STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

SAM II HR
Position Control

Contents

TOPIC 1: INTRODUCTION TO POSITION CONTROL

The SAM II HR Position Control processes support the creation and authorization of positions. The management of positions by updating information, reallocating, restricting, holding, and inactivating are also functions that are available. Position control is the first step in the human resources process and plays an integral role in the establishment of pay for future employees. This course is designed to review the policies and processes involved with the position control.

POSITION CONTROL PROCESS CHART

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POSITION CONTROL PROCESS

The State of Missouri requires that a position be active and authorized before anyone can be established as an employee. The SAM II HR System supports the duties and decisions necessary for staff planning, position monitoring, and position analysis. The Position Control subsystem maintains position status, position history and job groups or titles. The following topics explain how to create a new position; define the number of incumbents allowed in a position and the allowable full-time equivalents (FTEs) for that position; change/maintain basic position information; view and enter miscellaneous position control information; and look up position information via queries and reports. All agencies, UCP and Non-UCP, are required to use Position Control and must therefore utilize these procedures.

Reference Tables

There are four reference tables that provide information that will have an impact on the pay for any employee associated with a position. They also contain other information that is important in the establishment of a position, an employee, and in trouble shooting any questions. Since these tables have an impact throughout the Position Control process, they are reviewed first. These key references tables are:

- **TITLE (TITL)** – This table includes information on FLSA exemption, EEO category, title group, occupational group, grade and salary minimum and maximum.

- **SUB-TITLE (STTL)** – This table identifies pay, leave and deduction policies, FLSA profiles and client profiles that impact a title.

- **CIVIL SERVICE STATUS (CIVS)** – This table identifies whether a position is designated as a Uniform Classification and Pay (UCP) or Non-UCP position.   If UCP, it also identifies the position as merit or non-merit.

- **PAY CLASS (PYCL)** – This table stores codes that define groupings for employees who are paid in an identical manner.

POSITION CONTROL PROCESS

Establishing Positions

Establishing a position is a three step process. The **first step** is the completion of the Position Status Maintenance (PSMT) window which is used to establish basic position information. An employee cannot be established in the system without being tied directly to an established position. The **second step** is the completion of the Position Authorization (PAMT) window which is used to define the number of incumbents and FTEs allowed for a position. Most positions are established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many incumbents can be associated with one position. The process for initiating and applying the final approvals to the PSMT and PAMT are slightly different based upon whether you are a UCP or Non-UCP agency.

The **final step** in the process involves the Position Control User Defined Windows. These three windows have been defined by the State of Missouri to record additional information that may need to be tracked, but isn't captured anywhere else in the SAM II system. The Position Control User Defined Window 1 (PUD1) displays special conditions that may be associated with a position. Agencies are limited to "view only" status of this window. (Note: Non-UCP agencies do not have access to the PUD1 window.) The Position Control User Defined Window 2 (PUD2) is used to record specialty codes, if any exist, for a position. The Position Control User Defined Window 3 (PUD3) can be used at the agency's discretion to record miscellaneous position control information, if the position is benefited, supervisory, and which position the position report to.

POSITION CONTROL PROCESS

Maintaining Positions

Once a position has been established it must be maintained. Maintenance of a position involves not only updating basic information but also managing how the position will be viewed by the system. For example, you may want to inactivate a position because you have met the need through another mechanism. The maintenance actions for a position include:

Maintaining Position Information – This involves keeping the information entered on the PSMT up to date. For example, if you need to put an active budgeted position on hold, you change the position status from Active to Hold status.

Reallocating a Position – This involves changing the position's title and, in some cases, a position's title category. For example, you have a Computer Information Technologist position that needs to be changed to a Computer Information Technologist Supervisor. You would do this through the reallocation process. You can reallocate a position whether or not it is vacant.

Holding a Position – This indicates that a position is temporarily unable to be filled. You can put a position on hold whether or not it is vacant. For example, you have an employee who will be retiring two months from now. Before you fill the position, you want to review the job responsibilities with other positions within your department to make sure that filling the current position is the best decision. To make sure that the position is not filled erroneously, you would put the position on hold. Once you were ready to fill the position, you would remove the hold.

Restricting a Position – This performs the same function as a hold, except that it is initiated by the Division of Personnel for UCP agencies or by the designated staff members for Non-UCP agencies.

Inactivating a Position – This is done when you have determined that a position will no longer be filled or budgeted by your agency. The State of Missouri requires that a position be vacant before it is inactivated. It must be reactivated before it can be filled.

Change Incumbents or FTEs – This is done when you need to change how many people can be assigned to a position or how many FTEs can be assigned. For example, you may have a seasonal position that you originally set up to have 8 incumbents and 4 FTEs as your maximum. However, you now realize that you need to be able to have up to 10 incumbents and 7 FTEs as your maximum. You would use the PAMT to perform this change.

Change Overfill Capacity – This is done to allow you to assign more employees to a position that is allowed through either the designated incumbents or FTEs. For example, you may have an employee who will be retiring and you want to hire their replacement at one month before the retiree leaves. You would need to be able to overfill the position to do this. The State of Missouri will only allow overfill in certain situations.

POSITION CONTROL INQUIRIES

- Position Authorization Inquiry (QPAT)

- Position Roster (QPSR)

- Position Status Inquiry (QPST)

- Position Folder (QPSTF)

- Positions by Title Inquiry (QPTL)

- Title Categories for Title (QTCT)

POSITION CONTROL PROCESS

Position Control Inquiries

Inquiries are on-line windows that provide information in a compiled format that facilitate review and decision making. They are updated as soon as a transaction has received the final level of approval. The position control inquiries are:

Position Authorization Inquiry (QPAT) - Displays the total number of incumbents and full-time equivalents (FTEs) authorized for a fiscal year as well as the number that are filled and vacant.

Position Roster (QPSR) - Displays a detailed history of past and current incumbents of a position, including employee ID, appointment ID, Effective and Expiration Dates, Status, Title, Sub-title, and Percent Full Time.

Position Status Inquiry (QPST) - Displays a detailed listing of position statuses (e.g., ACTVA, HOLD, INACT, etc.).

Position Folder (QPSTF) - Provides a quick reference for looking up position information.

Positions by Title Inquiry (QPTL) - Displays position information, including Title, Sub-title, Position Number, Status, Authorized Incumbents and FTE, Filled Incumbents and FTE, and Overfill Authorization.

Title Categories for Title (QTCT) - Displays all of the title categories that a title is included in.

TOPIC 2: REFERENCE TABLES

The purpose of this topic is to familiarize you with some of the reference tables associated with Position Control. These reference tables are maintained by the Office of Administration. These reference tables contain pertinent information that you will need to understand as you establish and manage positions. They also have on-going impacts as an employee is hired and deductions and benefits are established.

Reference tables provide valid values for use on transactions and documents, provide reference data to other tables, and provide information used for processing and reporting.

TITLE (TITL)

Title	000302		
Effective Date	07 / 01 / 12	Expiration Date	99 / 99 / 99
Short Description	ACCT CK II	Long Description	ACCOUNT CLERK II

Title Group	602	Occupational Group	NA	Grade	A12
Job Class		Job Requirement		EEO Job Category	F
Salary Minimum	24,274.00	Salary Maximum	32,802.00		

☑ Include in EEO Report ☐ Title Represented by Union ☐ Residency Required

☐ Exempt Employee (FLSA Exempt) ☐ Include in A-21

Evaluation

Evaluation Period Basis	Unit	Type		Rating Profile	
○ Original Appointment Date	○ Days	Length		Target Title	
○ Pay Progression Start Date	○ Months	End Date	/		
○ Date in Title	● N / A				
● None					

User Defined Fields

#1	8810	#2	2	#3		#4		#5	

TITLE (TITL)

The Title (TITL) window is a complex reference table that defines and identifies the title of the employee's job. It specifies job information including Fair Labor Standards Act (FLSA) exemption, Equal Employment Opportunity (EEO) category, title group, grade, and salary minimum and maximum. This table contains the codes used to populate the Title field on the Position Attributes panel of the PSMT.

Step 1 To open TITL from the SAM II Desktop Navigator window, click on the Go To icon. Type TITL in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the TITL window.

TITLE – All UCP title codes begin with the number "0". Title codes for Non-UCP agencies begin with a character that has been assigned to the agency. See appendix for the list of agency identifiers. Type **000023**.

Select **Display**: **Browse Data.**

Step 3 Information for the specific Title you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE – This field establishes the effective date of this title.

EXPIRATION DATE – This field indicates the last date the information is in effect.

SHORT DESCRIPTION – This field indicates the short description of the title.

LONG DESCRIPTION – This field indicates the long description of the title.

TITLE GROUP – This field provides a further breakdown of the EEO Job Category for EEO reporting.

OCCUPATIONAL GROUP – This field will not be used by the State of Missouri.

GRADE – This field indicates the grid and range associated with the title.

TITLE (TITL)

Step 3 Continue to review the remaining fields.

JOB CLASS – This field will not be used by the State of Missouri.

EEO JOB CATEGORY – This field indicates the EEO group this title should be included in for EEO reporting.

SALARY MINIMUM – This field indicates the annual pay rates for the title. For UCP titles these fields are the same as the range found in the UCP Pay Plan and Index of Classes. This field is set very broadly for unclassified titles to accommodate the extent of usage of those titles.

SALARY MAXIMUM – This field indicates the maximum annual salary available for this title.

INCLUDE IN EEO REPORT – This checkbox indicates whether the title will be included on EEO reports.

TITLE REPRESENTED BY UNION – This field will not be used by the State of Missouri.

RESIDENCY REQUIRED – This field will not be used by the State of Missouri.

EXEMPT EMPLOYEE (FLSA EXEMPT) – This checkbox indicates whether the title is for FLSA exempt employees.

INCLUDE IN A-21 – This field will not be used by the State of Missouri.

NOTE: The State of Missouri will not use the fields under the Evaluation Section of the Title window.

USER DEFINED FIELDS #1-#5 – The State of Missouri will use User Defined Field #1 for Workers Compensation Code. Field #2 is for Overtime Code. The remaining fields are reserved for future use.

Step 4 Close the TITL window.

SUB-TITLE (STTL)

Title	000302
Sub-title	J1
Effective Date	07 / 01 / 12 Expiration Date 99 / 99 / 99
Short Description	OA
Long Description	OFFICE OF ADMINISTRATION
Pay Policy	OA
Leave Policy	OA
Deduction Policy	STAND
FLSA Profile	7DU
Client Profile	7DU

SUB-TITLE (STTL)

The Sub-Title (STTL) window is a complex reference table that identifies the set of pay, leave and deduction policies and FLSA profile and client profile that govern employees in a particular title. There may be multiple sub-titles per title. This table contains the codes used to populate the Sub-Title field on the Position Attributes panel of the PSMT.

Step 1 To open STTL from the SAM II Desktop Navigator window, click on the Go To icon. Type STTL in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the STTL window.

> **TITLE** – This field indicates the title code associated with the sub-title. Type **000023**.

> **SUB-TITLE** – This field indicates the sub-title code for the title. Type L**1**.

> Select **Display**: **Browse Data.**

Step 3 Information for the specific Title and Sub-Title you entered in Step 2 should now appear. Let's review the remaining fields.

> **EFFECTIVE DATE** – This field indicates the date the sub-title is effective.

> **EXPIRATION DATE** – This field indicates the last date the information is in effect.

> **SHORT DESCRIPTION** – This field indicates the short description of the sub-title.

> **LONG DESCRIPTION** – This field indicates the long description of the sub-title.

> **PAY POLICY** – This field groups employees that share pay events (i.e., shift differential, emergency squad) specific to an agency.

