

JCBD - POSITION CONTROL SCREEN

PURPOSE: TO ASSIGN CONTROL NUMBERS TO JOB TITLES DESIGNATED AS POSITION CONTROLLED. IN ORDER TO USE THIS TRANSACTION, YOU MUST REQUEST AUTHORIZATION FROM DATA PROCESSING.

PRIOR TO YOUR REQUEST, THE JOB TITLES TO BE CONTROLLED MUST BE CODED 'Y' IN THE DICTIONARY USING TRANSACTION 'JCJT'.

ONCE AUTHORIZED, THE FTE OF ACTIVE "DPEP" POSITION CONTROLLED EMPLOYEES WILL BE CONTROLLED BY THE FTE ALLOTTED ON THIS SCREEN.

A POSITION NUMBER CANNOT EXCEED 1.00 FTE. THE POSITION NUMBER CONSISTS OF SIX DIGITS. SUB POSITION NUMBERS CONSISTING OF TWO DIGITS CAN BE ASSOCIATED WITH THE POSITION. EX: 111111-01.

THIS IS USEFUL WHEN THE JOB TITLE MIGHT VARY ON AN APPROVED POSITION.

EVEN WHEN USING SUB POSITION NUMBERS, THE SUM TOTAL OF THE FTE FOR THE SIX DIGIT POSITION NUMBER CANNOT EXCEED 1.00.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN AND ONE OF THE FOLLOWING:

TO ADD A NEW POSITION:

JCBD=XX
|
JOB TITLE

TO ADD A NEW SUB-POSITION:

JCBD=XX11111122
| | |
| | | SUB POSITION NUMBER
| | POSITION NUMBER
JOB TITLE

TO CHANGE DATA ON A POSITION:

JCBD=111111
|
POSITION NUMBER

IF THERE ARE MULTIPLE RECORDS FOR A MAJOR POSITION NUMBER, A SUMMARY SCREEN WILL BE DISPLAYED SHOWING ALL SUB POSITIONS. PLACE THE CURSOR ON THE LINE OF THE RECORD TO BE CHANGED. HISTORICAL RECORDS CANNOT BE CHANGED.

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING HIGHLIGHTED AND THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR.

FOLLOWING ARE THE ERRORS THAT CAN APPEAR:

ERROR MESSAGES	EXPLANATION
ACCOUNT DISTRIBUTION TOTAL NOT = 100%	SELF EXPLANATORY
ACCOUNT IS INVALID	SELF EXPLANATORY
ACCOUNT NO LONGER VALID	SELF EXPLANATORY
ACCOUNT IS REQUIRED	SELF EXPLANATORY
ASSIGNED FTE EXCEEDS NEW FTE	SELF EXPLANATORY
ASSIGNED FTE EXISTS AFTER END DATE	SELF EXPLANATORY
AT LEAST 1 LINE ENTRY IS REQUIRED	SELF EXPLANATORY
BENEFIT PACKAGE NOT ON FILE	SELF EXPLANATORY
CANNOT END IN FUTURE FISCAL YEAR	SELF EXPLANATORY
CANNOT END IN THE PAST	SELF EXPLANATORY
CANNOT PRECEDE ORIGINAL DATE	SELF EXPLANATORY
DEPRESS ENTER FOR MORE RECORDS	SELF EXPLANATORY
DUPPLICATE ENTRY	SELF EXPLANATORY
EFFECTIVE DATE ALREADY ON FILE - MUST CHANGE THAT ONE	SELF EXPLANATORY
EFFECTIVE DATE CANNOT BE IN THE PAST	SELF EXPLANATORY
FIELD OVERFLOW	SELF EXPLANATORY
FTE CANNOT BE 0 OR GREATER THAN 1	SELF EXPLANATORY
FTE DISTRIBUTION TOTAL NOT = FTE	SELF EXPLANATORY
FTE EXCEEDS ALLOWED FOR THE POSITION	SELF EXPLANATORY
FTE FRACTION INCORRECT	SELF EXPLANATORY
FTE FRACTION IS REQUIRED	SELF EXPLANATORY
INVALID JOB TITLE	SELF EXPLANATORY
INVALID POSITION NUMBER	SELF EXPLANATORY
INVALID REASON CODE	SELF EXPLANATORY
JOB TITLE NOT UNDER POSITION CONTROL	SELF EXPLANATORY
MONTH IS INVALID	SELF EXPLANATORY

