POSITION CONTROL
PROCEDURE BUD-P013
Sacramento City Unified School District

1.0 SCOPE:

    1.1 This work instruction discusses the process that is used for Position Control for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

    2.1 Budget Department

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Budget Director

4.0 DEFINITIONS:

    4.1 Account Code – Standardized Account Code Structure (SACS)

    4.2 Position Control Report – A list of positions, can be sorted by various information, such as Site, Job Classification, etc.

    4.3 Assignment Record – This screen ties the "person/employee" to the "position".

5.0 PROCEDURE:

    5.1 Creating a New Position – Information is obtained from the position requisition form submitted by site. Before you begin to create a position:

        5.1.1 Verify if an existing position is set up of "like position" by running a Position Control Report.

        5.1.2 Verify account code, salary & fringe benefits are set up

    5.2 Create the Position – You must be in the HR/Payroll activity in the Escape Online System.

        5.2.1 Use Escape Online's "How To" tutorial for detailed work instructions for setting up a position.

        5.2.2 System automatically assigns the position number – It is located at the top of the screen.

        5.2.3 Position End Date – An end date is required only when position is needed on a one time basis and/or availability of funds are uncertain from year to year.

    5.3 Increasing or Decreasing FTE to a Position – Information is obtained from the position requisition form submitted by site.

        5.3.1 Use Escape Online's "How To" tutorial for detailed work instructions for changing the FTE to a position.

5.3.2 FTE is adjusted in the detail tab of

* * * E n d   o f   p r o c e d u r e * * *