> **LEAVE POLICY** – This field groups employees into defined parameters which are used by an agency to govern employee leave processing (i.e., Personnel Advisory Board Rules).

> **DEDUCTION POLICY** – This field defines the deductions or fringe benefits for which a particular group of employees are eligible.

> **FLSA PROFILE** – This field indicates the work cycle (7 day, 14 day or 28 day) associated with a particular sub-title used in figuring federal compensatory time.

> **CLIENT PROFILE** – This field indicates the work cycle (7 day, 14 day or 28 day) associated with a particular sub-title used in figuring state compensatory time.

Step 4 Close the STTL window.

CIVIL SERVICE STATUS (CIVS)

	Status	Effective Date	Expiration Date	Short Description	Long Description	UCP	Classified	Merit	Title Edit	Override Edit	PEDT Group
1	MODOT	01 01 40	99 99 99	MODOT	MODOT	N	N	N	Y	Y	NE
2	NUCP	01 01 40	99 99 99	NON M/UCP	NON MERIT, NON UCP	N	N	N	N	N	NE
3	UCPE	01 01 40	99 99 99	UCP EXEMPT	UCP NON MERIT EXEMPT	Y	N	N	Y	Y	UC
4	UCPP	01 01 40	99 99 99	UCP COVERED	UCP NON MERIT COVERED	Y	Y	N	Y	Y	UC
5	UCPU	01 01 40	99 99 99	UCP MERIT UN	UCP MERIT SYSTEM UNCLASSIFIED	Y	N	Y	Y	Y	UC
6	UCPY	01 01 40	99 99 99	UCP MERIT	UCP MERIT SYSTEM CLASSIFIED	Y	Y	Y	Y	Y	UC
7											

CIVIL SERVICE STATUS (CIVS)

The Civil Service Status (CIVS) window is a simple reference table that distinguishes between a position by UCP or Non-UCP. If the position is UCP, it also identifies if the position is merit or non-merit. This table contains the codes used to populate the Civil Service Status field on the Position Attributes panel of the PSMT.

Step 1 To open CIVS from the SAM II Desktop Navigator window, click on the Go To icon. Type CIVS in the "CODE". Click on the Open button.

Step 2 Select **Display**: **Browse Data.**

Step 3 Information for the specific Status you entered in Step 2 should now appear. Let's review the remaining fields.

STATUS – This field indicates the types of Civil Service Status (MODOT, non-merit Non-UCP, UCP non-merit exempt, UCP non-merit covered, UCP merit system unclassified, and UCP merit system classified).

EFFECTIVE DATE – This field indicates the date the status is effective.

EXPIRATION DATE – This field indicates the last date the status is in effect.

SHORT DESCRIPTION – This field indicates a short description of the status.

LONG DESCRIPTION – This field indicates a long description of the status.

UCP – This field indicates whether the position holding this status is covered by Uniform Classification and Pay.

CLASSIFIED – This field indicates whether the position holding this status is classified.

MERIT – This field indicates whether the position holding this status is covered by the merit system.

TITLE EDIT – This field indicates whether the title on the PSMT has to match the title or title category on the ESMT.

OVERRIDE EDIT – If this field is set to Y, you will only be able to override profile and pay information at the position level on the PSMT. If this field is set to N, you will be able to override profile and pay information at the position level on the PSMT and employee level on the ESMT.

Note: All UCP agencies can only override at the position level with approval from OA/Personnel.

Step 4 Close the CIVS window.

PAY CLASS (PYCL)

Pay Class	HRLY	Effective Date	01 / 01 / 40
Short Description	HRLY, POS	Expiration Date	99 / 99 / 99
Long Description	HOURLY, POSITIVE PAY		
Payment Frequency ID	Semi-monthly	Positive / Exception ID	Positive Paid
Amount Basis ID	Hourly Rate	Override Annualization Factor	0.0000

Salary Factor

Numerator	1	Denominator	1	Leap Year Denominator	1

Pay Class Standards

Daily Work Hours	8.00000	Pay Period Hours	86.66670	Weekly Work Hours	40.00000
Pay Period Days	10.83330	Yearly Work Days	260.00000		

Contract / Reserve Data

Contract Pay	○ Allowed ● Not Allowed ○ No Entry	Contract Days Count	0.0000
Reserve Pay Allowed	Not Eligible	Contract Hours Per Day	0.0000
Contract Work Cycle	OUS	Reserve Accrual Periods #	0
Calendar Work Cycle	OUS	Reserve Payout Periods #	0

633 item(s) in ' Go To '   Double click on item to open

PAY CLASS (PYCL)

The Pay Class (PYCL) window assigns pay attributes that will be assigned to both the position and the employee. Pay class codes indicate such factors as:

- Whether a position and employees are positive, exception paid, or both.

- Daily, Weekly, and Yearly Work and Pay Period hours.

This table contains the codes used to populate the Pay Class field on the Position Attributes panel of the PSMT.

Step 1 To open PYCL from the SAM II Desktop Navigator window, click on the Go To icon. Type PYCL in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the PYCL window.

PAY CLASS – This field indicates the code used to group together employees for whom pay is calculated and paid in an identical manner. Type **HRLY**

Select **Display**: **Browse Data.**

Step 3 Information for the specific Pay Class you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE – Required. This field indicates the date the pay class is effective.

SHORT DESCRIPTION – This field indicates the short description of the pay class.

EXPIRATION DATE – This field indicates the last date the pay class is in effect.

LONG DESCRIPTION – This field indicates a long description of the pay class.

PAYMENT FREQUENCY ID – This field indicates the frequency of payment for the pay class (weekly, bi-weekly, monthly, semi-monthly and annually).

POSITIVE/EXCEPTION ID – This field indicates if the employees in the pay class are to be processed by gross-to-net as exception pay, positive pay, or both (positive paid for time worked, but allowing exception-based generation of recurring dollar payments).

PAY CLASS (PYCL)

Step 3 Continue to review the remaining fields.

AMOUNT BASIS ID – This field indicates the employee's time-based pay rate. Valid values are:
- Annual Salary - time-based pay rates defined as an annual salary
- Hourly Rate - time-based pay rates defined as a hourly salary
- Daily Amount - time-based pay rates defined as a daily amount
- Pay Period amount – time-based pay rates defined as an amount paid for the pay period
- Contract pay - time-based rates defined as an annual salary, but are processed under the smoothing contract pay model. The State of Missouri will not be using Contract Pay.

OVERRIDE ANNUALIZATION FACTOR – If this pay class allows employees to be paid over part of a year, this field indicates the number of pay periods for which the employees are paid so that sufficient taxes (from marginal tax tables) are withheld. This factor is used to annualize the employee's pay for withholding taxes.

NUMERATOR – This field indicates the numerator to be used in the conversion of annual salaries to the proper pay frequency for gross-to-net generated payments.

DENOMINATOR – This field indicates the denominator to be used in the conversion of a salary amount from one basis to another.

LEAP YEAR DENOMINATOR – This field indicates the salary factor denominator to be used in a leap year.

DAILY WORK HOURS – This field indicates the standard work hours per day.

PAY PERIOD DAYS – This field indicates the standard number of workdays in the pay period.

WEEKLY WORK HOURS – This field indicates the standard number of hours worked per week.

PAY PERIOD HOURS – This field indicates the standard number of hours in a pay period.

YEARLY WORK DAYS – This field indicates how many effective days during the year an employee would work in this pay class.

PAY CLASS (PYCL)

Step 3 Continue to review the remaining fields.

CONTRACT PAY – Not used by the State of Missouri.

CONTRACT DAYS COUNT – Not used by the State of Missouri.

RESERVE PAY ALLOWED – Not used by the State of Missouri.

CONTRACT HOURS PER DAY – Not used by the State of Missouri.

CONTRACT WORK CYCLE – This field indicates the contract work cycle for employees in this pay class.

RESERVE ACCRUAL PERIODS # - Not used by the State of Missouri.

CALENDAR WORK CYCLE – This field indicates the calendar work cycle that applies to employees in this pay class.

RESERVE PAYOUT PERIODS # - Not used by the State of Missouri.

TOPIC 3: DEFINING A POSITION

There are several steps involved in defining a position. The initial step is the completion of the Position Status Maintenance (PSMT) transaction. The PSMT is used to create a new position, change the status of an existing position, and define or change profile attributes of a position. Once the PSMT has been completed and approved a Position Authorization (PAMT) transaction is processed. The PAMT defines how many authorized incumbents and FTEs can occupy a position for each fiscal year. Lastly, the Position Control User Defined (PUD1-3) transactions are completed. The PUD1-3 transactions are used to record additional position information that may need to be tracked but are not captured anywhere else in the system.

This topic will present the entire process for defining a position. In addition, how to change information once it has been processed will be covered.

POSITION STATUS MAINTENANCE (PSMT)

Position Attributes View

Organization Information View
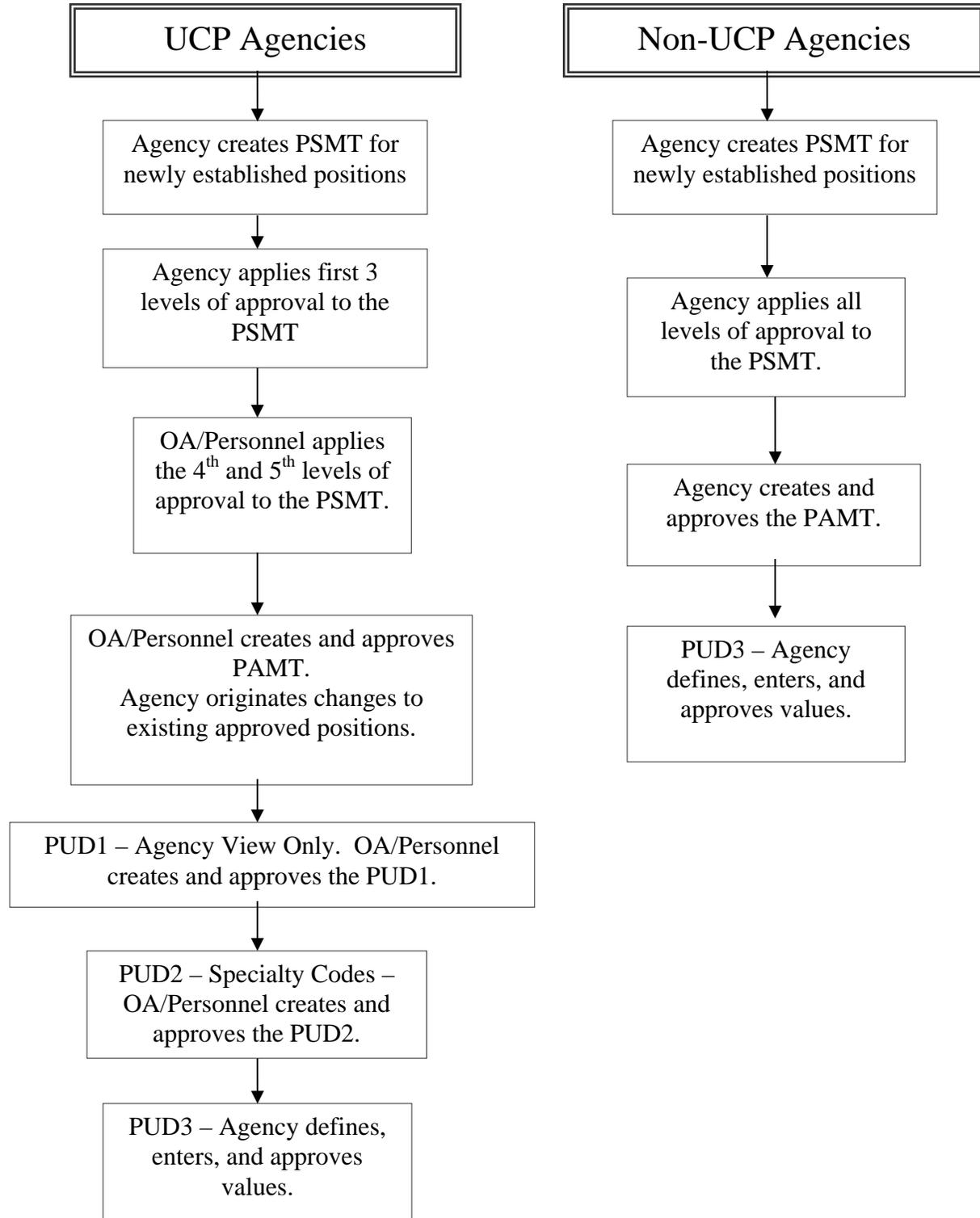
DEFINING A POSITION

As mentioned earlier, the first step in the Position Control process is to define a position. The Position Status Maintenance (PSMT) window is the foundation from which everything in the system is established. The PSMT is a transaction that will be entered at the agency level for newly established positions. The PSMT is a snapshot of a position, sort of like a driver's license. It provides you with a detailed picture and description of the position. The PSMT gives the position instant recognition; it sets parameters and special guidelines around the things you can and cannot do regarding the position.