NO CHANGES ENTERED	SELF EXPLANATORY
NO FTE AVAILABLE FOR THIS POSITION	SELF EXPLANATORY
PERCENTAGE INCORRECT	SELF EXPLANATORY
PERIODS PAID REQUIRED	SELF EXPLANATORY
POSITION CONTROL RECORD UPDATED	SELF EXPLANATORY
POSITION NOT ON FILE - MUST ADD BY JOB TITLE	SELF EXPLANATORY
REMAINING FTE FOR THIS POSITION IS X.XXX AS OF TODAY	SELF EXPLANATORY
SALARY PACKAGE NOT ON FILE	SELF EXPLANATORY
SALARY SCHEDULE NOT ON FILE	SELF EXPLANATORY
SALARY SCHEDULE STEP NOT ON FILE	SELF EXPLANATORY
SITE IS REQUIRED	SELF EXPLANATORY
SITE NO LONGER ON FILE	SELF EXPLANATORY
SITE NOT ON FILE	SELF EXPLANATORY
SUB POSITION MUST BE "01" TO "99"	SELF EXPLANATORY
SUB POSITION NO. XXXXXXXX ALREADY ON FILE!	SELF EXPLANATORY
THIS RECORD NOT UPDATEABLE	SELF EXPLANATORY
YEAR NOT NUMERIC	SELF EXPLANATORY

FIELD	DESCRIPTION
-----	-----
CURRENT STATUS	IN PROGRESS - NOT YET APPROVED INACTIVE - HAS ENDED DATE COMPLETE - ACTIVE AND HAS APPROVALS
POSITION NO	NUMBER AND SUB AS ENTERED OR AS SELECTED OR AS GENERATED
% FILLED FTE	HIGHEST FILLED FTE FOR THE YEAR
JOB TITLE	CODE AND DESCRIPTION
JOB CLASS	CODE AND DESCRIPTION
FTE	PERCENT FTE ASSIGNED
BASIS	CODE
CATEGORY	DESCRIPTION OF CODE ON DICTIONARY
UNION	CODE AND DESCRIPTION

BASIS UNITS	NUMBER OF UNITS TO BE WORKED UNDER THE BASIS EG. IF BASIS IS 'M', UNITS COULD BE 10, WHICH IS A 10 MONTH POSITION. DEFAULTS TO 1 IF NOTHING ENTERED.
% OF CONTRACT	PERCENT OF TIME POSITION WILL WORK EG. .50 IS A 1/2 TIME PERSON NOTE: BASIS 'H' MUST BE 1.00. DEFAULTS TO 1 IF NOTHING ENTERED.
SALARY RANGE	SALARY SCHEDULE NAME, RANGE AND STEPS MUST BE VALID. SALARY NAME COMES FROM JOB TITLE DICTIONARY IF PRESENT.
PERIODS PAID	NUMBER OF REGULAR PAY PERIODS IN THE FISCAL YEAR.
CERTIFICATED/CLASSIFIED	CERTIFIED/CLASSIFIED CODE FROM JOB TITLE DICTIONARY
WORK SCHEDULE	NOT IN USE
STIPENDS (MAXIMUM OF 3)	STIPEND CODES ASSOCIATED TO THE POSITION.
EFFECTIVE DATE	EFFECTIVE MONTH AND YEAR.
START DATE	INFORMATIONAL ONLY
END DATE	DATE THIS POSITION ENDED OR FTE CHANGED OR EFFECTIVE DATE CHANGED.
REAS	REASON CODE FOR POSITION ENDING.
REMARKS	FREE FORM AREA FOR SPECIAL NOTES.
BUDGET SALSCHD	SALARY SCHEDULE NAME, RANGE AND STEP MUST BE VALID.
BENEFIT PKG (FRINGE)	CODE FROM DICTIONARY 'PCBP' REPRESENTING FRINGE BENEFIT CODES ASSOCIATED WITH THIS POSITION.

SRB PKG (SALARY RELATED) CODE FROM DICTIONARY 'PCSR'
REPRESENTING FRINGE BENEFIT
CODES ASSOCIATED WITH THIS
POSITION.

ACCOUNT DISTRIBUTION (MAXIMUM OF 6)

PERCENT	PERCENTAGE OF DISTRIBUTION
ACCT. DISTRIBUTION	ACCOUNT NUMBER
FNDG	ANY 1 TO FOUR CHARACTER DATA

FTE DISTRIBUTION (MAXIMUM OF 6)

FTE	ALLOCATION OF FTE TO SITE AND OBJECT
SITE/PROG	SITE AND OBJECT
SITE/PROGRAM DESCRIPTION	DICTIONARY DESCRIPTION OF CODES.

