013
  004    FINANCIAL INFORMATION         014
  005    POSITION SKILLS INFORMATION     015
  006    REQUISITION INFORMATION       016
        INCUMBENT INFORMATION         018
        INCUMBENT SUMMARY             019
        VACANT POSITION SEARCH          020
        POS CONTROL REPORT REQUESTS   028
        COUNTY NAME SEARCH            097
        DIST NAME SEARCH (ACTIVE ASSIGN) 098
        DIST NAME SEARCH (ALL ASSIGN)   099
        NAME: _____

INTERRUPT: 01

TRANS: _____ POSITION: 000288 FISCAL YR: 14 RQSN: _____ DISTRICT: 00001
MA c 23/067
```

Access the Job History Screen



1. In the **TRANS** field, type "007".
2. In the **EID** field, type the **employee identification number**, e.g. GE3920504.
3. In the **JOB** field, type the **job number** that will be overlaid, e.g. 4.
4. Hit the **Enter** key on your keyboard.

J – POSITION CONTROL

This is the Job History Screen (007) before the position is overlaid.

File Edit View Communication Actions Window Help											
** PER - JOB HISTORY - UPD **											
GE3920504 MARCUS, ANDREA A.										0107	
										EMPL STATUS ACTIVE	
										PRIMARY JOB: 3	
E O	ACTION/	JOB	-JOB-		WORK	PAY	PCT-FT	SCHD	STEP	SAL-RATE	
L B	DATE	CLASS	POSN	ST	PR	LOCATION	BAS	COMMENT	/RANGE/	RET-RATE	
4	13	097900	000288	A	P	07000	M	100.00	C 018 01	2797.000	
	07 01 13	* DISTRICT UTILITY CU STAPLES COMPLEX									2797.000
SELECT [X=DETAIL R=RELIST M=MENU] [A=ADD "="=COPY D=DELETE U=AUDIT TR]											
OPTIONS: [F=FORWARD B=BACK T=TOP] [FILTER J=JOB C=CLASS P=POSITION]											
(075) - LAST SCREEN - NO MORE DATA											
TRANS: 007		EID: GE3920504			JOB: 4			DISTRICT 00001			
MA	c	A							07/001		

J - POSITION CONTROL

Job Assignment (004)

Before position number is overlaid.

```

File Edit View Communication Actions Window Help
** PER - JOB ASSIGNMENT - UPD **                                0104
GE3920504  MARCUS, ANDREA A.                                EFFEC DATE: 07 01 13 ACTNS:  _ _ _
                                                    PRIME JOB: 1
JOB          POSITION    BOARD APPROVAL    CREDENTIAL    CRED EXP DATE    ACAD RANK
4           000288      05 05 13          _____    _____
JOB CLASS   JOB TYPE   JOB STS   STATUS DATE   JOB PERMANENCY   JOB FAM   CLASS ENTRY
097900      N           A         07 01 15     P CLASS PE      _ _ _ _
DISTRICT UTILITY CUSTODIAN

WORK LOCATION          WORK PHONE  EXT
07000                 _____
STAPLES COMPLEX CENTER

ANNIV          PASS          EVAL          EVAL          BARG          UNIT          MILEAGE
DATE          PROB DATE    TYPE          DUE DATE      UNIT          MEMBER        ELIG
07 01 14      01 01 15      A            01 01 15     CS           -            -

----- LEAVE ----- TERMINATION -----
REASON          TYPE  BEGIN  END  REASON          DATE  REHIRE ELIG
-----

(002) - ENTER YOUR CHANGES.
TRANS: 004      EID: GE3920504      JOB: 4      DISTRICT 00001
MA  b          NUM          02/056
    
```

After position number is overlaid.

```

File Edit View Communication Actions Window Help
** PER - JOB ASSIGNMENT - UPD **                                0104
GE3920504  MARCUS, ANDREA A.                                EFFEC DATE: 07 01 13 ACTNS: 20 _ _
                                                    PRIME JOB: 3
JOB          POSITION    BOARD APPROVAL    CREDENTIAL    CRED EXP DATE    ACAD RANK
4           192067      _ _ _          XXXXXX        55 55 55
JOB CLASS   JOB TYPE   JOB STS   STATUS DATE   JOB PERMANENCY   JOB FAM   CLASS ENTRY
080100      N           A         07 01 13     P CLASS PE      _ _ _ _
TEACHERS HOURLY

WORK LOCATION          WORK PHONE  EXT
09000                 _____
DISTRICT OFFICE

ANNIV          PASS          EVAL          EVAL          BARG          UNIT          MILEAGE
DATE          PROB DATE    TYPE          DUE DATE      UNIT          MEMBER        ELIG
99 99 99      _ _ _      -            _ _ _ _      NE           -            -

----- LEAVE ----- TERMINATION -----
REASON          TYPE  BEGIN  END  REASON          DATE  REHIRE ELIG
-----

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?      Y
TRANS: 005      EID: GE3920504      JOB: 4      DISTRICT 00001
    
```

J - POSITION CONTROL

Salary Pay Rate (005)

Before position number is overlaid.

```

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD **                                0105
GE3920504  MARCUS,ANDREA A.          EFFEC DATE: 07 01 13 ACTNS:  _ _ _
                                                    PRIME JOB: 3

JOB    POSITION    JOB CLASS
4      192067     080100 TEACHERS HOURLY

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME    TIME
E4     M      10      NA        NA        002     I      REG  _ _ _

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
C 018 01          07 01 13    100.00        -             2797.000      2797.000

STIPENDS:  _ _ _  _ _ _  _ _ _  _ _ _  _ _ _  _ _ _

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
2797.000    -      261.0      B          8.00          -
***          STRS    STRS

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
P9        M    -   01 11 07    -          -          .00

(002) - ENTER YOUR CHANGES.
TRANS: 005          EID: GE3920504          JOB: 4          DISTRICT: 00001
MA a A 24/077
    
```

After position number is overlaid.