The PSMT consist of three parts, the Header, the Position Attributes panel and the Organization Information panel. The Header fields are always present no matter which panel is selected. It consists of the basic information regarding the position: the position's agency, organization, position number, effective dates and descriptions of the position.

The Position Attributes panel establishes the various traits associated with a position, such as location, pay class and title. The overrides to the employee's data that can be applied at the position level are also entered here. When an employee is associated with a position on the Employment Status Maintenance (ESMT) window, if the Site Specific Parameters (SPAR) entry Use Position Attributes is set to Y, then these attributes, including any filled overrides, will be inferred into their corresponding fields on ESMT when updated. The override profile and pay box contains the fields used to override employee specific data on the Title (TITL) and Subtitle (STTL) windows. A full description of each of the position attributes fields follows this description.

The Organization Information panel is made up of two parts, the Accounting Attributes and the Organization Chart. The Accounting Attributes are controlled by the labor distribution override option. This field is used to assign labor distribution attributes to the position. Each position can be assigned to a specific labor distribution. This can be done in two ways, explicitly entering the detailed attributes on this window or referencing a pre-defined labor distribution profile. If you choose to use the profile, do not complete any of the individual attribute fields. If you choose to use the individual fields, do not enter a profile code. If you choose not to assign the accounting attributes by position, the Distribution Profile field and the Accounting Attributes fields must be left blank on this window. The labor distribution must then be specified on the Agency Specific and Accounting Data (AGYS) window for each incumbent in the position.

DEFINING A POSITION

UCP Agencies

Agency creates PSMT for newly established positions

↓

Agency applies first 3 levels of approval to the PSMT

↓

OA/Personnel applies the 4th and 5th levels of approval to the PSMT.

↓

OA/Personnel creates and approves PAMT.
Agency originates changes to existing approved positions.

↓

PUD1 – Agency View Only. OA/Personnel creates and approves the PUD1.

↓

PUD2 – Specialty Codes – OA/Personnel creates and approves the PUD2.

↓

PUD3 – Agency defines, enters, and approves values.

Non-UCP Agencies

Agency creates PSMT for newly established positions

↓

Agency applies all levels of approval to the PSMT.

↓

Agency creates and approves the PAMT.

↓

PUD3 – Agency defines, enters, and approves values.

DEFINING A POSITION

The PSMT requires agency and/or Division of Personnel approval depending on if they are a UCP or Non-UCP agency. For UCP agencies a PSMT is created by the agency for newly established position. The PSMT may go through as many as three levels of approval before it is accepted by the system, and the Division of Personnel is the final level of approval. For Non-UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system.

The PSMT must be approved and accepted by the system before any other position control windows can be completed. The Division of Personnel will complete the PAMT to authorize the position for all UCP agencies. Non-UCP agencies will be responsible for authorizing their own positions.

The Position Authorization (PAMT) is used to define the number of incumbents and FTEs allowed for a position. Most positions are established on a one position to one employee basis. Exceptions to this rule may include positions, such as seasonal workers, where many incumbents can be associated with one position. Remember that a position must be authorized in the system before an incumbent can be appointed to the position.

UCP agencies must notify the Division of Personnel as to whether the new position is full-time or part-time. If the new position is part-time, indicate the desired percent FTE. The Division of Personnel will then define the number of incumbents and FTEs that are authorized for the new position on the Position Authorization (PAMT) window and approve the PAMT.

Non-UCP agencies define the number of incumbents and FTEs that are authorized for the new position, access the Position Authorization (PAMT) window, and enter specific information. The approval levels required for the PAMT will be determined by each Non-UCP agency's policies. The PAMT window consists of a header containing the fiscal year, agency, and organization. The resulting lines contain information for each position that includes the number of authorized incumbents, authorized FTEs, and whether or not this position is allowed to be overfilled.

DEFINING A POSITION

The State of Missouri has defined three windows that will be used to record additional information associated with a position that may need to be tracked. This information will not be captured anywhere else in the SAM II HR System.

These windows are the Position Control User Defined Windows (PUD1, 2 & 3). PUD1 is used to record special conditions that may be associated with a position. The Division of Personnel is responsible for completing the PUD1 window for UCP agencies. The agencies are limited to "view only" status of this window. Non-UCP agencies will not have access to the PUD1 window.

PUD2 is used to record specialty codes, if applicable, for a new position. For UCP agencies, the Division of Personnel will be responsible for completing the PUD2 window. Non-UCP agencies define specialty codes based on individual agency policy. For Non-UCP agencies, the PUD2 may go through as many as five levels of approval before it is accepted by the system.

PUD3 can be used at the agency's discretion to record miscellaneous position control information. It is important to remember that when you are completing PUD3 to be consistent. Each agency can use this window at its discretion to capture information specific to its agency and/or organization. PUD 3 contains some fields required to establish hierarchy for systems other than SAM II HR such as PERform and Timekeeping. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.

DEFINING A POSITION

Defining a position can be a very complex process. To make your transition into the SAM II HR system a little easier, some key fields will be described in full detail that will help you while you are completing the PSMT: Assignment Type, Title Category, Table Driven Pay, Position Status, Civil Service Status, Pay Class and Title and Sub-Title.

The **ASSIGNMENT TYPE** indicates whether the new position is permanent or temporary. A permanent position is one that is a regular budgeted position. A temporary position is one that is not budgeted. For example, funds for seasonal workers may be budgeted in a pool but not budgeted by position. Therefore, these positions would be considered temporary.

The **TITLE CATEGORY** is used to tie multiple titles to a position. For example: multi-allocations, job clusters and trainee assignments. Make sure that the title is valid within the title category.

TABLE DRIVEN PAY is used to determine if you want to tie a position to a pay grid in the System. There are three options that must be selected for Table Driven Pay. The Use Table option indicates that the base pay for new positions is tied to a specific pay plan in the SAM II System. The Do Not Use Table indicates that the base pay for the position is not tied to a pay plan. When an employee is hired into that position this selection will be inferred on the Employee Status Maintenance (ESMT) window. If the Determined By Employee option is used you will need to decide whether to Use Table or Do Not Use Table when completing the ESMT.

The **POSITION STATUS** code indicates the status of the current position. For a new position, the valid choices are ACTVA for a new permanent position and TEMPA for a new temporary position. Different codes are used for other actions performed by processing the PSMT.

The **CIVIL SERVICE STATUS** is used to determine whether the position is UCP or Non-UCP. If the position is UCP, then it also establishes if the position is classified, unclassified, covered or exempt.

The **PAY CLASS** code identifies the type and frequency of pay for the new position and sets the work schedule and standard daily work hours, yearly work days etc.

The **TITLE** and **SUB-TITLE** define specific parameters around a position. The Title identifies the title for the new position as well as the minimum and maximum salaries, pay grade and FLSA status for the position. If you are creating a multi-allocated position, choose the primary (or highest level) title. The Sub-title defines the position's pay policy, leave policy, deduction policy, FLSA profile, and client profile.

POSITION STATUS MAINTENANCE (PSMT)

POSITION STATUS MAINTENANCE (PSMT)

SCENARIO

DIFP has determined that they need a Senior Office Support Assistant (SOSA). The first thing that needs to be done in the SAM II HR System is to establish the position using the PSMT.

As discussed earlier, the PSMT must be completed and approved as the first step in defining the position process.

Step 1 To open the PSMT from the SAM II Desktop Navigator window, click the Go To icon. Type PSMT in the "CODE". Click the Open button and begin completing the required fields.

Step 2 Populate the fields on the header section of the PSMT.

AGENCY – Required. Enter the code for the agency to which the new position will be assigned. Valid agency codes can be found on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization to which the new position will be assigned. Valid organization codes can be found on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER – Required. Enter an alpha and/or numeric value to identify the new position. Position numbering will be based upon a numbering scheme developed by each agency. A position number can be used more than once within the same agency, but must be unique to the organization. Refer to the Position Status Inquiry (QPST) window to view a list of existing position numbers within the agency and organization. **SEE STUDENT CARD**.

EFFECTIVE DATE – Required. Enter the date the new position allocation becomes effective. Final determination of the effective date will be completed by OA Personnel for UCP agencies and by the designated final approver for Non-UCP agencies. **SEE STUDENT CARD**.

> **NOTE**: In the SAM II system, the Effective Date and Expiration Date fields are very important. When a new effective date is entered, an expiration date will be entered on the previous transaction which is one day before the new effective date. This enables the SAM II system to maintain historical data.

POSITION STATUS MAINTENANCE (PSMT)

Step 2 Continue to populate the fields on the header section of the PSMT.

> **EXPIRATION DATE** – Inferred. Displays the last date (*mm/dd/yy*) the position information is in effect.
>
> **Note:** The system displays **99/99/99** as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
>
> **SHORT DESCRIPTION** – **TRAINING**. Enter a brief description of the title for the new position. For UCP agencies will infer from the TITL window.
>
> **LONG DESCRIPTION** – Optional. Enter a long description of the title for the new position. For UCP agencies, this description will infer from the Title (TITL) window. If left blank for NON UCP it will infer from short description.

POSITION ATTRIBUTES

The Position Attributes panel is where information is entered that determines specific characteristics of the position needing to be created. Several of these fields will impact pay parameters for any employee hired for this position.

Step 3 Populate the fields on the Position Attributes panel of the PSMT.

> **ASSIGNMENT TYPE** – Required. Indicate whether the new position is permanent or temporary. A permanent position is one that is a regular budgeted position. All others are considered temporary positions. For example, funds for seasonal workers may be budgeted in a pool but not budgeted by position. Therefore, these positions would be considered temporary. Select **PERMANENT**.
>
> **TABLE DRIVEN PAY** - Required. Table Driven Pay is used to determine if you want to tie a position to a pay grid in the System. There are three options available for Table Driven Pay. The Use Table option indicates that the base pay for new positions is tied to a specific pay plan in the SAM II System. If the Determine By Employee option is used you will need to decide whether to Use Table or Do Not Use Table option when completing the ESMT. The Do Not Use Table indicates that the base pay for the position is not tied to a pay plan. When an employee is hired into that position this selection will be inferred on the Employee Status Maintenance (ESMT) window. Select **USE TABLE**.