AUTHORIZATIONS AND APPROVALS

BUDGET	DATE APPROVED BY BUDGET DEPT.
BRD/PER/OTH	DATE APPROVED BY BOARD, PERSONNEL OR OTHER.
LAST UPDATED	DATE WHEN LAST UPDATED

SCREEN 2 (POSITION NUMBER SUMMARY)

FIELD -----	DESCRIPTION -----
SUB NO.	SUB POSTION NUMBER OF POSITION ENTERED
JOB TITLE	SELF EXPLANATORY

EFF/INA DATE

IF STATUS IS INACTIVE = INACTIVE DATE
OTHERWISE IT IS THE ACTIVE DATE

FTE
ALLOWED

CURRENT FTE ALLOTTED

FILLED

CURRENT FTE FILLED

STATUS

CAN BE:

- 1) IN PROGRESS, OR
- 2) INACTIVE, OR
- 3) COMPLETE

JCIP - POSITION CONTROL NUMBERS IN PROGRESS

PURPOSE: DISPLAYS POSITION NUMBERS THAT HAVE NOT GONE THROUGH THE FULL APPROVAL PROCESS. DISPLAY CAN BE

- 1) FOR ALL; OR
- 2) BY SITE; OR
- 3) BY JOB TITLE;
- OR BY SITE AND JOB TITLE.

DEPENDING ON YOUR SECURITY LEVEL YOU CAN TAB DOWN TO THE POSITION NUMBER AND HIT ENTER TO BRING UP THE POSITION CONTROL UPDATE SCREEN.

- ENTER: 1) JCIP= (DISPLAYS ALL)
- OR
- 2) JCIP=SS
- OR
- 3) JCIP=BBJJ
- OR
- 4) JCIP=SSJJ

WHERE JJ = JOB TITLE
SS = SITE
BB = 2 SPACES

DATA: THE SCREEN WILL DISPLAY FROM 1 TO 20 LINES OF DATA. IF MORE ITEMS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE

'NO MORE RECORDS ON FILE' IS DISPLAYED.

AT THIS POINT, DEPRESSING THE ENTER KEY WILL REDISPLAY DATA FROM THE BEGINNING.

IF NO RECORDS ARE FOUND, THE MESSAGE

'NO RECORDS ON FILE' IS DISPLAYED.

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD

P/C NUMBER
JOB TITLE
EFF. DATE
SITE

DEFINITIONS:

SELF EXPLANATORY
JOB CODE AND BRIEF DESCRIPTION
EFFECTIVE DATE
FTE SITE

FTE
APPR REQ"D

SELF EXPLANATORY
APPROVALS REQUIRED TO COMPLETE:
BUD - BUDGET
OTH - BRD/PER/OPH

JCJA - POSITION CONTROL JOB ALLOTMENT FISCAL YEAR

PURPOSE: DISPLAY FTE FOR THE POSITIONS OF THE JOB TITLE, BOTH ALLOTTED AND FILLED FTE OF EACH SUB POSITION ARE DISPLAYED. A TOTAL RECAP FOR THE YEAR IS ALSO DISPLAYED AT THE END.

ENTER: JCJA=JJYYTTTTT

```
  | | |
  | | | TOTAL (SEE NOTE 2)
  | | | FISCAL YEAR (SEE NOTE 1)
  | | | JOB TITLE
```

OR

JCJA=JJYYNNNNNN

```
  | | |
  | | | START AT POSITION NUMBER
  | | | FISCAL YEAR (SEE NOTE 1)
  | | | JOB TITLE
```

NOTE 1: IF FISCAL YEAR IS BLANK, THE CURRENT FISCAL YEAR IS USED.

NOTE 2: IF 'TOTAL' IS ENTERED, ONLY THE TOTAL SCREEN IS DISPLAYED

DATA:

POSITIONS FOR THE JOB TITLE WILL BE DISPLAYED.

THE SCREEN WILL DISPLAY FROM 1 TO 9 SUB POSITIONS. IF MORE THAN 9 ITEMS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS, HIT ENTER FOR JOB TITLE TOTAL' WILL BE RETURNED AT THIS POINT, DEPRESSING THE ENTER KEY WILL DISPLAY THE TOTALS BY MONTH FOR THE JOB TITLE.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS:

-
- | | | |
|----|-----------------|--|
| 1. | DETAIL SCREEN | |
| | POSITION NUMBER | MAJOR POSITION AND SUB NUMBER |
| | ALLOTTED SUB | MONTHLY TOTALS OF FTE FOR THE SUB POSITION |
| | FILLED | MONTHLY TOTALS OF FTE FOR THE SUB POSITION |

	MONTHS	12 MONTHS OF THE FISCAL YEAR
2.	TOTAL SCREEN MONTH ALLOTTED	12 MONTHS OF THE FISCAL YEAR MONTHLY TOTALS OF FTE FOR THE JOB TITLE
	FILLED	MONTHLY TOTALS OF FTE FOR THE JOB TITLE
	DIFFERENCE	MONTHLY TOTALS OF UNFILLED FTE FOR THE JOB TITLE

JCJT - JOB TITLE DICTIONARY UPDATE SCREEN

FUNCTION: PERFORMS THE SAME AS TRANSACTION "DICT" FOR JOB TITLE EXCEPT THIS TRANSACTION HAS A SECURITY LEVEL WHICH ALLOWS ACCESS TO THE POSITION CONTROL FIELD OF THE JOB TITLE RECORD.