```

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD **                                0105
GE3920504  MARCUS,ANDREA A.          EFFEC DATE: 07 01 13 ACTNS: 17 _ _
                                                    PRIME JOB: 3

JOB    POSITION    JOB CLASS
4      192067     080100 TEACHERS HOURLY

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME    TIME
H1     H      10      NA        NA        009     P      REG  _ _ _

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
E 001 07          07 01 13    100.00        -             40.700      40.700

STIPENDS:  _ _ _  _ _ _  _ _ _  _ _ _  _ _ _

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
40.700    -      217.0      P          6.00          S

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
P9        M    -   01 11 07    -          -          .00

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 007          EID: GE3920504          JOB: 4          DISTRICT: 00001
MA a A 24/008
    
```

J – POSITION CONTROL

Job History (007)

** PER - JOB HISTORY - UPD **											0107
GE3920504 MARCUS, ANDREA A.										EMPL STATUS ACTIVE	
S J										PRIMARY JOB: 3	
E O	ACTION/	JOB	-JOB-	WORK	PAY	PCT-FT	SCHD	STEP	SAL-RATE		
L B	DATE	CLASS	POSN	ST PR	LOCATION	BAS	COMMENT	/RANGE/	RET-RATE		
4 17		080100	192067	A	P 09000	H	100.00	E 001 07	40.700		
07 01 13		TEACHERS	HOURLY		DISTRICT OFFICE				40.700		
4 20		080100	192067	A	P 09000	M	100.00	C 018 01	2797.000		
07 01 13		TEACHERS	HOURLY		DISTRICT OFFICE				2797.000		
4 13		097900	000288	A	P 07000	M	100.00	C 018 01	2797.000		
07 01 13 *		DISTRICT	UTILITIY CU		STAPLES COMPLEX				2797.000		

SELECT [X=DETAIL R=RELIST M=MENU] [A=ADD "="=COPY D=DELETE U=AUDIT TR]
 OPTIONS: [F=FORWARD B=BACK T=TOP] [FILTER J=JOB C=CLASS P=POSITION]
 (075) - LAST SCREEN - NO MORE DATA M
 TRANS: 007 EID: GE3920504 JOB: 4 DISTRICT 00001
 MA c A 07/001

After position is overlaid.

J – POSITION CONTROL

Navigate from Function 01 to Function 10.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **                                0100
TRANS ----- DESCRIPTION ----- TRANS ----- DESCRIPTION -----
000 PERSONNEL UPDATE MENU                                019 EMPLOYMENT VERIFICATION
001 INITIAL EMPLOYMENT                                  020 STANDARD BENEFITS
002 NEW ASSIGNMENTS                                     021 ADTL. STANDARD BENEFITS
003 PERSONNEL ACTION DATA                             022 DEPENDENTS BY NAME
004 JOB ASSIGNMENT (104-FUTURE)                        023 VOLUNTARY DEDUCTIONS
005 SALARY/PAY RATE (105-FUTURE)                       025 DIRECT DEPOSIT
006 LABOR DISTRIBUTION (106-FUTURE)                    027 SSN CHANGE VERIFICATION
007 JOB HISTORY                                         028 SOCIAL SECURITY NUMBER CHANGE
008 JOB HISTORY - SUMMARY                               030 PAYROLL TAX STATUS
010 CREDENTIAL INFORMATION INQUIRY                     031 LEAVE ACCOUNT BALANCES
011 SENIORITY STATUS                                    032 GARNISHMENTS
012 CONTACT DATA                                       036 RETIREMENT BALANCES
013 CONFIDENTIAL INFORMATION                           037 UNION DUES BALANCES
014 MISC PERSONAL DATA                                 038 REINSTATE ARCHIVED EMPLOYEE
015 EDUCATION                                           039 RETIREMENT PLANS
016 EXPERIENCE AND ORGANIZATION                        097 COUNTY NAME SEARCH
017 SKILLS AND LANGUAGES                               098 DIST NAME SEARCH (ACTIVE ASSIGN)
018 LICENSES, HONORS AND COMMENTS                     099 DIST NAME SEARCH (ALL ASSIGN)
NAME: _____
INTERRUPT: 10
TRANS: _____ EID: GE3920504 JOB: 4 DISTRICT: 00001
MA b 24/077
  
```

Access the Basic Position Information Screen.

```

File Edit View Communication Actions Window Help
** PC - POSITION CONTROL - MENU **                                1000
-TRANS- -----DESCRIPTION---
000 MENU
UPDATE INQUIRY
001 BUILD A POSITION
002 BASIC POSITION INFORMATION
003 LABOR DISTRIBUTION INFORMATION
004 FINANCIAL INFORMATION
005 POSITION SKILLS INFORMATION
006 REQUISITION INFORMATION
INCUMBENT INFORMATION
INCUMBENT SUMMARY
VACANT POSITION SEARCH
POS CONTROL REPORT REQUESTS
COUNTY NAME SEARCH
DIST NAME SEARCH (ACTIVE ASSIGN)
DIST NAME SEARCH (ALL ASSIGN)
NAME: _____
INTERRUPT: _____
TRANS: 002 POSITION: 000288 FISCAL YR: 14 RQSN: _____ DISTRICT: 00001
MA b NUM 24/025
  