POSITION STATUS – Required. Enter a code that corresponds with the action taking place. For a new position, the valid choices are ACTVA for a permanent position and TEMPA for a temporary position. Different codes are used for other actions performed in processing the PSMT. Valid values are found on the Position Status (PSTS) window. Type **ACTVA**.

BUDGET PREP – This field is not being used by the State of Missouri.

CIVIL SERVICE STATUS – Required. This field is critical in determining, editing, and the approval of positions. This field is a display only field on the Employee Status Maintenance (ESMT) transaction. Enter the appropriate code to indicate the new position's civil service status. Valid values are found on the Civil Service Status (CIVS) window. Type **UCPY**.

LOCATION – Required. Enter the code that corresponds with the physical location of the new position. Valid location codes can be found on the Location (LOC) window. Type **8CI9E2**.

TIME CLASS – This field is not being used by the State of Missouri.

PAYROLL NUMBER – Required. Enter the agency number as the payroll number code. The payroll number code is used to identify payroll number groups. Valid values are located on the Payroll Number (PYNO) window. Type **375.**

PAY CLASS – Required. Enter the code that identifies the type and frequency of pay for the new position. Valid pay class codes can be found on the Pay Class (PYCL) window. Type **HRLY**.

UNION LOCAL – This field is not being used by the State of Missouri.

TITLE – Required. This complex reference table defines and identifies the title of the employee's job. It specifies job information including Fair Labor Standards Act (FLSA) exemption, Equal Employment Opportunity (EEO) category, title group, grade and salary minimum and maximum. Enter the code that identifies the title for the new position. If you are creating a multi-allocated position, choose the primary (or highest level) title. Valid title codes can be found on the Title (TITL) window. Type **000023**.

Note: All UCP title codes begin with the number "0". Title codes for Non-UCP agencies begin with a character that has been assigned to the agency.

SUB-TITLE – Required. This code ties employee to pay policy, leave policy, deduction policy, FLSA profile, and client profile. Valid sub-title codes can be found on the Sub-Title (STTL) window. Type L**1**.

POSITION STATUS MAINTENANCE (PSMT)

TITLE CATEGORY – Conditional. If multiple titles are associated with the new position, enter the code that identifies all of the associated titles (e.g., multi-allocations, job clusters, etc.). If multiple titles are not associated with the new position, make sure this field is blank. Valid title category codes can be found on the Title Category (TCAT) window. To view a list of all of the titles associated with a title category, refer to the Titles in Title Category (TICA) window.

NOTE: FLSA, pay, leave and/or deduction parameters are tied to the new position's title and/or sub-title. To override any of these parameters complete the appropriate fields under the Override Profile and Pay headings.

Override Profile and Pay

FLSA STATUS - Optional. This field defaults to Not Required. Select a value to override the normal FLSA status on the Title (TITL) window. Valid values are Exempt, Non-exempt and Not Required.

FLSA PROFILE - Optional. Leave blank, or enter the code to override the way FLSA is calculated for a position. This profile overrides the FLSA Profile entered on the Sub-Title (STTL) window. Valid values are located on the FLSA Profile (FLPR) window.

GRADE - Optional. Leave blank, or enter the code to override the grade for the position. This grade overrides the Grade entered on the Title (TITL) window. Valid values are located on the Grade (GRDE) window.

PAY POLICY - Optional. Leave blank, or enter the code to override the pay policy governing the pay for the position. This policy overrides the Pay Policy entered on the Sub-Title (STTL) window. Valid values are located on the Pay Policy (PPOL) window.

LEAVE POLICY - Optional. Leave blank, or enter the code to override the leave policy governing leave accrual and usage for the position. This policy overrides the Leave Policy entered on the Sub-Title (STTL) window. Valid values are located on the Leave Policy (LPOL) window.

DEDUCTION POLICY - Optional. Leave blank, or enter the code to override the deduction policy governing deductions for the position. This policy overrides the Deduction Policy entered on the Sub-Title (STTL) window. Valid values are located on the Deduction Policy (DPOL) window.

SALARY MINIMUM - Optional. Leave blank, or enter the override minimum annual salary for the position. This minimum overrides the Salary Minimum entered on the Title (TITL) window.

SALARY MAXIMUM - Optional. Leave blank, or enter the override maximum annual salary for the position. This maximum overrides the Salary Maximum entered on the Title (TITL) window.

ORGANIZATION INFORMATION

The Organization Information panel is where information about the accounting distribution for this position is entered. It is recommended that agencies use established Labor Distribution profiles. Using the information established on a Labor Distribution profile ensures accounting distribution accuracy and data entry accuracy. In addition, if a change is made to a labor distribution profile, it will automatically impact all positions (and employees tied to those positions) for that labor distribution profile.

Step 4 Populate the fields on the Organization Information panel of the PSMT.

LABOR DISTRIBUTION OVERRIDE OPTION – Required. Use Entered Profile is the standard. Use Entered Accounting Values allows you to override where the funds for the position will come from at the position level. Use Employee Assignment establishes the funds at the employee level. Use Entered Profile indicates that you will be using a profile that has already been established on the Labor Distribution Profile (LDPR) table. Select **USE ENTERED PROFILE**.

DISTRIBUTION PROFILE – Conditional. Enter the code for the desired labor distribution profile, if Use Entered Profile is your choice of selection in the Labor Distribution Override Option. Valid labor distribution profile codes can be found on the Labor Distribution Profile (LDPR) window. Type **SAM01**.

NOTE: If the accounting information for this position varies from an established Labor Distribution profile, information can be entered in the accounting attribute section. To create a custom labor distribution you must select the Use Entered Accounting Values.

Accounting Attributes

FUND – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

Note: If fund is required but left blank, and Agency and Organization are filled in, then fund defaults to the value specified in the Fund field on the Organization (ORG2) window.

AGENCY – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the override agency code. Valid agency codes can be found on the Agency Index (AGCY) window. The agency codes must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values and Organization is entered, otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT – Conditional. Enter the code for the appropriation unit to which the new position will be charged. Valid appropriation unit codes can be found on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and the Exp Budget Activity Opt on the Fund Agency Index (FAGY) window is "Y" or "A"; otherwise, optional. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION - Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and the Exp Budget Function Opt on the Fund Agency Index (FAGY) window is "Y" or "A"; otherwise, optional. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

OBJECT – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and Object is entered; otherwise, leave blank. Enter the object code corresponding to the object of expense for the position. Valid values are located on the Object Index (OBJT) window.

SUB-OBJECT – Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values and Object is entered; otherwise, leave blank. Enter the sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB – Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values, otherwise, leave blank. Enter the job code used to track specific cost associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

POSITION STATUS MAINTENANCE (PSMT)

You have completed entering the field information for the PSMT. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. For UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system. The agency has three levels of approval and the Division of Personnel has the final two levels of approval. For Non-UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals have been applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval.   Your ability to apply different levels of approval will be determined by your security profile.

POSITION STATUS MAINTENANCE (PSMT)

The following explains the approval processing of the PSMT.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

Note: Refer to the topic on Maintaining Positions for the approval process on making changes to a transaction

The PSMT must be approved and accepted by the system before any other Position Control windows can be completed.

Once the PSMT is accepted by the system, the number of incumbents and full-time equivalents (FTEs) authorized for the position must be defined before the new position can be filled.

AUTHORIZING A POSITION

The Personnel Analyst position for DIFP was established through the PSMT. However, a Position Authorization (PAMT) transaction must be completed to authorize the number of incumbents and FTEs a position may have. For all UCP agencies, the Division of Personnel will complete the PAMT to authorize the position. Each Non-UCP agency will determine their process for completion and approval of the PAMT.

All UCP agencies will be required to notify the Division of Personnel as to whether the new position is full-time or part-time. If the new position is part-time, indicate the desired percent FTE.

The Division of Personnel will then define the number of incumbents and FTEs that are authorized for the new position on the Position Authorization (PAMT) window.

The new PAMT entry will have zero incumbents and FTEs authorized when created, and these fields must be updated with the correct numbers before the position can be used. The only other field that needs to be populated for the position is the Overfill Authorization flag, which establishes the level/type of control on the position. The Overfill Authorization flag should be set to **N**. The final field is a comment field, which can optionally be used for information at the end of each position detail line. OA will create the PAMT, PUD1 and PUD2 for all UCP agencies.

POSITION AUTHORIZATION (PAMT) SCENARIO

You want to have the ability to fill the Senior Office Support Assistant position for DIFP with a maximum of 1 person and not to exceed the equivalent of 1 Full-Time Equivalent. You do not want to overfill this position.

Step 1 To open a PAMT from the SAMII Desktop Navigator window, click the Go To icon. Type PAMT in the "Code" field. Click on the Open button.

Step 2 Enter the required information in the following fields.

FISCAL YEAR – Required. Enter the fiscal year in (yy) format for which the position is being authorized. Valid values are located on the Fiscal Year (FSYR) window. Type **CURRENT FISCAL YEAR**.

AGENCY – Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER - Required. Enter the number of the position being authorized. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD**.

Select **Display: Get Specific Data.**

Step 3 Complete the following fields on the PAMT.

AUTHORIZED INCUMBENTS – Required. Enter the maximum number of incumbents who can occupy the new position. Most positions should be established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many incumbents can be associated with one position. Type **1**.

Step 4 Continue to complete the fields on the PAMT.

AUTHORIZED FTE – Required. Enter the maximum number of full-time equivalents (FTEs) authorized for the new position. If the new position is part-time, enter a percentage. Most positions should be established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many FTEs can be associated with one position. Type **1**.

Note: This number must be positive and can have up to two decimal places (e.g., 3.75, 1.00, etc.).

FILLED INCUMBENTS – Inferred. Displays the number of employees who currently occupy the position.

FILLED FTE – Inferred. Displays the amount of full-time equivalents (FTEs) that currently fill the position.

VACANT INCUMBENTS – Inferred. Displays the number of authorized incumbents that are vacant.

VACANT FTE – Inferred. Displays the number of authorized full-time equivalents that are vacant.

OVERFILL AUTHORIZATION – Required. N will be selected to indicate that only the number of incumbents and/or FTEs that are authorized can be used. The State of Missouri does not allow the number of incumbents and FTEs used to exceed the number of incumbents and FTEs authorized. Select **None**.

COMMENTS – Conditional. Non-UCP agencies can use this field optionally.

You have completed entering the field information to authorize a position using the PAMT and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The PAMT approval process will vary depending upon whether or not you are a UCP or Non-UCP agency. OA Division of Personnel will enter PAMT for all UCP agencies.

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)

POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)

The Position Control User Defined Window 1 (PUD1) is used to view and record special conditions that may be associated with a position. The Division of Personnel is responsible for completing the PUD1 window. Agencies are limited to "view only" status of this window. Agency-specific information must be entered into the Agency, Organization and Position Number fields in order to view information.

Remember that the PUD1 is for use by UCP agencies only. Non-UCP agencies will not have access to PUD1.

Step 1 To open a PUD1 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD1 in the "Code" field. Click on the Open button.

Step 2 Populate the following fields to narrow your search on the PUD1 window.

AGENCY - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER - Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD**.

Select **Display: Browse Data.**

Step 3 Information for the specific agency, organization, and position number you entered in Step 2 should now appear. Let's review the remaining fields.

LONG DESCRIPTION – Displays the long description of the position.

EFFECTIVE DATE – Displays the date (mm/dd/yy) the position information is effective.

EXPIRATION DATE – Displays the date the position information expires.

Note: As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)

Step 4 Continue to view any special conditions associated with the new position.