JCJT=YYPPXX00	WHERE YY = YEAR
OR	AND
PCJT=PCPPXX00	XX = JOB TITLE

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

JOB TITLE CODES

JOB TITLE CODES ARE ENTERED ON A FORMATTED SCREEN WITH UP TO THREE RECORDS. THE FIRST RECORD IS THE '00' RECORD. ENTER THE LONG DESCRIPTION ON THIS RECORD. IF YOU USE THE CODE FIELDS ENTER FOUR VALID STRS CODES FOR STRS EMPLOYEES OR TWO VALID PERS FIELDS FOR PERS EMPLOYEES. VALID CODES ARE LISTED ON THE SCREEN.

THE SECOND RECORD IS THE '09' RECORD. ENTER THE SHORT DESCRIPTION ON THIS RECORD.

THE THIRD RECORD IS THE '01' RECORD. IF THE CLASSIFICATION CODE, EEO CODE, BASIS, PAY CYCLE, CATEGORY OR BARGAINING UNIT IS ENTERED IT MUST BE DEFINED ON THE DICTIONARY. IF THE SALARY SCHEDULE CODE IS ENTERED IT MUST BE ON THE SALARY MATRIX. VALID VALUES FOR THE BASIS, POSITION CONTROL AND CERTIFIED/CLASSIFIED CODE ARE SHOWN ON THE SCREEN.

A '00' RECORD MUST EXIST BEFORE ANY OTHER RECORDS CAN BE CREATED. THE ACTION CODE WILL BE SET TO 'ADD' IF THE RECORD DOES NOT EXIST AND TO 'CHG' IF THE RECORD DOES EXIST. ENTER 'DEL' TO DELETE A '01' OR '09' RECORD. THIS WILL DELETE ONLY THAT RECORD. ENTER 'DELETE' IN THE '00' RECORD ACTION FIELD TO DELETE ALL RECORDS ON THE SCREEN. YOU CANNOT DELETE A '00' RECORD WITHOUT DELETING ALL OF ITS ASSOCIATED RECORDS. POSITION CONTROLLED RECORDS CANNOT BE DELETED. TRANSACTION 'JCJT' WHICH HAS A SPECIAL SECURITY LEVEL UPDATES THE POSITION CONTROL FIELD. WHEN POSITION CONTROL IS CODED 'Y', THE FOLLOWING FIELDS MUST BE PRESENT

CLASSIFICATION CODE

BASIS
CERT / CLAS CODE
BARGAINING UNIT

THE CATEGORY FIELD (4 CHARACTER CODE), IF USED, MUST BE SET UP ON THE DICTIONARY UNDER CODE PCCGXXXX WHERE XXXX = THE CODE.

JCPA - POSITION CONTROL ALLOTMENT FOR FISCAL YEAR

PURPOSE: DISPLAY FTE ALLOCATION FOR THE MAJOR POSITION AND THE ALLOTMENT AND FILLED STATUS OF EACH SUB POSITION.

ENTER: JCPA=PPPPPPYY
 | |
 | | FISCAL YEAR
 | | MAJOR POSITION NUMBER

NOTE: IF FISCAL YEAR IS NOT ENTERED, THE CURRENT FISCAL IS USED.

DATA: ALL SUB POSITIONS WILL BE DISPLAYED.

THE SCREEN WILL DISPLAY FROM 1 TO 7 SUB POSITIONS. IF MORE THAN 7 ITEMS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS' WILL BE RETURNED. AT THIS POINT, DEPRESSING THE ENTER KEY WILL START THE DISPLAY OVER.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS:

DESCRIPTION

PC ALLOCATION MONTHLY TOTALS OF FTE FOR THE MAJOR POSITION

ALLOTTED SUB MONTHLY TOTALS OF FTE FOR THE SUB POSITION

FILLED MONTHLY TOTALS OF FTE FOR THE SUB POSITION

SB SUB POSITION SUFFIX

JT JOB TITLE

MONTHS 12 MONTHS OF THE FISCAL YEAR

JCPE - POSITION CONTROL SCREEN

PURPOSE: TO ASSIGN CONTROL NUMBERS TO JOB TITLES DESIGNATED AS POSITION CONTROLLED. IN ORDER TO USE THIS TRANSACTION, YOU MUST REQUEST AUTHORIZATION FROM DATA PROCESSING.