```

J - POSITION CONTROL

This is the status count and incumbent information for position number 000288 after it has been overlaid.

```

File Edit View Communication Actions Window Help
** PC - BASIC POSITION INFORMATION ** 1002
2014 000288 LAST CHANGE DATE 07 01 13

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION -- UNITS DOLLARS
097900 DISTRICT UTILITY CUSTODIAN N E 2.0000 0.00

POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE POSITION POSITION POSITION
A 09 01 11 09 01 11

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
2.0000 0.0000 0.0000 0.0000 0.0000 0.0000 2.0000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
07000 STAPLES COMPLEX CENTER CL

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 000288 FISCAL YEAR: 14 DISTRICT 00001
MA c A 06/002
    
```

```

File Edit View Communication Actions Window Help
** PC - INCUMBENT SUMMARY - INQ ** 1019
2014 097900 DISTRICT UTILITY SUPERVISOR METHOD: PAY UNITS:
FYTD: HOURS DAYS PAY DOLLAR:

EID INCUMBENT WORK ---JOB--- -INCUMBENT-
NUMBER JOB NAME LOCATION CLASS ST STAT UNITS/$
----PRIOR INCUMBENTS----
GE3920504 4 MARCUS,ANDREA A. 09000 080100 P

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU
TRANS: 019 POSITION 097900 FS YR 14 EID JOB DISTRICT 00001
MA b 24/077
    
```


J - POSITION CONTROL

This is the status count and incumbent information for position number 192067 after it has been overlaid.

File Edit View Communication Actions Window Help

** PC - BASIC POSITION INFORMATION ** 1002

2014 192067 TEACHERS HOURLY LAST CHANGE DATE 06 23 11

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	POSITION UNITS	POSITION DOLLARS
080100	TEACHERS HOURLY	C		P	0.0000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
A	09 01 04	09 01 04	06 30 14			

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >

AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT
0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

POS CODE/SUB-SITE	WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT
07000	DISTRICT OFFICE		RP

COMMENTS FYTD HOURS: _____ DAYS: _____ PAY: \$ _____

(002) - ENTER YOUR CHANGES.

TRANS: 002 POSITION NUMBER: 192067 FISCAL YEAR: 14 DISTRICT 00001

MA b 24/077

File Edit View Communication Actions Window Help

** PC - INCUMBENT SUMMARY - INQ ** 1019

2014 192067 TEACHERS HOURLY METHOD: PAY UNITS: DOLLAR:

EID NUMBER	JOB	INCUMBENT NAME	WORK LOCATION	CLASS	ST	STAT	UNITS/\$
GE3920504	4	MARCUS, ANDREA A.	09000	080100	A	F	
VK7099864	4	ABRAMS, TINA B.	09000	080100	A	F	
EB7605532	1	BARRETT, GLORIA A.	09000	080100	A	F	
VN1602981	8	COMBS, SHERRI O.	09000	080100	A	F	
PE9854838	4	CONNOLLY, VIRGINIA O.	09000	080100	A	F	
SP3464647	1	DICKERSON, TONI I.	09000	080100	A	F	
JF0186778	2	EDWARDS, SIDNEY D.	09000	080100	A	F	
YQ1057847	3	FORD, CLIFFORD O.	09000	080100	A	F	
HM3859393	1	FREDERICK, ELAINE R.	09000	080100	A	F	
CP5430794	4	HENSON, PAIGE E.	09000	080100	A	F	
DA3323930	6	HICKS, GLENN I.	09000	080100	A	F	
TF9571656	6	LIM, ANNIE I.	09000	080100	A	F	
ZD6832657	6	MANNING, LEAH A.	09000	080100	A	F	
EF1215455	1	MCCARTHY, BERNARD C.	09000	080100	A	F	
BM6536660	1	MCLEAN, KARL C.	09000	080100	A	F	

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 019 POSITION 192067 FS YR 14 EID _____ JOB _ DISTRICT 00001

MA b 24/077

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Reports

Discrepancy Report
Account Code Override

J - POSITION CONTROL

PAGE NO. 1

HRS POSITION CONTROL DISCREPANCY REPORT

POSR060/PC506CXX/092891

RUN DATE 11/18/11

FISCAL YEAR 2012

DISTRICT 00011-SFS TRAINING DISTRICT

RUN TIME 11:58 PM

POSITION STATUS/DATE EXCEPTION CONDITION

JOB TYPE: C

ACCOUNTING

114020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "01040450000002140019704010000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704010000"	NOT ON LABOR FILE
117210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
124020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019704010000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704010000"	NOT ON LABOR FILE
127210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
131010-C	A	02/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104030000"	NOT ON LABOR FILE
131708-C	A	08/01/07	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104030000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
134020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019704030000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704030000"	NOT ON LABOR FILE
137210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
144020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE
151112-C	A	02/01/09	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104050000"	NOT ON LABOR FILE
151119-C	A	12/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500000003110012104050000"	NOT ON LABOR FILE
151400-C	A	08/01/04	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104050000"	NOT ON LABOR FILE
151709-C	A	08/01/08	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010582100111001000011304050000"	NOT ON LABOR FILE
153059-C	A	03/01/05	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE
154020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010582100111001000011304050000"	NOT ON LABOR FILE
157059-C	A	07/01/05	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
157210-C	A	07/01/11	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
171111-C	A	06/01/06	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
171304-C	A	09/01/07	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE

J - POSITION CONTROL

POSR085/PC5685XX/122794 HRS ACCOUNT CODE OVERRIDE LIST PAGE NO. 1 h
 RUN TIME 12:02 AM DISTRICT 00011 - SFS TRAINING DISTRICT FISCAL YEAR 2006 RUN DATE 10/12/05
 POS ACCOUNT DISTRIBUTION EDB ACCOUNT DISTRIBUTION
 POSN # EMPLOYEE NAME JOB JOB TITLE FUND RSC/PYR GOAL FUNC OBJ SCH/LOC PERCENT FUND RSC/PYR GOAL FUNC OBJ SCH/LOC PERCENT