PRIOR PARS DEPT-POSITION NO. – Displays the number (two characters) previously assigned to the department and the number (up to twelve characters) previously assigned to the position in the PARS system. Once a value has been entered, this field becomes display only.

PRIOR AGENCY-ORG-POSITION NO. – Displays the number previously assigned to the agency (three characters), the number previously assigned to the organization (four characters) and the number (up to seven characters) previously assigned to the position in the SAM II system.

DUAL OCCUPANCY EXPIRATION DATE - Displays the date (*ccyy/mm/dd*) the dual occupancy expires.

SPECIAL PROJECT END DT – Displays the date (*ccyy/mm/dd*) that the position restriction expires.

TRAINEE'S ELIGILITY DATE - Displays the trainee's eligibility date (*ccyy/mm/dd*).

TICKLER DATE - Displays a tickler date (*ccyy/mm/dd*) to indicate when further action regarding a position is required.

STATUTORY - Displays an **S** if the position is established by statute. Displays Rule Citation for titles that are statutory and they are preceded by an S.

RESTRICTION –Displays the reason the position has been restricted.

SHIFT – Displays the shift (hours) of the position.

REMARKS – Displays any additional remarks related to the position.

NON-UCP – Displays the Statutory Citation for this position, if applicable.

EXECUTIVE PAY- Displays EX I-EX VI

Step 5 Close the PUD1 window.

POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

The Position Control User Defined Window 2 (PUD2) is used to record specialty codes and descriptions, if any exist, for a position. For UCP agencies, the Division of Personnel defines specialty codes and enters the data on the PUD2 window. Non-UCP agencies will define specialty codes based on individual agency policy. For Non-UCP, the PUD2 may go through as many as five levels of approval before it is accepted by the system.

Step 1 To open a PUD2 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD2 in the "Code" field. Click on the Open button.

Step 2 Enter the required information in the following fields.

AGENCY - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER - Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD**.

Select **DISPLAY: BROWSE DATA.**

Step 3 Complete the following fields on the PUD2 window.

LONG DESCRIPTION – Inferred. Displays the long description of the position.

EFFECTIVE DATE – Optional. Defaults to the current date. Enter the date the specialties associated with the new position are effective.

EXPIRATION DATE – Optional. Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) only if all of the information captured on the window will expire at the same time.

Note: As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

Step 4 Continue to complete the fields on the PUD2 window.

SPECIALTY 1-12 – Conditional. If a specialty exists, enter the code and description that identifies the specialty. Required if specialty codes exist for a position; otherwise, leave blank. The combined code and description cannot exceed 30 characters.

POSITION CONTROL USER DEFINED WINDOW (PUD2) APPROVAL PROCESS

Now, let's complete the approval processing of the PUD2.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

The Position Control User Defined Window 3 (PUD3) is used to record miscellaneous position information. The PUD3 is used to define the reporting structure as used by various systems such as PERforM. The PUD3 also defines the position as supervisory, which determines the number of objectives to be rated in PERforM. Exclusion from a bargaining unit for specific positions is included as part of the PUD3. Outside of the specific fields related to benefits, reporting structure, and bargaining unit exclusion, each agency can use this window at its discretion to capture information specific to its agency and/or organizations. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.

Step 1 *Step 1 through Step 3, Expiration Date would remain the same.

FIELDS 1-2 – These fields are defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Type **Y** for PUD3 Field 1. Leave PUD3 Field 2 blank.

EXCLUDE AS UNION ELIGIBLE-WHY – This field is to be used if a specific position's job duties preclude it from being included in a bargaining unit. This field may be left blank if the position is not part of a bargaining unit or is to be included in a bargaining unit. Type **SUPV**.

FIELDS 4-5 – These fields are defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Leave PUD3 Fields 4 and 5 blank.

SUPERVISOR FLAG – This is a Y/N field. If the position is a supervisory position, type Y. If it is not, type N. This field determines whether an incumbent in the position is rated on five objectives in PERforM or eight objectives in PERforM as a supervisor. Type **Y**.

FIELD 7 – This field is defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Leave PUD3 Field 7 blank.

BENEFIT ELIGIBLE POSITION – This is a Y/N field. If the position is to receive benefits, type Y. If it is not, type N. Type **Y**.

SUPERVISOR AGENCY – This field houses the agency number of the position's direct supervisor or rater. Type **375**.

SUPERVISOR ORGANIZATION – This field houses the organization number of the position's direct supervisor or rater. Type **1375**.

SUPERVISOR POSITION NUMBER – This field houses the position number of the position's direct supervisor or rater. Type **0000013**.

FIELD 12 – This field is defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Leave PUD3 Field 12 blank.

Now, let's complete the approval processing of the PUD3.

Step 1:   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that update was successful.

Both Non-UCP and UCP agencies define, enter, and approve values entered on the PUD3 window.

Step 2 Close the PUD3 window.

REVIEW EXERCISE

Now, let's complete all the required steps to define the following position.

DIFP has received some temporary funding to hire a Personnel Clerk position in Cole County. Complete a PSMT to establish this position in the system.

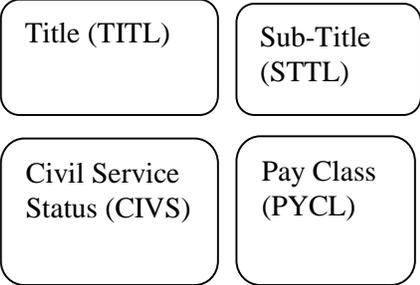|	
Agency	375
Organization	1375
Position number	SEE STUDENT CARD
Effective Date	Today's Date
Short Description	PERS CLERK
Long Description	PERSONNEL CLERK
Assignment Type	Temporary
Table Driven Pay	Use Table
Position Status	TEMPA
Civil Service Status	NUCP
Location	8CI9E2
Payroll Number	375
Pay Class	PFS
Title	000627
Sub-Title	L2
Labor Distribution Override	Use Entered Profile
Distribution Profile	SAM01

TOPIC 4: MAINTAINING POSITIONS

After a position is defined in the system, changes to that position may need to be made. The Position Status Maintenance (PSMT) window is used to change the status of an existing position and to change profile attributes of a position. For UCP agencies any changes should be sent in an email to the Office of Administration, Division of Personnel. The Position Authorization (PAMT) window is used to change the number of incumbents and FTEs allowed for a position.
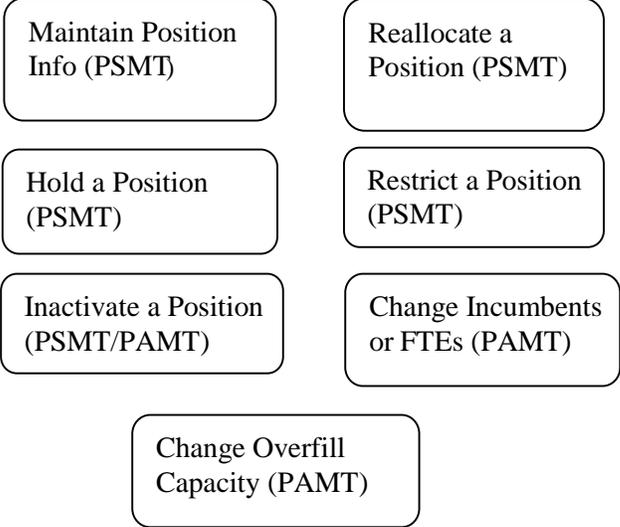
The purpose of this topic is to walk you through several scenarios regarding changes that may need to be made to positions after they have been established in the system.
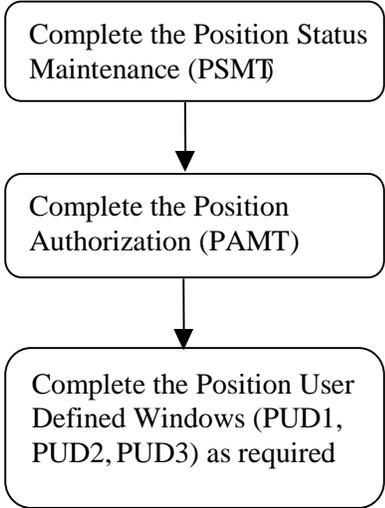
POSITION CONTROL PROCESS CHART

Step 1: REFERENCE TABLES

Title (TITL)

Sub-Title (STTL)

Civil Service Status (CIVS)

Pay Class (PYCL)

Step 3: MAINTAINING POSITIONS

Maintain Position Info (PSMT)

Reallocate a Position (PSMT)

Hold a Position (PSMT)

Restrict a Position (PSMT)

Inactivate a Position (PSMT/PAMT)

Change Incumbents or FTEs (PAMT)

Change Overfill Capacity (PAMT)

Step 2: ESTABLISHING POSITIONS

Complete the Position Status Maintenance (PSMT)

↓

Complete the Position Authorization (PAMT)

↓

Complete the Position User Defined Windows (PUD1, PUD2, PUD3) as required

Step 4: POSITION CONTROL INQUIRIES

Position Folder (QPSTF)

Position by Title Inquiry (QPTL)

Position Roster (QPSR)

Title Categories for Title (QTCT)

Position Status Inquiry (QPST)

Position Authorization Inquiry (QPAT)

MAINTAINING POSITIONS

There are several situations that require you to change a position. The most common types of changes will involve modifying information located on the Position Status Maintenance (PSMT), Position Authorization (PAMT) or Position User Defined (PUD1-3) windows. At this point, you will also want to take an action such as reallocating a position, holding a position, restricting a position or inactivating a position.

Let's review some of the changes you could make in the PSMT. For UCP agencies changes to position information may be subject to approval by the Division of Personnel.

> **POSITION STATUS** – If the position's existing status code is ACTVA or TEMPA, it must be changed to one of the status codes listed below in order to change other fields on the PSMT. If the position's existing status code is one of the status codes listed below, it need not be changed to change other fields on the PSMT. Enter one of the following codes to change the position's status:
>
> - **ACTVE** – (ACTIVE – EDIT) to make changes to a permanent position.
>
> - **TEMPE** – (TEMP-EDIT) to make changes to a temporary position. Note: Temporary positions are not included in budget projections done in the Budget Report and Analysis Support System (BRASS).
>
> - **RSTRB** – (RESTRICTED-BUDGETED) to restrict a position that is permanent and should be included in BRASS budget projections.
>
> - **RSTRN** – (RESTRICTED-NONBUDGETED) to restrict a position that is temporary OR to restrict a position that is permanent and should not be included in BRASS budget projections.
>
> - **HOLDB** - (HOLD-BUDGETED) to hold a position that is permanent and should be included in BRASS budget projections.
>
> - **HOLDN** – (HOLD-NONBUDGETED) to hold a position that is temporary OR to hold a position that is permanent and should not be included in BRASS budget projections.
>
> - **INACT** – (INACTIVE) to inactivate a position.
>
> - **INORG**-(INACTIVE) inactivate a position due to invalid organization
>
> - **INREN**--(INACTIVE) inactivate a position due to renumbering

MAINTAINING POSITIONS

TITLE – Enter the code that identifies the title for the position. Valid title codes can be found on the Title (TITL) window.

Note: All UCP title codes begin with the number "0". Title codes for Non-UCP agencies beginning with a character that has been assigned to the agency. (For detailed instructions on how to change a position's title, refer to the procedures for Reallocating a Position.)

TITLE CATEGORY – If multiple titles are associated with the position, enter the code that identifies all of the associated titles (e.g., multi-allocations, job clusters, trainee assignments, etc.). If multiple titles are not associated with the position, make sure this field is blank. Valid title category codes can be found on the Title Category (TCAT) window. To view a list of all of the titles associated with a title category, refer to the Titles in Title Category (TICA) window. (For detailed instructions on how to change a position's title category, refer to the procedures for Reallocating a Position.)