PRIOR TO YOUR REQUEST, THE JOB TITLES TO BE CONTROLLED MUST BE CODED 'Y' IN THE DICTIONARY USING TRANSACTION 'JCJT'.

ONCE AUTHORIZED, THE FTE OF ACTIVE "DPEP" POSITION CONTROLLED EMPLOYEES WILL BE CONTROLLED BY THE FTE ALLOTTED ON THIS SCREEN.

A POSITION NUMBER CANNOT EXCEED 1.00 FTE. THE POSITION NUMBER CONSISTS OF SIX DIGITS. SUB POSITION NUMBERS CONSISTING OF TWO DIGITS CAN BE ASSOCIATED WITH THE POSITION EX: 111111-01. THIS IS USEFUL WHEN THE JOB TITLE MIGHT VARY ON AN APPROVED POSITION.

EVEN WHEN USING SUB POSITION NUMBERS, THE SUM TOTAL OF THE FTE FOR THE SIX DIGIT POSITION NUMBER CANNOT EXCEED 1.00.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN AND ONE OF THE FOLLOWING:

TO ADD A NEW POSITION:

JCPE=XX
WHERE XX = JOB TITLE

TO ADD A NEW SUB-POSITION:

JCPE=XX11111122
WHERE XX = JOB TITLE
WHERE 111111 = POSITION NUMBER
WHERE 22 = SUB POSITION NUMBER

TO CHANGE DATA ON A POSITION:

JCPE=111111
WHERE 111111 = POSITION NUMBER

IF THERE ARE MULTIPLE RECORDS FOR A MAJOR POSITION NUMBER, A SUMMARY SCREEN WILL BE DISPLAYED SHOWING ALL SUB POSITIONS. PLACE THE CURSOR ON THE LINE OF THE RECORD TO BE CHANGED. HISTORICAL RECORDS CANNOT BE CHANGED.

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING HIGHLIGHTED AND THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR. FOLLOWING ARE THE ERRORS THAT CAN APPEAR:

ERROR MESSAGES	EXPLANATION
CANNOT END IN FUTURE FISCAL YEAR	SELF EXPLANATORY
CANNOT END IN THE PAST	SELF EXPLANATORY
CANNOT PRECEDE ORIGINAL DATE	SELF EXPLANATORY
DEPRESS ENTER FOR MORE RECORDS	SELF EXPLANATORY
EFFECTIVE DATE ALREADY ON FILE -	SELF EXPLANATORY
MUST CHANGE THAT ONE	SELF EXPLANATORY
EFFECTIVE DATE CANNOT BE IN THE PAST	SELF EXPLANATORY
FIELD OVERFLOW	SELF EXPLANATORY
INVALID JOB TITLE	SELF EXPLANATORY
INVALID POSITION NUMBER	SELF EXPLANATORY
INVALID REASON CODE	SELF EXPLANATORY
JOB TITLE NOT UNDER POSITION CONTROL	SELF EXPLANATORY
MONTH IS INVALID	SELF EXPLANATORY
NO CHANGES ENTERED	SELF EXPLANATORY
NO FTE AVAILABLE FOR THIS POSITION	SELF EXPLANATORY
POSITION CONTROL RECORD UPDATED	SELF EXPLANATORY
POSITION NOT ON FILE -	SELF EXPLANATORY
MUST ADD BY JOB TITLE	
REMAINING FTE FOR THIS POSITION	SELF EXPLANATORY
IS X.XXX AS OF TODAY	
SALARY SCHEDULE NOT ON FILE	SELF EXPLANATORY
SALARY SCHEDULE STEP NOT ON FILE	SELF EXPLANATORY
STIPEND CLASS INVALID	CLASS MUST BE 'SD' OR 'EX'
STIPEND CODE DUPLICATED	SELF EXPLANATORY
STIPEND NOT ON FILE	SELF EXPLANATORY
SUB POSITION MUST BE "01" TO "99"	SELF EXPLANATORY
SUB POSITION NO. XXXXXXXX	SELF EXPLANATORY
ALREADY ON FILE'.	
THIS RECORD NOT UPDATEABLE	SELF EXPLANATORY
YEAR NOT NUMERIC	SELF EXPLANATORY

SCREEN 1 (POSITION CONTROL UPDATE)