000174	DUNBAR, COOKIE AA3333333	1	TEACHER ASSISTANT	01.9-11300.0-18300-00000-1130-0004000	50.000	03.9-25900.0-60000-00000-1130-0004000	66.000	03.9-25900.0-60000-00000-1130-0004000	34.000
000219	GALLEGOS, HELEEN CC5555555	2	CLERK TYPIST	01.9-24900.0-53000-00000-2310-0008000	100.000	01.9-11300.0-18000-00000-2120-0003000	100.000		
000981	NANCE, DAVID WM8888888	9	TEACHER	01.9-31900.0-84000-00000-1510-0005000	50.000	01.9-31900.0-84000-00000-1520-0025000	50.000	03.9-25900.0-60000-00000-1520-0005000	35.000
000998	CANE, DOLLY FR6666666	6	TECHNOLOGY COORDINATOR	01.9-40000.0-86900-00000-1910-0029000	50.000	01.9-40000.0-86900-00000-1910-0029000	50.000	01.9-40000.0-86900-00000-1910-0029000	50.000
001003	RUIZ, VICTOR KARL QQ2222222	4	CLERK TYPIST	01.9-40000.0-86900-00000-1910-0029000	50.000			99.9-99999.9-99999-99999-99999-99999999	100.000
001026	JUAREZ, BENJAMIN GG7777777	3	CASE MANAGER					99.9-99999.9-99999-99999-99999-99999999	100.000

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SECTION III.

PCDB REPORTS

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Position Change Register (POSR030)

The Position Change Register (POSR030) is a system control report designed for the district staff responsible for maintaining the Position Control information. The report lists changes to Position Control information on PCDB screens 002, 003, 004, and 005. It shows the position being updated, the information that was changed and the new information that was entered. The old information lists under the "old value" column in the center of the report and the new information lists on the right side under the "new value" column. The report is uploaded to RAD and available to the districts each day and reflects the Position Control changes posted the prior workday.

Report Organization

The report is organized by job type and position number with each job type starting on a new page.

J - POSITION CONTROL

POSRO30/FC503CXX/100391

POSITION CHANGE REPORT

PAGE NO. 1

RUN TIME 11:55 PM

RUN DATE 08/18/11

DISTRICT 00011-SFS TRAINING DISTRICT

ELEM NO

POSITION NUM

FISCAL YEAR 2012

 OLD VALUE

 NEW VALUE

JOB TYPE: N

2012-231017
 FS16

06/23/2011
 0001.0000

08/18/2011
 0000.5000

JOB TYPE: C

2012-137001
 FS16

06/23/2011
 0000000.00

08/18/2011
 0004000.00

JOB TYPE: N

2012-211020
 FS16

06/23/2011
 0006.0000

08/18/2011
 0005.0000

2012-281028
 FS16

06/23/2011
 0000000.00

08/18/2011
 0002000.00

Position Control Discrepancy Report (POSR060)

The Position Control Discrepancy Report (POSR060) is a system control report designed for district staff responsible for maintaining the position control information. The report provides a listing of exception conditions the system finds by comparing PCDB data, EDB data, and CDB data. It lists the following type of discrepancy conditions:

- EDB Jobs exceed the position FTE allocation (FTE POSITIONS ONLY)
- Year-To-Date Pay, Hours or Days is over 80% of the position allocation *
- Year-To-Date Pay, Hours or Days exceeds the position allocation *
- EDB Jobs on "hold", "frozen", or "closed" positions
- Employee not on PCDB
- Position number not on PCDB
- PCDB Labor Distribution not on Labor File
- EDB Labor Distribution "99-99999-99999999-9999" (error account)
- Incomplete PCDB - missing Labor Distribution
- EDB Job Class: PCDB Mismatch
- EDB Work Location, PCDB Work Location Mismatch
- PCDB Labor Distribution Account inactive/deleted on Labor File

**Message will not show for positions with a pay/hours/days allocation of zero.*

The report is sent to the districts each day and shows error conditions found during the nightly processing. This is the main report that identifies that the personnel assignments are within the position allocation established in the district budget. The staff of both position control and personnel will need to work together to correct discrepancy conditions identified on the report. Discrepancy messages will continue to show until either position control records (PCDB) or personnel records (EDB) are corrected.

Report Organization

The report is separated by job type (certificated, classified). The exception condition messages are organized by Position Number within four discrepancy categories.

- Accounting
- EDB
- Urgent
- Fatal

The report shows the position number, the status of the position, and a message describing the problem. It is uploaded to RAD.

J - POSITION CONTROL

PAGE NO. 1

HRS POSITION CONTROL DISCREPANCY REPORT

POSR060/PC506CXX/092891

RUN DATE 11/18/11

FISCAL YEAR 2012

DISTRICT 00011-SFS TRAINING DISTRICT

RUN TIME 11:58 PM

POSITION STATUS/DATE EXCEPTION CONDITION

JOB TYPE: C

ACCOUNTING

114020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "01040450000002140019704010000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704010000"	NOT ON LABOR FILE
117210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
124020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019704010000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704010000"	NOT ON LABOR FILE
127210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
131010-C	A	02/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104030000"	NOT ON LABOR FILE
131708-C	A	08/01/07	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104030000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
134020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019704030000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019704030000"	NOT ON LABOR FILE
137210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
144020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE
151112-C	A	02/01/09	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104050000"	NOT ON LABOR FILE
151119-C	A	12/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500000003110012104050000"	NOT ON LABOR FILE
151400-C	A	08/01/04	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104050000"	NOT ON LABOR FILE
151709-C	A	08/01/08	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010582100111001000011304050000"	NOT ON LABOR FILE
153059-C	A	03/01/05	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE
154020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010582100111001000011304050000"	NOT ON LABOR FILE
157059-C	A	07/01/05	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
157210-C	A	07/01/11	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
171111-C	A	06/01/06	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010320500111001000011104160000"	NOT ON LABOR FILE
171304-C	A	09/01/07	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404500000002140019705040000"	NOT ON LABOR FILE
			0702	PCDB LABOR DISTRIBUTION ACCOUNT "010404700000002140019705040000"	NOT ON LABOR FILE

Account Override List Report (POSR085)

The Account Override List Report (POSR085) is a control report designed to list account overrides between PCDB screen 003 and EDB screen 006. The labor distribution information is automatically updated from Position Control when an assignment is filled. When the labor distribution is changed on the PCDB screen 003, this change also updates screen 006 on the EDB. Proper security clearance is required to override labor on EDB screen 006.