LABOR DISTRIBUTION OVERRIDE OPTION – Required. Use Entered Profile is the standard. Use Entered Accounting Values allows you to override where the funds for the position will come from at the position level. Use Employee Assignment establishes the funds at the employee level. Use Entered Profile indicates that you will be using a profile that has already been established on the Labor Distribution Profile (LDPR) table.

Some of the common changes that can be made on the PAMT include the Authorized Incumbents, Authorized FTEs and Overfill Authorization.

Most positions should be established on a one position to one employee basis. However it may be necessary to change the position authorization to accommodate dual or multiple occupancies.

Note: A dual occupancy is used when two employees temporarily occupy the same position in order to facilitate special situations, such as on-the-job training for a replacement prior to the departure of incumbent. A multiple occupancy is used when two or more incumbents occupy the same unclassified position, such as seasonal workers.

MAINTAINING POSITIONS

A position reallocation involves making a change to the position's title and, in some instances, title category. A position's title establishes job information including FLSA exemption, EEO category, occupational group, grade and salary minimum and maximum. A title category is used to tie multiple titles to a position (i.e., multi-allocations, job clusters and trainee assignments). Changes to a position's title/title category are entered on the Position Attributes Panel of the PSMT. For UCP agencies any changes should be sent in an email to the Office of Administration, Division of Personnel. After the changes to the PSMT have been accepted by the system, specialty code information may also need to be updated on the Position Control User Defined Window 2 (PUD2) to reflect the position's new title. If there are Title changes on the PSMT, OA Personnel will update the PUD1 for UCP agencies.

A position should be vacant before it is put on hold. The vacant position may not be refilled until the hold is removed. To put a position on hold, the agency would send an email request to the Division of Personnel.

A position may be restricted whether it is filled or vacant. However, once vacant, it may not be refilled until the restriction is removed. Restricting a position will be conducted by the Division of Personnel for UCP agencies and by the designated staff members for Non-UCP agencies. The Division of Personnel is responsible for determining when to restrict a UCP position. The Division of Personnel will assume that all vacant restricted positions will be budgeted, unless otherwise notified by the agency. To restrict a position and to remove a restriction, the information is entered on the PSMT.

A position may be inactivated when it is determined that it will no longer be staffed and/or budgeted by the agency. The State of Missouri requires that a position be vacant before it is inactivated. Once inactivated, a position cannot be filled unless it is reactivated. The Position Authorization (PAMT) window is used to delete the position's incumbent and FTE authorization. The PSMT is used to change the position's status to inactive.

Let's work through some detailed scenarios to help you see how this process will work in the "real world".

POSITION STATUS MAINTENANCE (PSMT)

CHANGING POSITION INFORMATION

SCENARIO

Due to changes in funding for the Senior Office Support Assistant position, you need to update the labor distribution profile on the PSMT.

In order to change the labor distribution profile on a position, the information must be entered on the PSMT.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

Step 1 Open the PSMT.

Step 2 Enter the required information in the following fields.

AGENCY – Type **375**.

ORGANIZATION – Type **1375**.

POSITION NUMBER – **SEE STUDENT CARD**.

Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the PSMT window.

EFFECTIVE DATE – Type **TODAY'S DATE**.

POSITION STATUS –Type **ACTVE**.

LABOR DISTRIBUTION OVERRIDE OPTION – Select **USE ENTERED PROFILE**.

DISTRIBUTION PROFILE – Type **ABCDE**.

CHANGING POSITION INFORMATION (PSMT) APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

REALLOCATING A POSITION (Title/Title Category Change)

SCENARIO

For the last five years, you have had a Personnel Clerk position in your agency. This position is now functioning as a Personnel Analyst I-II and needs to be reallocated.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

A position reallocation involves making a change to the position's title. To reallocate a position, the information must be entered on the PSMT.

Step 1 Open the PSMT.

Step 2 Enter the required information in the following fields.

> **AGENCY –** Type **375**.

> **ORGANIZATION –** Type **1375**.

> **POSITION NUMBER** – **SEE STUDENT CARD**.

Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the PSMT window.

> **EFFECTIVE DATE –** Type **TODAY'S DATE**.

> **SHORT DESCRIPTION** – Type **PERANI-II**.

> **LONG DESCRIPTION** – Type **PERSONNEL ANALYST I- II**.

> **TABLE DRIVEN PAY** – Select **Use Table**.

> **POSITION STATUS** – Type **ACTVE**.

> **TITLE** – Type **000412**.

> **TITLE CATEGORY** – **00412M**.

REALLOCATING A POSITION (Title/Title Category Change) APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

<u>Applying Additional but Not Final Approvals</u>

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

<u>Applying Final Approval</u>

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

HOLDING A POSITION

SCENARIO

The employee who was filling the Senior Office Support Assistant position has retired and the position has become vacant. From now until July you want to use the funds from that position for a special project (i.e. SAM II). You put the position on hold so it cannot be filled.

In order to put a position on hold, information must be entered on the PSMT.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

Step 1 Open the PSMT.

Step 2 Enter the required information in the following fields.

> **AGENCY –** Type **375**.
>
> **ORGANIZATION –** Type **1375**.
>
> **POSITION NUMBER** – **SEE STUDENT CARD**.

Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the PSMT window.

> **EFFECTIVE DATE –** Type **TODAY'S DATE**.
>
> **POSITION STATUS** – Type **HOLDB**.

HOLDING A POSITION APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

REMOVING A HOLD SCENARIO

July is here and the funds you needed to free up for your special project are no longer needed. Now, you need to fill the Senior Office Support Assistant position.

In order to remove a hold from a position, information must be entered on the PSMT.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

Step 1 Open the PSMT.

Step 2 Enter the required information in the following fields.

        AGENCY – Type **375**.

        ORGANIZATION – Type **1375**.

        POSITION NUMBER – **SEE STUDENT CARD**.

        Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the PSMT window.

        EFFECTIVE DATE – Type **TODAY'S DATE**.

        POSITION STATUS – Type **ACTVE**.

REMOVING A HOLD APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

<u>**Applying Additional but Not Final Approvals**</u>

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

<u>**Applying Final Approval**</u>

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

POSITION AUTHORIZATION (PAMT)

INACTIVATING A POSITION

SCENARIO

Well, time sure flies and it is now six months later. The Senior Office Support Assistant position has been left vacant while your agency has been reviewing its overall human resource needs. Your agency decided that the position is no longer needed and you are requested to inactivate the position. Remember, inactivating a position not only means that it cannot be filled but that it will no longer be budgeted.

First let's access the PAMT to confirm that the position is vacant and delete the authorization to fill the position.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

Step 1 Open the PAMT.

Step 2 Enter the required information in the following fields.

> **FISCAL YEAR** – Type **CURRENT FISCAL YEAR**.

> **AGENCY** – Type **375**.

> **ORGANIZATION** – Type **1375**.

> **POSITION NUMBER** – **SEE STUDENT CARD**.

> Select **Display: Get Specific Data.**

Step 3 Enter the information you are changing on the PAMT window.

> **AUTHORIZED INCUMBENTS** – Type **0**.

> **AUTHORIZED FTE** – Type **0**.

INACTIVATING A POSITION APPROVAL PROCESS

Now, let's complete the approval processing of the PAMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

Now that you have deleted the position authorization, you need to change the position status on the PSMT.

INACTIVATING A POSITION

Step 1   Open the PSMT.

Step 2   Enter the required information in the following fields.

   AGENCY – Type **375**.

   ORGANIZATION – Type **1375**.

   POSITION NUMBER – SEE STUDENT CARD.

   Select **Display: Browse Data.**

Step 3   Enter the information you are changing on the PSMT window.

   EFFECTIVE DATE – Type **TODAY'S DATE**.

   POSITION STATUS – Type **INACT**.

INACTIVATING A POSITION APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve.**

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update.**

Step 4 Close the transaction.

To expire specialty codes that may be associated with the inactive position or other agency specific data, access the Position Control User Defined Window 2 (PUD2) or Position Control User Defined Windows 3 (PUD3), and enter specific information into required fields. You would make the necessary updates and complete the transaction approval process as you just did with the PAMT and PSMT. The necessity to change values on the PUD2 and PUD3 windows are defined by agency policies on the use of these windows.

REACTIVATING A POSITION
SCENARIO

Due to an increasingly high demand for you need to hire a qualified person to fulfill Senior Office Support Assistant duties. The Senior Office Support Assistant should be reactivated immediately.

In order to reactivate a position, information must first be entered on the PSMT.

Note: This Scenario is for training purposes only. For UCP agencies an email must be sent to Office of Administration, Division of Personnel for any position changes.

Step 1 Open the PSMT.

Step 2 Enter the required information in the following fields.

AGENCY – Type **375**.

ORGANIZATION – Type **1375**.

POSITION NUMBER – SEE STUDENT CARD.

Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the PSMT.

EFFECTIVE DATE – Type **TODAY'S DATE**.

POSITION STATUS – Type **ACTVE**.

REACTIVATING A POSITION APPROVAL PROCESS

Now, let's complete the approval processing of the PSMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

Now you need to complete the PAMT to authorize the position.

REACTIVATING A POSITION

Step 1   Open the PAMT.

Step 2   Enter the required information in the following fields.

        FISCAL YEAR – Type **CURRENT FISCAL YEAR**.

        AGENCY – Type **375**.

        ORGANIZATION – Type **1375**.

        POSITION NUMBER – SEE STUDENT CARD.

        Select **Display: Get Specific Data.**

Step 3   Enter the information you are changing on the PAMT window.

        AUTHORIZED INCUMBENTS – Type **1**.

        AUTHORIZED FTE – Type **1**.

REACTIVATING A POSITION APPROVAL PROCESS

Now, let's complete the approval processing of the PAMT.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**
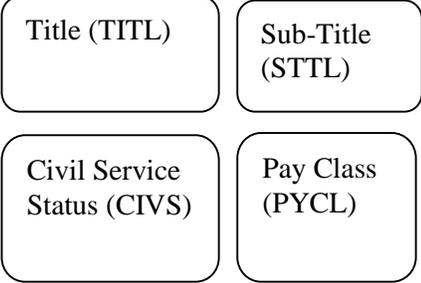
Step 4   Close the transaction.

Remember, specialty codes that may be associated with the inactive position or other agency specific data may need to be updated. To do this, access the Position Control User Defined Window 2 (PUD2) or Position Control User Defined Windows 3 (PUD3), and enter specific information into required fields. You would make the necessary updates and complete the transaction approval process as you just did with the PAMT and PSMT. The necessity to update values on the PUD2 and PUD3 windows are defined by agency policies on the use of these windows.