FIELD	DESCRIPTION
CURRENT STATUS	IN PROGRESS - NOT YET APPROVED INACTIVE- HAS ENDED DATE COMPLETE- ACTIVE AND HAS APPROVALS
POSITION NO	NUMBER AND SUB AS ENTERED OR AS SELECTED OR AS GENERATED
% FILLED FTE	HIGHEST FILLED FTE FOR THE YEAR
JOB TITLE	CODE AND DESCRIPTION
JOB CLASS	CODE AND DESCRIPTION
FTE	PERCENT FTE ASSIGNED
BASIS	CODE
CATEGORY	DESCRIPTION OF CODE ON DICTIONARY
UNION	CODE AND DESCRIPTION
BASIS UNITS	NUMBER OF UNITS TO BE WORKED UNDER THE BASIS EG. IF BASIS IS 'M', UNITS COULD BE 10, WHICH IS A 10 MONTH POSITION. IT DEFAULTS TO 1 IF NOTHING ENTERED.
% OF CONTRACT	PERCENT OF TIME POSITION WILL WORK EG. .50 IS A 1/2 TIME PERSON NOTE: BASIS 'H' MUST BE 1.00. IT DEFAULTS TO 1 IF NOTHING ENTERED.
SALARY RANGE	SALARY SCHEDULE NAME, RANGE AND STEPS MUST BE VALID. SALARY NAME COMES FROM JOB TITLE DICTIONARY IF PRESENT.
PERIODS PAID	NUMBER OF REGULAR PAY PERIODS IN THE FISCAL YEAR.
CERTIFICATED/CLASSIFIED	CERTIFIED/CLASSIFIED CODE FROM JOB TITLE DICTIONARY
WORK SCHEDULE	NOT IN USE

STIPENDS (MAXIMUM OF 3)	STIPEND CODES ASSOCIATED TO THE POSITION.
EFFECTIVE DATE	EFFECTIVE MONTH AND YEAR.
START DATE	INFORMATIONAL ONLY
END DATE	DATE THIS POSITION ENDED OR FTE CHANGED OR EFFECTIVE DATE CHANGED.
REAS	REASON CODE FOR POSITION ENDING.
REMARKS	FREE FORM AREA FOR SPECIAL NOTES.
BUDGET SALSCHD	SALARY SCHEDULE NAME, RANGE AND STEP MUST BE VALID.
BENEFIT PKG (FRINGE)	CODE FROM DICTIONARY 'PCBP' REPRESENTING FRINGE BENEFIT CODES ASSOCIATED WITH THIS POSITION.
SRB PKG (SALARY RELATED)	CODE FROM DICTIONARY 'PCSR' REPRESENTING FRINGE BENEFIT CODES ASSOCIATED WITH THIS POSITION.

ACCOUNT DISTRIBUTION (MAXIMUM OF 6)

PERCENT	PERCENTAGE OF DISTRIBUTION
ACCT. DISTRIBUTION	ACCOUNT NUMBER
FNDG	ANY 1 TO FOUR CHARACTER DATA

FTE DISTRIBUTION (MAXIMUM OF 6)

FTE	ALLOCATION OF FTE TO SCH AND GOAL
-----	-----------------------------------

SCH/GOAL

SCH AND GOAL

SCH/GOAL PROGRAM
DESCRIPTION

DICTIONARY DESCRIPTION OF CODES.

AUTHORIZATIONS AND APPROVALS

BUDGET

DATE APPROVED BY BUDGET DEPT.

BRD/PER/OTH

DATE APPROVED BY BOARD, PERSONNEL
OR OTHER.

LAST UPDATED

DATE WHEN LAST UPDATED

SCREEN 2 (POSITION NUMBER SUMMARY)

FIELD

DESCRIPTION

SUB NO.

SUB POSTION NUMBER OF POSITION ENTERED

JOB TITLE

SELF EXPLANATORY

EFF/INA DATE

IF STATUS IS INACTIVE = INACTIVE DATE
OTHERWISE IT IS THE ACTIVE DATE

FTE

ALLOWED
FILLED

CURRENT FTE ALLOTTED
CURRENT FTE FILLED

STATUS

CAN BE 1) IN PROGRESS, OR
 2) INACTIVE, OR
 3) COMPLETE

JCSJ - POSITION CONTROL FTE AVAILABLE BY JOB TITLE
(AS OF A DATE AND TIME)

PURPOSE: DISPLAY FTE ALLOCATIONS AND POSITION NUMBERS BY SITE AND/OR GOAL AND/OR JOB TITLE FOR THE JOB TITLE PROVIDED. A TOTAL RECAP FOR THE YEAR IS ALSO DISPLAYED AT THE END.

NOTE: DATA IS LOADED DAILY PRIOR TO THE SYSTEM COMING UP. THE DATE AND TIME OF THIS LOAD ARE DISPLAYED IN THE HEADING.