Before making any corrections, labor distributions must be reviewed to determine which area has the correct information the EDB or PCDB. Then the change can be made accordingly.



NOTE: Make labor account updates during the “window period” when no time reports are outstanding so that there is no discrepancy between the labor distribution reflected on the time reports and the EDB Labor Distribution Screen (006). Payroll can override labor distribution on the time file.

A labor distribution can be changed on the EDB Labor Distribution Screen (006). However, the system will consider this change on the EDB as an override. The EDB screen 006 will display an on-line message, "LABOR DISTRIBUTION IS OVERRIDDEN." Such conditions can be cleared by spacing-out the labor on EDB Labor Distribution Screen (006) using action code "18". It will automatically be populated by the labor on PCDB screen 003.

Report organization

The report is organized by the position number, employee name, job number, job title, Position control account distribution, and EDB account distribution. The Positions are listed by position number, the incumbents, and the account distribution that Positions are charged to. The district needs to investigate the account discrepancies and make changes accordingly. The report is uploaded to RAD

J - POSITION CONTROL

POSR085/PC5685XX/122794 HRS ACCOUNT CODE OVERRIDE LIST PAGE NO. 1 h

RUN TIME 12:02 AM DISTRICT 00011 - SFS TRAINING DISTRICT FISCAL YEAR 2006 RUN DATE 10/12/05
 POS ACCOUNT DISTRIBUTION EDB ACCOUNT DISTRIBUTION

POSN #	EMPLOYEE NAME	JOB	JOB TITLE	FUND RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
000174	DUNBAR, COOKIE AA3333333	1	TEACHER ASSISTANT	01.9-11300.0-18300-00000-1130-0004000	50.000	03.9-25900.0-60000-00000-1130-0004000			50.000	03.9-25900.0-60000-00000-1130-0004000					66.000
000219	GALLEGOS, HELEEN CC5555555	2	CLERK TYPIST	03.9-25900.0-60000-00000-1130-0004000	50.000	03.9-25900.0-74000-00000-1130-0004000			50.000	03.9-25900.0-74000-00000-1130-0004000					34.000
000981	NANCE, DAVID WM8888888	9	TEACHER	01.9-24900.0-53000-00000-2310-0008000	100.000	01.9-11300.0-18000-00000-2120-0003000			100.000	01.9-11300.0-18000-00000-2120-0003000					100.000
000998	CANE, DOLLY FR6666666	6	TECHNOLOGY COORDINATOR	01.9-31900.0-84000-00000-1510-0005000	50.000	01.9-31900.0-84000-00000-1520-0025000			50.000	01.9-31900.0-84000-00000-1520-0025000					50.000
001003	RUIZ, VICTOR KARL QQ2222222	4	CLERK TYPIST	03.9-25900.0-60000-00000-1520-0005000	35.000	03.9-25900.0-60000-00000-1520-0005000			35.000	03.9-25900.0-60000-00000-1520-0005000					35.000
001026	JUAREZ, BENJAMIN GG7777777	3	CASE MANAGER	03.9-25900.0-74000-00000-1520-0005000	15.000	03.9-25900.0-74000-00000-1520-0005000			15.000	03.9-25900.0-74000-00000-1520-0005000					15.000
				01.9-40000.0-86900-00000-1910-0029000	50.000	01.9-40000.0-86900-00000-1910-0029000			50.000	01.9-40000.0-86900-00000-1910-0029000					50.000
				01.9-40000.0-86900-00000-1910-0029000	50.000	01.9-40000.0-86900-00000-1910-0029000			50.000	01.9-40000.0-86900-00000-1910-0029000					50.000
				01.9-40000.0-86900-00000-1910-0029000	50.000	01.9-40000.0-86900-00000-1910-0029000			50.000	01.9-40000.0-86900-00000-1910-0029000					50.000
				99.9-99999.9-99999-99999-9999-99999999		99.9-99999.9-99999-99999-9999-99999999				99.9-99999.9-99999-99999-9999-99999999					100.000
				99.9-99999.9-99999-99999-9999-99999999		99.9-99999.9-99999-99999-9999-99999999				99.9-99999.9-99999-99999-9999-99999999					100.000

J – POSITION CONTROL

POSITION REQUISITION FORM

1. POSITION NUMBER		2. REQUISITION NUMBER		HRS		DATE PRINTED
				INPUT		3. DISTRICT NO DISTRICT NAME
				OUTPUT		
4. REQUISITION DATE FILED	5. REQUISITION STATUS	6. FULL TIME EQUIVALENT	7. DOLLAR CONTROL	8. WORK LOCATION	WORK LOCATION TITLE	
9. REQUISITION MANAGER NAME				10. REQUISITION CONTACT NUMBER		
				() — EXT		
11. REQUISITION REQUESTED NAME			12. REQUESTED STAT DATE	13. REQUESTED END DATE	14. ACTING/PERMANENT	
15. PERSONNEL REQUISITION COMMENTS						

BASIC POSITION DATA							
JOB CLASS	JOB CLASS TITLE		JOB TYPE	ACADEMIC RANK	CONTROL METHOD	POSITION TYPE	POSITION DOLLARS
	STATUS DATE		CLOSE DATE				NEW POSITION
WORK LOCATION CODE	SUB-SITE	WORK LOCATION TITLE			REPORT GROUP -A-	-B-	BARGAINING UNIT
COMMENTS (75 CHARACTERS MAX)							

POSITION LABOR DISTRIBUTION DATA													
FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT	FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47.	48.	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	161.	162.	163.	164.	165.	166.	167.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.
105.	106.	107.	108.	109.	110.	111.	189.	190.	191.	192.	193.	194.	195.
112.	113.	114.	115.	116.	117.	118.	196.	197.	198.	199.	200.	201.	202.