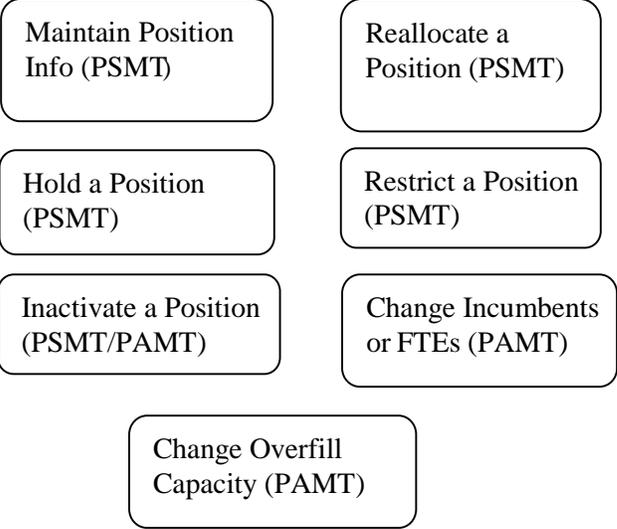# TOPIC 5: POSITION CONTROL INQUIRIES AND REPORTS

The design of this topic is to familiarize each employee with the use of Position Control Inquiries.   Inquiries are online management reports that allow for easy viewing of essential information related to a position. Inquiries also provide you with access to reporting information stored in the database. Most inquiry codes within SAM II HR start with the letter "Q".
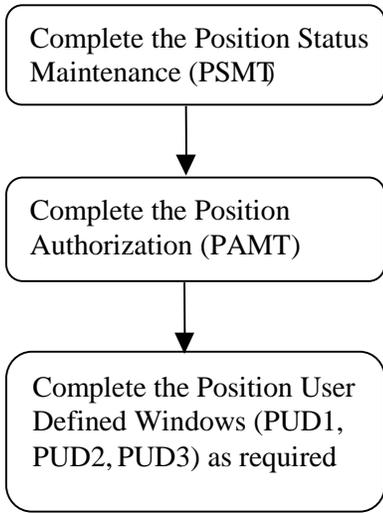
POSITION CONTROL PROCESS CHART
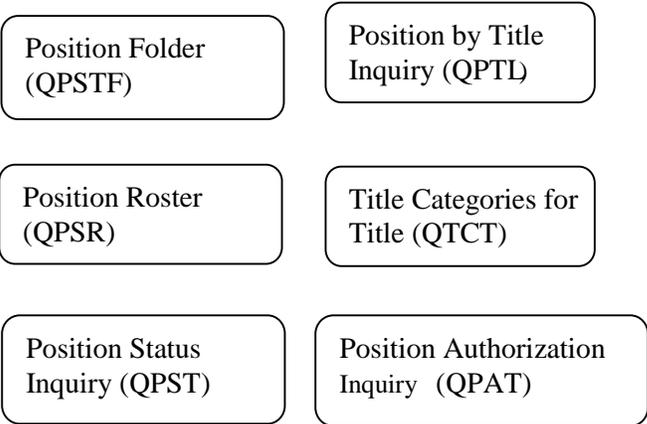
Step 1: REFERENCE TABLES

Title (TITL)

Sub-Title (STTL)

Civil Service Status (CIVS)

Pay Class (PYCL)

Step 3: MAINTAINING POSITIONS

Maintain Position Info (PSMT)

Reallocate a Position (PSMT)

Hold a Position (PSMT)

Restrict a Position (PSMT)

Inactivate a Position (PSMT/PAMT)

Change Incumbents or FTEs (PAMT)

Change Overfill Capacity (PAMT)

Step 2: ESTABLISHING POSITIONS

Complete the Position Status Maintenance (PSMT)

↓

Complete the Position Authorization (PAMT)

↓

Complete the Position User Defined Windows (PUD1, PUD2, PUD3) as required

Step 4: POSITION CONTROL INQUIRIES

Position Folder (QPSTF)

Position by Title Inquiry (QPTL)

Position Roster (QPSR)

Title Categories for Title (QTCT)

Position Status Inquiry (QPST)

Position Authorization Inquiry   (QPAT)

POSITION CONTROL INQUIRIES

Like other areas of the SAM II system, Position Control has several special purpose windows that function solely as inquiries. (Inquiry windows are used to display information only.) These inquiries can be used by management to look up specific information regarding Position Control. Some of these inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows.

Remember that inquiries are available on-line in the system and are updated after a transaction has been processed. Usually, this update process occurs immediately. Let's review some common inquiries related to Position Control.

POSITION AUTHORIZATION INQUIRY (QPAT) – Displays the total number of incumbents and full-time equivalents (FTEs) authorized for a fiscal year as well as the number that are filled and vacant. The inquiry can include fiscal year totals for the entire agency or for a specific organization within the agency.

POSITION ROSTER (QPSR) – Displays a detailed history of past and current incumbents of a position, including employee ID, appointment ID, Effective and Expiration Dates, Status, Title and Sub-title. The inquiry can include incumbents who are currently active in a position or a history of incumbents in a position during a specified period of time.

POSITION STATUS INQUIRY (QPST) – Displays a detailed listing of positions by status (e.g., ACTVA, HOLD, INACT, etc.). The inquiry can include a listing of all types of position statuses, or a specific type of position status, during a specified period of time.

POSITION FOLDER (QPSTF) – Provides a quick reference for looking up position information. From this inquiry, a folder containing a consolidated list of position control windows can be accessed and opened to review information related to the position.

POSITIONS BY TITLE INQUIRY (QPTL) – Displays position information, including Title, Sub-title, Position Number, Status, Authorized Incumbents and FTE, Filled Incumbents and FTE, and Overfill Authorization. The inquiry is sorted by title and can include all positions, or only positions that fit within selected parameters, as of a specified date.

TITLE CATEGORIES FOR TITLE (QTCT) – Displays all of the title categories that a title is included in.

POSITION AUTHORIZATION INQUIRY (QPAT)
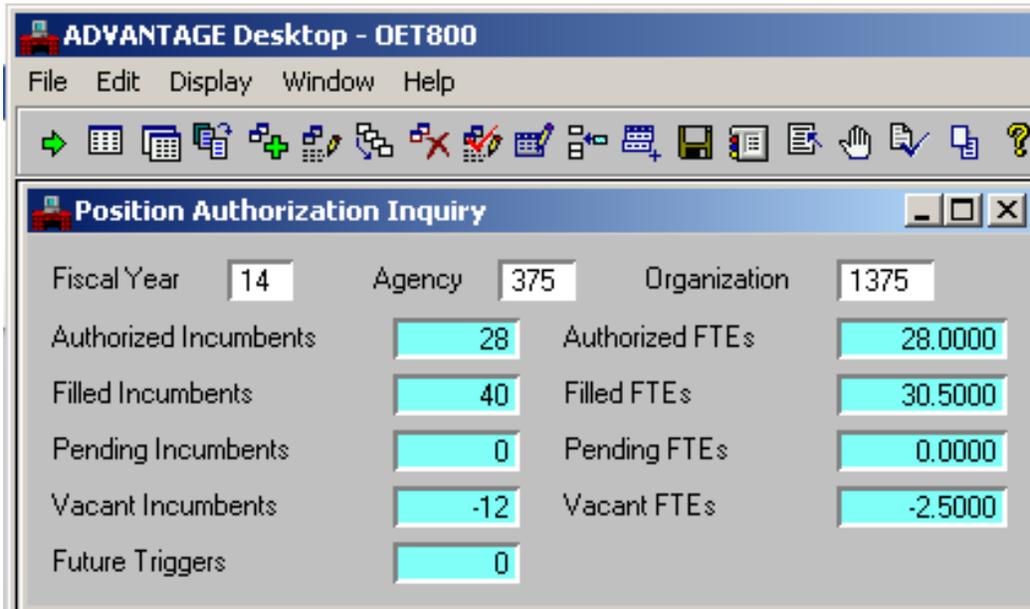
POSITION AUTHORIZATION INQUIRY (QPAT)

The Position Authorization Inquiry (QPAT) window displays the total number of incumbents and full-time equivalents (FTEs) authorized for a fiscal year as well as the number that are filled and vacant. The inquiry can include fiscal year totals for the entire agency or for a specific organization within the agency.

Step 1 To open QPAT from the SAM II Desktop Navigator window, click on the Go To icon. Type QPAT in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the QPAT window.

FISCAL YEAR – Required. Enter the fiscal year for which incumbent and FTE totals are to be displayed. Type **CURRENT FISCAL YEAR**.

AGENCY – Optional. Enter the code for the agency for which incumbent and FTE totals are to be displayed. Valid agency codes can be found on the Agency Index (AGCY) window. If this field is left blank, incumbent and FTE totals for all agencies will be displayed. Type **375**.

ORGANIZATION – Conditional. Enter the code for the organization for which incumbent and FTE totals are to be displayed. Valid organization codes can be found on the Organization Index (ORGN) window. If this field is left blank, incumbent and FTE totals for the entire agency will be displayed. Type **1375**

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPAT inquiry.

AUTH INCUMBENTS – Inferred. Displays the total number of authorized incumbents for the specified fiscal year, agency and organization.

AUTH FTEs – Inferred. Displays the total number of authorized full time equivalents (FTEs) for the specified fiscal year, agency and organization.

FILLED INCUMBENTS – Inferred. Displays the total number of filled incumbents for the specified fiscal year, agency and organization.

FILLED FTEs – Inferred. Displays the total number of filled full time equivalents (FTEs) for the specified fiscal year, agency and organization.

VACANT INCUMBENTS – Inferred. Displays the total number of vacant incumbents for the specified fiscal year, agency and organization.

VACANT FTEs – Inferred. Displays the total number of vacant full time equivalent (FTEs) for the specified fiscal year, agency and organization.

Step 4 Close the QPAT window.

POSITION ROSTER INQUIRY (QPSR)

POSITION ROSTER INQUIRY (QPSR)

The Position Roster (QPSR) window displays a detailed history of past and current incumbents of a position, including employee ID, appointment ID, Effective and Expiration Dates, Status, Title and Sub-Title. The inquiry can include incumbents who are currently active in a position or a history of incumbents in a position during a specified period of time.

Step 1 To open QPSR from the SAM II Desktop Navigator window, click on the Go To icon. Type QPSR in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the QPSR window.

AGENCY – Required. Enter the code for the agency to which the position is assigned. Valid agency codes can be found on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization to which the position is assigned. Valid agency codes can be found on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER – Required. Enter the value assigned to the position. Valid values are located on the Position Status Inquiry (QPST) window. Type **0000001**.

Select **Display: Browse Data**

EFFECTIVE DATE – Inferred. Leave this field blank and it will default to the current date.

EXPIRATION DATE – Inferred. This field displays the date that defines the end of the time period for which incumbent history is to be displayed. If this field is left blank, it will default to 99/99/99 and display incumbent history up to the current date.

SHORT DESCRIPTION – Inferred. Displays the short description of the position.

LONG DESCRIPTION – Inferred. Displays the long description of the position.

EMPLOYEE NAME -- Inferred. Displays the employee's full name (last name, first name and middle initial).

EMPLOYEE ID – Inferred. Displays the employee's social security number.

APPOINTMENT ID – Inferred. Displays the employee's appointment identification number.

EFFECTIVE DATE – Inferred. Displays the date (*mm/dd/yy*) the employee information became effective.

EXPIRATION DATE – Inferred. Displays the date (*mm/dd/yy*) the employee information expires.

STATUS – Inferred. Displays the employee's employment status code.

TITLE – Inferred. Displays the position's title code.

SUB-TITLE – Inferred. Displays the position's sub-title code.

Step 3 Close the QPSR window.

POSITION STATUS INQUIRY (QPST)

	Position Status	Position Number	Short Description	Title	Sub-title	Title Category	Budget Preparation	Effective Date	Expiration Date
1	ACTVA	0000001	PERS CLK	000627	L1			08 01 13	99 99 99
2	ACTVA	0000002	PERS CLK	000627	L2			08 01 13	99 99 99
3	ACTVA	0000003	S OF SP AS-K	000023	L1			08 01 13	99 99 99
4	ACTVA	0000004	S OF SP AS-K	000023	L2			08 01 13	99 99 99
5	ACTVA	0000005	AD OFC SP AS	000004	L1			08 01 13	99 99 99
6	ACTVA	0000006	AD OFC SP AS	000004	L1			08 01 13	99 99 99
7	ACTVA	0000007	PERS AN II	000412	L1			08 01 13	99 99 99
8	ACTVA	0000008	PERS AN II	000412	L2			08 01 13	99 99 99
9	ACTVA	0000009	EXEC II	000502	L1			08 01 13	99 99 99

Agency 375 Organization 1375 Position Status ACTVA

Effective Date 12 / 18 / 13 Expiration Date 99 / 99 / 99

POSITION STATUS INQUIRY (QPST)

The Position Status Inquiry (QPST) window displays a detailed listing of positions by status (e.g., ACTVA, HOLD, INACT, etc.). The inquiry can include a listing of all types of position statuses, or a specific type of position status, during a specified period of time.