ENTER:

1) JCSJ=SSSXXXXJJ

WHERE: SSS= SITE
XXXX= SPACES
JJ= JOB TITLE

OR

2) JCSJ=SSSGOALJJ

WHERE: SSS= SITE
GOAL= GOAL
JJ= JOB TITLE

OR

3) JCSJ=SSSGOAL

WHERE: SSS= SITE
GOAL= GOAL

OR

4) JCSJ=SSS

WHERE: SSS= SITE

DATA: ALL POSITIONS FOR THE SITE AND/OR PROGRAM ARE DISPLAYED.

THE SCREEN WILL DISPLAY FROM 1 TO 9 POSITION NUMBERS. IF MORE ITEMS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS, HIT ENTER FOR TOTAL' WILL BE RETURNED. AT THIS POINT, DEPRESSING THE ENTER KEY WILL DISPLAY THE TOTALS BY MONTH FOR THE JOB TITLE AND/OR SITE AND/OR GOAL.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS:

JCSP - POSITION CONTROL SITE ALLOTMENT
(AS OF A DATE AND TIME)

PURPOSE: DISPLAY FTE ALLOCATIONS AND POSITION NUMBERS BY SITE AND/OR GOAL. A TOTAL RECAP FOR THE YEAR IS ALSO DISPLAYED AT THE END.

NOTE: DATA IS LOADED DAILY PRIOR TO THE SYSTEM COMING UP. THE DATE AND TIME OF THIS LOAD ARE DISPLAYED IN THE HEADING.

ENTER: 1) JCSP=SSS WHERE: SSS = SITE
OR
2) JCSP=SSSGOAL WHERE: SSS = SITE
GOAL= GOAL
OR
3) JCSP=SSSGOALTOTAL WHERE: SSS = SITE
GOAL= GOAL
TOTAL = TOTAL
(SEE NOTE 1)
OR
4) JCSP=GOAL WHERE: GOAL= GOAL
OR
5) JCSP=GOALXXXTOTAL WHERE: GOAL= GOAL
XXX = SPACES
TOTAL= TOTAL
(SEE NOTE 1)

NOTE 1: IF 'TOTAL' IS ENTERED, ONLY THE TOTAL SCREEN IS DISPLAYED

DATA: ALL POSITIONS FOR THE SITE AND/OR GOAL ARE DISPLAYED.

THE SCREEN WILL DISPLAY FROM 1 TO 9 PROGRAMS OR SITES. IF MORE ITEMS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS, HIT ENTER FOR SITE TOTAL' WILL BE RETURNED. AT THIS POINT, DEPRESSING THE ENTER KEY WILL DISPLAY THE TOTALS BY MONTH FOR THE SITE OR THE GOAL.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS:

-
1. DETAIL SCREEN
 POSITION NUMBER MAJOR POSITION AND SUB NUMBER
 ALLOTTED SUB MONTHLY TOTALS OF FTE FOR THE SUB
 POSITION
 FILLED MONTHLY TOTALS OF FTE FOR THE SUB
 POSITION
 MONTHS 12 MONTHS OF THE FISCAL YEAR

 2. TOTAL SCREEN
 MONTH 12 MONTHS OF THE FISCAL YEAR
 ALLOTTED MONTHLY TOTALS OF FTE FOR THE JOB
 TITLE
 FILLED MONTHLY TOTALS OF FTE FOR THE JOB
 TITLE
 DIFFERENCE MONTHLY TOTALS OF UNFILLED FTE FOR
 THE JOB TITLE

JCTL - POSITION CONTROL SCREEN / POSITION NUMBER SUMMARY

PURPOSE: TO ASSIGN CONTROL NUMBERS TO JOB TITLES DESIGNATED AS POSITION CONTROLLED. IN ORDER TO USE THIS TRANSACTION, YOU MUST REQUEST AUTHORIZATION FROM DATA PROCESSING.

PRIOR TO YOUR REQUEST, THE JOB TITLES TO BE CONTROLLED MUST BE CODED 'Y' IN THE DICTIONARY USING TRANSACTION 'JCJT'.

ONCE AUTHORIZED, THE FTE OF ACTIVE "DPEP" POSITION CONTROLLED EMPLOYEES WILL BE CONTROLLED BY THE FTE ALLOTTED ON THIS SCREEN.