FORM REQU (REV. 02-19-2001)

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SECTION IV.

BULLETIN – POSITION CONTROL PLANNING

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May 4, 2017

To: Business, Payroll and Personnel Administrators
HRS District Coordinators
Selected Los Angeles County School and Community College Districts

From: Laura Gutierrez, HRS Coordinator
Employee Services Section
District Personnel Information Services
Division of School Financial Services

Subject: 2017-2018 Position Control Planning

The Los Angeles County Office of Education (LACOE) will establish the 2017-2018 Position Control Database (PCDB) during nightly processing using the 2016-2017 PCDB. This is a two-step process that will take place on the following dates:

June 16, 2017 The 2016-2017 PCDB is copied. Districts may have the 2016-2017 PCDB file copies earlier than June 16, 2017, upon special request to the Division of School Financial Services. No request is otherwise needed.

July 7, 2017 The 2016-2017 PCDB copied file is “rolled in” to establish the functional 2017-2018 PCDB.

July 7, 2017 The 2016-2017 PCDB is purged or deleted from the Human Resource System (HRS)

July 10, 2017 Position Control Database is functional

Detailed information on the following functions can be found in the Position Control Manual:

- Creating New Fiscal-Year Positions (Sect. V, pg.37)
- Position Status Codes (Sect. V, pg. 7)
- Adding, Changing and Deleting Position Numbers (Sect. III, pg. 4)

2017-2018 Position Control Planning
May 4, 2017
Page 2

PC Budget districts planning to utilize the PC File Upload to create their 2017-2018 PCDB need to contact Gemma Cofield at (562) 922-6784 by June 8, 2017.

Please see the attached matrix pages for an explanation of the process used to establish the 2017-2018 PCDB outlined on this bulletin's cover page and for recommendations to be used in the clean-up of copied information.

Should you have questions regarding this process, please call me at (562) 922-6471 or via email at Gutierrez_Laura@laco.edu.

Approved:
Sean Lewis, Assistant Director
School Financial Systems and Services

LG:rh
Attachment

SFS-A50-2016-2017



Division of School Financial Services Position Control Database (PCDB)

Creating Next Fiscal-Year Position Control File 2016-2017 PCDB to 2017-2018 PCDB

Beginning June 16, 2017 ~~~ 2016-2017 PCDB Copied to Establish 2017-2018 PCDB File

- Select 2016-2017 PCDB information in Function 10 with the Position Status A: Active will be copied to establish the 2017-2018 PCDB.
- Any position number that indicates “C” Closed or “S” Closing in the Position Status Field Screen 10/002 (through June 30, 2017) **will not** be copied to the **2017-2018** PCDB.
- Once the **2017-2018** PCDB is established, districts may begin making changes, such as account additions, changes and deletions. Changes that affect both the **2016-2017** and the **2017-2018** PCDB’s **must be updated in both** years.
- The **2016-2017** PCDB file will remain in effect until July 7, 2017. Until then, two sets of Discrepancy Reports (**2016-2017 and 2017-2018**) will be produced by the system.
- Until the “roll” on July 7, 2017, the fiscal year **2016-2017 Daily Discrepancy Report** will display for each employee the message, “Employee not on PCDB.” **Districts should ignore this message.** This message will go away when the copied file rolls in to establish the **2017-2018** file.

*July 7, 2017 ~~~ Copied File Rolled In to Establish 2017-2018 PCDB File
July 7, 2017 ~~~ 2016-2017 PCDB File Purged/Deleted From HRS*

- The “roll” will bring forward any additions, changes or deletions that have been made to position numbers and establish the **2017-2018** PCDB. If an active Employee Database (EDB) assignment does not have a **2017-2018** PCDB match, the position number for that assignment will be established in the **2017-2018** PCDB file with an “I” Inactive position status.

Note: Special handling by the district is necessary for all “I” Inactive position statuses; either terminate the EDB assignment or transfer the employee to another “A” Active position number. When the employee is no longer active in the EDB, the system will automatically change the position status to “C” Closed.

Attachment to:
Inf. Bul. No. 4572
SFS-A50-2016-2017

- If changes have been made in the **2017-2018** PCDB to Func 10, Trans 003 Labor Distribution, the EDB will be updated with the new account number, Func 01, Trans 006 Labor Distribution, on the night of the “roll.” It will include the EDB Labor accounts that have the following message, “Position Control Distribution is Overridden.” The jobs that have been terminated will have the message, “Job Terminated – No Pos. Ctrl. Check.” A *Change Register* and *Employee Information Report* (EIR) will be produced from the EDB, and a *Change Register* and *Position Profiles* will be produced from the PCDB.
- The districts that have comments in the Comment Field on screen 10/002 on their 2016-2017 files will not see these comments on their 2017-2018 files when the files become available. These comments are saved in a separate file until the files are copied over to the new fiscal year. The comments will be loaded back in on July 8, 2017.
- **Districts are advised to carefully review the PeopleSoft Account File to make sure that all possible labor accounts to be used in the next fiscal year are included in the file before it is sent to LACOE for the upload in PeopleSoft.** By July 1, 2017, the Account File will be loaded in PeopleSoft. Until that happens, the position control process will not be able to validate the accounts. The daily discrepancy report (POSR060) will display a discrepancy message, “Labor account not on file.” **Districts should ignore this message** until the Account File is uploaded in PeopleSoft. The message will go away after the Account File is uploaded and the system is able to validate the labor accounts.