Step 1 To open QPST from the SAM II Desktop Navigator window, click on the Go To icon. Type QPST in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the QPST window

AGENCY – Required. Enter the code for the agency to which the position is assigned. Valid agency codes can be found on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization to which the position is assigned. Valid agency codes can be found on the Organization Index (ORGN) window. Type **1375**.

POSITION STATUS – Optional. Leave this field blank to view a listing of all types of position statuses, or enter a position status code to view a listing of a specific type of position status. Valid position status codes can be found on the Position Status (PSTS) window. Type **ACTVA**.

EFFECTIVE DATE – Optional. To view only current position statuses, leave this field blank and it will default to the current date. To view position status actions for a specified period of time, enter the date that defines the beginning of the time period for which position status actions are to be displayed. Type **TODAY'S DATE**.

EXPIRATION DATE – Optional. Enter the date that defines the end of the time period for which position statuses are to be displayed. If this field is left blank, it will default to 99/99/99 and display incumbent history up to the current date.

Select **Display: Browse Data**

POSITION STATUS – Inferred. Displays the position status code.

POSITION NUMBER – Inferred. Displays the position number.

SHORT DESCRIPTION – Inferred. Displays the short description of the position.

TITLE – Inferred. Displays the position's title code.

SUB-TITLE – Inferred. Displays the position's sub-title code.

BUDGET PREPARATION – Inferred. Displays the position's budget preparation code.

EFFECTIVE DATE – Inferred. Displays the date (*mm/dd/yy*) the position status information became effective.

EXPIRATION DATE – Inferred. Displays the date (*mm/dd/yy*) the position status information expires.

POSITION FOLDER INQUIRY (QPSTF)

ADVANTAGE Desktop - OET800 - [Position Status Inquiry]

File   Window   Help

Agency	375		Organization	1375			Position Status	ACTVA
Effective Date	12 / 18 / 13		Expiration Date	99 / 99 / 99				

	Position Status	Position Number	Short Description	Title	Sub-title	Title Category	Budget Preparation	Effective Date	Expiration Date
1	ACTVA	0000001	PERS CLK	000627	L1			08 01 13	99 99 99
2	ACTVA	0000002	PERS CLK	000627	L2			08 01 13	99 99 99
3	ACTVA	0000003	S OF SP AS-K	000023	L1			08 01 13	99 99 99
4	ACTVA	0000004	S OF SP AS-K	000023	L2			08 01 13	99 99 99
5	ACTVA	0000005	AD OFC SP AS	000004	L1			08 01 13	99 99 99
6	ACTVA	0000006	AD OFC SP AS	000004	L1			08 01 13	99 99 99
7	ACTVA	0000007	PERS AN II	000412	L1			08 01 13	99 99 99
8	ACTVA	0000008	PERS AN II	000412	L2			08 01 13	99 99 99
9	ACTVA	0000009	EXEC II	000502	L1			08 01 13	99 99 99

Browse   More Data   Open   Cancel

POSITION FOLDER INQUIRY (QPSTF)

The Position Folder (QPSTF) window provides a quick reference for looking up position information. From this inquiry, a folder containing a consolidated list of Position Control windows can be accessed and opened to review information related to the position.

Step 1 To open QPSTF from the SAM II Desktop Navigator window, click on the Go To icon. Type QPSTF in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPSTF window

AGENCY – Required. Enter the code for the agency to which the position is assigned. Valid agency codes can be found on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization to which the position is assigned. Valid agency codes can be found on the Organization Index (ORGN) window. Type **1375**.

Select the **Browse** button at the bottom of the window.

POSITION STATUS – Optional. Leave this field blank to view a listing of all types of position statuses, or enter a position status code to view a listing of a specific type of position status. Valid position status codes can be found on the Position Status (PSTS) window.

EFFECTIVE DATE – Optional. To view only current position statuses, leave this field blank and it will default to the current date otherwise, enter the date that defines the beginning of the time period for which position status actions are to be displayed

EXPIRATION DATE – Optional. Enter the date that defines the end of the time period for which position statuses are to be displayed. If this field is left blank, it will default to 99/99/99 and display incumbent history up to the current date.

POSITION STATUS – Inferred. Displays the position status code.

POSITION NUMBER – Inferred. Displays the position number.

SHORT DESCRIPTION – Inferred. Displays the short description of the position.

TITLE – Inferred. Displays the position's title code.

SUB-TITLE – Inferred. Displays the position's sub-title code.

BUDGET PREPARATION – Inferred. Displays the position's budget preparation code.

EFFECTIVE DATE – Inferred. Displays the date (*mm/dd/yy*) the position status information became effective.

EXPIRATION DATE – Inferred. Displays the date (*mm/dd/yy*) the position status information expires.

Highlight the line of the desired position. Select the **OPEN** button to view a consolidated list of Position Control windows. Highlight the desired Position Control window. Select the **OPEN** button to view the position information.

Step 4 Close the QPSTF window.

POSITIONS BY TITLE INQUIRY (QPTL)

ADVANTAGE Desktop - OET800 - [Position by Title Inquiry]

File Edit Display Window Help

Agency 375   Organization 1375   Selection Date 12 / 18 / 13

Authorized FTE [   ]   Encumbered FTE
Authorized Incumbents [   ]   Encumbered Incumbents
Appointment Allowed   ○ Yes   ○ No   ● N/A   Recruitment Allowed   ○ Yes   ○ No   ● N/A

	Title	Sub-title	Position Number	Status	Authorized Incumbents	Authorized FTE	Encumbered Incumbents	Encumbered FTE	Overfill Authorization	Trigger Count
1	000004	L1	0000005	ACTVA	1	1.0000	2	2.0000	B	0
2	000004	L1	0000006	ACTVA	1	1.0000	2	1.0000	B	0
3	000023	L1	0000003	ACTVA	2	2.0000	2	2.0000	B	0
4	000023	L2	0000004	ACTVA	2	2.0000	2	1.0000	B	0
5	000312	L1	0000011	ACTVA	1	1.0000	2	2.0000	B	0
6	000312	L2	0000012	ACTVA	1	1.0000	2	1.0000	B	0
7	000402	L1	0000015	ACTVA	1	1.0000	2	2.0000	B	0
8	000402	L2	0000016	ACTVA	1	1.0000	2	1.0000	B	0
9	000412	L1	0000007	ACTVA	1	1.0000	2	2.0000	B	0
10	000412	L2	0000008	ACTVA	1	1.0000	2	1.0000	B	0

POSITIONS BY TITLE INQUIRY (QPTL)

The Positions by Title Inquiry (QPTL) window displays position information, including Title, Sub-title, Position Number, Short Description, Status, Authorized Incumbents and FTE, Filled Incumbents and FTE, and Overfill Authorization. The inquiry is sorted by title and can include all positions, or only positions that fit within selected parameters, as of a specified date.

Step 1 To open QPTL from the SAM II Desktop Navigator window, click on the Go To icon. Type QPTL in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPTL window.

AGENCY – Required. Enter the code for the agency for which position information is to be displayed. Valid agency codes can be found on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization for which position information is to be displayed. Valid agency codes can be found on the Organization Index (ORGN) window. Type **1375**.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPTL inquiry.

SELECTION DATE – Optional. Enter a date to view position information as of that date. To view current position information, leave this field blank and the system will default to the current date.

AUTHORIZED FTE/FILLED FTE – Optional. Select a value from the drop down menu to view only positions that fit the specified authorized/filled FTE parameter. Valid values are:

- is Equal To -- limits the inquiry to only those positions that have the same number of authorized full time equivalents (FTEs) as filled FTEs with no overflow;

- is Greater Than --limits the inquiry to only those positions that have more authorized FTEs than filled FTEs (i.e., positions with vacancies); and

- is Less Than -- limits the inquiry to only those positions that have fewer authorized FTEs than filled FTEs (i.e., positions that are overfilled).

Leave this field blank if authorized/filled FTE is not a desired parameter.

POSITIONS BY TITLE INQUIRY (QPTL)

Step 3 Let's continue to review the remaining fields of the QPTL inquiry.

AUTHORIZED INCUMBENTS/FILLED INCUMBENTS – Optional. Select a value from the drop down menu to view only positions that fit the specified authorized/filled incumbents parameter. Valid values are:

- is Equal to -- limits the inquiry to only those positions that have that same number of authorized incumbents as filled incumbents with no overflow;

- is Greater Than -- limits the inquiry to only those positions that have more authorized incumbents than filled incumbents (i.e., positions with vacancies); and

- is Less Than -- limits the inquiry to only those positions that have fewer authorized incumbents than filled incumbents (i.e., positions that are overfilled).

Leave this field blank if authorized/filled incumbents is not a desired parameter.

APPOINTMENT ALLOWED – Optional. Indicate whether to view only positions that fit the specified appointment allowed parameter.

RECRUITMENT ALLOWED – Optional. Indicate whether to view only positions that fit the specified recruitment allowed parameter.

TITLE – Inferred. Displays the position's title code.

SUB-TITLE – Inferred. Displays the position's sub-title code.

POSITION NUMBER – Inferred.   Displays the position number.

SHORT DESCRIPTION – Inferred.   Displays the short description of the position.

POSITIONS BY TITLE INQUIRY (QPTL)

Step 3 Let's continue to review the remaining fields of the QPTL inquiry.

STATUS – Inferred. Displays the position status code.

AUTHORIZED INCUMBENTS – Inferred. Displays the number of incumbents authorized for the position.

AUTHORIZED FTE – Inferred. Displays the number of full time equivalents authorized for the position.

FILLED INCUMBENTS – Inferred. Displays the number of filled incumbents in the position.

FILLED FTE – Inferred. Displays the number of filled full time equivalents in the position.

OVERFILL AUTHORIZATION – Inferred. Displays the overfill indicator. Valid values are:

- **N** if overfill is not allowed for either incumbents or full-time equivalents FTEs

- **B** if overfill is allowed for both incumbents and FTEs;

- **I** if overfill is allowed for incumbents only;

- **F** if overfill is allowed for FTEs only.

Step 4 Close the QPTL window.

TITLE CATEGORIES FOR TITLE (QTCT) INQUIRY

TITLE CATEGORIES FOR TITLE (QTCT) INQUIRY

The Title Categories for Title (QTCT) window displays all of the title categories that a title is included in.

Note: A title category identifies multiple titles associated with a position (e.g., multi-allocations, job clusters, trainee assignments, etc.).

Step 1 To open QTCT from the SAM II Desktop Navigator window, click on the Go To icon. Type QTCT in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the QTCT window.

TITLE –Optional. Enter the code for the title for which title categories are to be displayed. Valid title codes can be found on the Title (TITL) window. Type **000627**.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPTL inquiry.

DESCRIPTION – Inferred. Displays the long description of the title.

CATEGORY – Optional. Displays the title category code for the title.

DATE – Optional. Displays the effective date of the title.

DATE – Optional. Displays the expiration date of the title.

LONG DESCRIPTION – Inferred. Displays the long description of the title category.

 Step 4 Close the QTCT window.