July 10, 2017 ~~~2017-2018 Position Control Database Functional and ready for use

SECTION V.

PCDB PRINTED FORMS

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Position Profile Form

PCDB Position Profile Form provides the districts with a printed copy of the information stored in the system for each position. As a new position is created or when changes are posted to position information on Position Control screens 002, 003, 004, or 005. The system automatically prints a Position Profile Form for the district during the overnight processing.

The purpose of the form is similar to the "EDB-EIR form" and has been designed to be used as a turnaround document where changes to position information can be recorded and stored in a district position file. A district may use a copy of the form to notify a unit manager of the position information. The unit manager can use the form as a turnaround document to submit position information changes back to the Position Control area.

The Position Profile Form is divided into three sections with each section showing information from one of the PCDB position information screens:

- (002) Basic Position Information
- (003) Labor Distribution
- (004) Position Financial Information

The screen number for each section on the form is printed in a box on the left side of the form. Space has been provided to record changes above each of the Position Control data fields. Refer to the screen descriptions, in the PCDB Information section, for information regarding the data showing on the form.

A district can choose the number of copies, 0 to 5, of the Position Profile Forms that are printed by the system. A district will be set up automatically to receive one copy. If a district wants a different number of copies, they must notify School Financial Services. The number of copies printed for the district is stored in the District Profile Table (020). This report is available in Reports and Data (RAD).

J – POSITION CONTROL

POSITION PROFILE FORM

DIST PRINTED 10 10 2005

002 BASIC POSITION INFO	1. POSITION NUMBER 2005 000026		HRS INPUT OUTPUT		DISTRICT NO 00001 DISTRICT NAME SFS TRAINING DISTRICT		
	2. JOB CLASS 001000	3. JOB CLASS TITLE TEACHER	4. JOB TYPE C	5. ACADEMIC RANK	6. CONTROL METHOD FTE	7. POSITION FTE 29.000	8. POSITION DOLLARS
	9. POSITION STATUS ACTIVE	10. STATUS DATE 04 10 1996	11. ACTIVE DATE 04 10 1996	12. CLOSE DATE		14. PREV POSITION	15. NOE POSITION
	16. WORK LOCATION CODE 00005	SUB-SITE	17. WORK LOCATION TITLE FELTON		18. REPORT GROUP -A-	-B-	19. BARGAINING UNIT LT
	20. COMMENTS (75 CHARACTERS MAX)						

003 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
21.	22.	23.	24.	25.	26.	27.	105.	106.	107.	108.	109.	110.	111.
01.9	11300.0	18000	00000	1110	0005000	100.000	112.	113.	114.	115.	116.	117.	118.
28.	29.	30.	31.	32.	33.	34.	119.	120.	121.	122.	123.	124.	125.
35.	36.	37.	38.	39.	40.	41.	126.	127.	128.	129.	130.	131.	132.
42.	43.	44.	45.	46.	47.	48.	133.	134.	135.	136.	137.	138.	139.
49.	50.	51.	52.	53.	54.	55.	140.	141.	142.	143.	144.	145.	146.
56.	57.	58.	59.	60.	61.	62.	147.	148.	149.	150.	151.	152.	153.
63.	64.	65.	66.	67.	68.	69.	154.	155.	156.	157.	158.	159.	160.
70.	71.	72.	73.	74.	75.	76.	161.	162.	163.	164.	165.	166.	167.
77.	78.	79.	80.	81.	82.	83.	168.	169.	170.	171.	172.	173.	174.
84.	85.	86.	87.	88.	89.	90.	175.	176.	177.	178.	179.	180.	181.
91.	92.	93.	94.	95.	96.	97.	182.	183.	184.	185.	186.	187.	188.
98.	99.	100.	101.	102.	103.	104.							

004 POSITION FINANCIAL INFORMATION	190. PAY BASIS M	191. ENCUMB OPTION P	192. BUDGET MONTHS 11.000	193. WORK CALENDAR A	194. PERCENT FULL-TIME 100.00	195. SCHEDRANGE/STEP C 002 03	196. BUDGET STEP INCREASE DATE 01 01 0001
	STIPENDS						
	197.	198.	200.	201.	202.		
	203. MILEAGE PLAN	204. RETIREMENT PLAN S5	205. BENEFIT PACKAGE LT	206. BENEFIT MONTHS 10.000	207. ADDL CONTRIBUTION PDG.	208. ADDL CONTRIBUTION MONTHS	
	TOTAL BUDGET ALLOCATION BREAKDOWN						
					MONTHLY	ANNUAL	
SALARY				<input type="text"/>			
STRS/PERS/OASDI/MEDI				<input type="text"/>			
BENEFIT PACKAGE				<input type="text"/>			
ADDITIONAL CONTRIBUTION PACKAGE				<input type="text"/>			
TOTAL				<hr/>			<hr/>

J – POSITION CONTROL

POSITION PROFILE FORM

DIST PRINTED 10 10 2005

002 BASIC POSITION INFO	1. POSITION NUMBER 2005 000688		HRS INPUT OUTPUT		DISTRICT NO 00001 DISTRICT NAME SFS TRAINING DISTRICT		
	2. JOB CLASS 001000	3. JOB CLASS TITLE TEACHER	4. JOB TYPE C	5. ACADEMIC RANK	6. CONTROL METHOD FTE	7. POSITION FTE 40.000	8. POSITION DOLLARS
	9. POSITION STATUS ACTIVE	10. STATUS DATE 05 01 1997	11. ACTIVE DATE 05 01 1997	12. CLOSE DATE		14. PREV POSITION	15. NOE POSITION
	16. WORK LOCATION CODE 00003	SUB-SITE	17. WORK LOCATION TITLE MOFFETT		18. REPORT GROUP -A-	-B-	19. BARGAINING UNIT LT
	20. COMMENTS (75 CHARACTERS MAX)						

003 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
21.	22.	23.	24.	25.	26.	27.	105.	106.	107.	108.	109.	110.	111.
01.9	11400.0	10000	00000	1110	0009000	100.000	112.	113.	114.	115.	116.	117.	118.
28.	29.	30.	31.	32.	33.	34.	119.	120.	121.	122.	123.	124.	125.
35.	36.	37.	38.	39.	40.	41.	126.	127.	128.	129.	130.	131.	132.
42.	43.	44.	45.	46.	47.	48.	133.	134.	135.	136.	137.	138.	139.
49.	50.	51.	52.	53.	54.	55.	140.	141.	142.	143.	144.	145.	146.
56.	57.	58.	59.	60.	61.	62.	147.	148.	149.	150.	151.	152.	153.
63.	64.	65.	66.	67.	68.	69.	154.	155.	156.	157.	158.	159.	160.
70.	71.	72.	73.	74.	75.	76.	161.	162.	163.	164.	165.	166.	167.
77.	78.	79.	80.	81.	82.	83.	168.	169.	170.	171.	172.	173.	174.
84.	85.	86.	87.	88.	89.	90.	175.	176.	177.	178.	179.	180.	181.
91.	92.	93.	94.	95.	96.	97.	182.	183.	184.	185.	186.	187.	188.
98.	99.	100.	101.	102.	103.	104.							

004 POSITION FINANCIAL INFORMATION	190. PAY BASIS M	191. ENCUMB OPTION P	192. BUDGET MONTHS	193. WORK CALENDAR A	194. PERCENT FULL-TIME 100.00	195. SCHEDRANGE/STEP C 001 01	196. BUDGET STEP INCREASE DATE 01 01 0201
	STIPENDS						
	197.	198.	200.	201.	202.		
	203. MILEAGE PLAN	204. RETIREMENT PLAN S5	205. BENEFIT PACKAGE LT	206. BENEFIT MONTHS 10.000	207. ADDL CONTRIBUTION PDG.	208. ADDL CONTRIBUTION MONTHS	
	TOTAL BUDGET ALLOCATION BREAKDOWN						
					MONTHLY	ANNUAL	
SALARY				<input type="text"/>			
STRS/PERS/OASDI/MEDI				<input type="text"/>			
BENEFIT PACKAGE				<input type="text"/>			
ADDITIONAL CONTRIBUTION PACKAGE				<input type="text"/>			
TOTAL				<hr/>			<hr/>

Position Requisition Form

PCDB Position Requisition Form provides the districts with a printed copy of the information stored in the system for each position requisition. As a new position requisition is created or when changes are posted to the requisition information on Position Control screen 006, the system automatically prints a Position Requisition Form for the district during the overnight processing.

The purpose of the requisition form is similar to the "EDB - EIR form" and has been designed to be used as a turnaround document. Where changes to requisition information can be recorded and stored in a district position requisition file. A district may use a copy of the requisition form to notify a unit manager of requisition information. The unit manager can use the form as a turnaround document to submit requisition information back to the Position Control area.

The Position Requisition Form is divided into three sections with each section showing information from a PCDB position information screen:

- (006) Position Requisition Information
- (002) Basic Position Information
- (003) Labor Distribution

Space has been provided to record changes, above each of the position requisition data fields, on the form. Refer to the screen descriptions in the PCDB Information section for information regarding the data showing on the form.

A district can choose the number of copies, 0 to 5, of the Position Requisition Forms that are printed by the system. A district will be set up automatically to receive one copy. If a district wants a different number of copies, they must notify School Financial Services. The number of copies printed for the district is stored in the District Profile Table (020). This report is available in Reports and Data (RAD).

J – POSITION CONTROL

POSITION REQUISITION FORM

1. POSITION NUMBER 2005 000317		2. REQUISITION NUMBER 2005 - 01000361		HRS		DATE PRINTED 04 20 2005	
				INPUT		3. DISTRICT NO DISTRICT NAME	
				OUTPUT		00001 SFS TRAINING DISTRICT	
4. REQUISITION DATE FILED 04/20/05	5. REQUISITION STATUS ACTIVE	6. FULL TIME EQUIVALENT 0.500	7. DOLLAR CONTROL		8. WORK LOCATION 00010	WORK LOCATION TITLE DISTRICT OFFICE	
9. REQUISITION MANAGER NAME				10. REQUISITION CONTACT NUMBER () — EXT			
11. REQUISITION REQUESTED NAME GALLEGO, JANELLE				12. REQUESTED STAT DATE 04 24 2005	13. REQUESTED END DATE	14. ACTING/PERMANENT P	
15. PERSONNEL REQUISITION COMMENTS							

BASIC POSITION DATA						
JOB CLASS 200430	JOB CLASS TITLE CUSTODIAN-12 MO.	JOB TYPE N	ACADEMIC RANK	CONTROL METHOD FTE	POSITION TYPE 4.000	POSITION DOLLARS
ACTIVE	STATUS DATE 08 07 1996	08 07 1996	CLOSE DATE			NEW POSITION
WORK LOCATION CODE 00010	SUB-SITE	WORK LOCATION TITLE DISTRICT OFFICE		REPORT GROUP -A-	-B-	BARGAINING UNIT 03
COMMENTS (75 CHARACTERS MAX)						

POSITION LABOR DISTRIBUTION DATA													
FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT	FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47.	48.	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	161.	162.	163.	164.	165.	166.	167.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.
105.	106.	107.	108.	109.	110.	111.	189.	190.	191.	192.	193.	194.	195.
112.	113.	114.	115.	116.	117.	118.	196.	197.	198.	199.	200.	201.	202.

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