A POSITION NUMBER CANNOT EXCEED 1.00 FTE. THE POSITION NUMBER CONSISTS OF SIX DIGITS. SUB POSITION NUMBERS CONSISTING OF TWO DIGITS CAN BE ASSOCIATED WITH THE POSITION (EX: 111111-01). THIS IS USEFUL WHEN THE JOB TITLE MIGHT VARY ON AN APPROVED POSITION. EVEN WHEN USING SUB POSITION NUMBERS, THE SUM TOTAL OF THE FTE FOR THE SIX DIGIT POSITION NUMBER CANNOT EXCEED 1.00.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN AND ONE OF THE FOLLOWING:

TO ADD A NEW POSITION:

JCTL=XX WHERE XX = JOB TITLE

TO ADD A NEW SUB-POSITION:

JCTL=XX1111122 WHERE XX = JOB TITLE
WHERE 111111 = POSITION NUMBER
WHERE 22 = SUB POSITION NUMBER

TO CHANGE DATA ON A POSITION:

JCTL=111111 WHERE 111111 = POSITION NUMBER

IF THERE ARE MULTIPLE RECORDS FOR A MAJOR POSITION NUMBER, A SUMMARY SCREEN WILL BE DISPLAYED SHOWING ALL SUB POSITIONS. PLACE THE CURSOR ON THE LINE OF THE RECORD TO BE CHANGED. HISTORICAL RECORDS CANNOT BE CHANGED.

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING

HIGHLIGHTED AND THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR.
 FOLLOWING ARE THE ERRORS THAT CAN APPEAR:

ERROR MESSAGES	EXPLANATION
-----	-----
ACCOUNT DISTRIBUTION	SELF EXPLANATORY
TOTAL NOT = 100%	
ACCOUNT IS INVALID	SELF EXPLANATORY
ACCOUNT NO LONGER VALID	SELF EXPLANATORY
ACCOUNT IS REQUIRED	SELF EXPLANATORY
ASSIGNED FTE EXCEEDS NEW FTE	SELF EXPLANATORY
ASSIGNED FTE EXISTS AFTER END DATE	SELF EXPLANATORY
AT LEAST 1 LINE ENTRY IS REQUIRED	SELF EXPLANATORY
BENEFIT PACKAGE NOT ON FILE	SELF EXPLANATORY
CANNOT END IN FUTURE FISCAL YEAR	SELF EXPLANATORY
CANNOT END IN THE PAST	SELF EXPLANATORY
CANNOT PRECEDE ORIGINAL DATE	SELF EXPLANATORY
DEPRESS ENTER FOR MORE RECORDS	SELF EXPLANATORY
DUPLCIATE ENTRY	SELF EXPLANATORY
EFFECTIVE DATE ALREADY ON FILE -	SELF EXPLANATORY
MUST CHANGE THAT ONE	SELF EXPLANATORY
EFFECTIVE DATE CANNOT BE IN	SELF EXPLANATORY
THE PAST	
FIELD OVERFLOW	SELF EXPLANATORY
FTE CANNOT BE 0 OR GREATER THAN 1	SELF EXPLANATORY
FTE DISTRIBUTION TOTAL NOT = FTE	SELF EXPLANATORY
FTE EXCEEDS ALLOWED FOR	SELF EXPLANATORY
THE POSITION	
FTE FRACTION INCORRECT	SELF EXPLANATORY
FTE FRACTION IS REQUIRED	SELF EXPLANATORY
INVALID JOB TITLE	SELF EXPLANATORY
INVALID POSITION NUMBER	SELF EXPLANATORY
INVALID REASON CODE	SELF EXPLANATORY
JOB TITLE NOT UNDER	SELF EXPLANATORY
POSITION CONTROL	
MONTH IS INVALID	SELF EXPLANATORY
NO CHANGES ENTERED	SELF EXPLANATORY
NO FTE AVAILABLE FOR THIS POSITION	SELF EXPLANATORY
PERCENTAGE INCORRECT	SELF EXPLANATORY
PERIODS PAID REQUIRED	SELF EXPLANATORY
POSITION CONTROL RECORD UPDATED	SELF EXPLANATORY
POSITION NOT ON FILE -	SELF EXPLANATORY
MUST ADD BY JOB TITLE	
GOAL IS REQUIRED	SELF EXPLANATORY
GOAL NO LONGER ON FILE	SELF EXPLANATORY

REMAINING FTE FOR THIS POSITION IS X.XXX AS OF TODAY	SELF EXPLANATORY
SALARY PACKAGE NOT ON FILE	SELF EXPLANATORY
SALARY SCHEDULE NOT ON FILE	SELF EXPLANATORY
SALARY SCHEDULE STEP NOT ON FILE	SELF EXPLANATORY
SITE IS REQUIRED	SELF EXPLANATORY
SITE NO LONGER ON FILE	SELF EXPLANATORY
SITE NOT ON FILE	SELF EXPLANATORY
STIPEND CLASS INVALID	CLASS MUST BE 'SD' OR 'EX'
STIPEND CODE DUPLICATED	SELF EXPLANATORY
STIPEND NOT ON FILE	SELF EXPLANATORY
SUB POSITION MUST BE "01" TO "99"	SELF EXPLANATORY
SUB POSITION NO. XXXXXXXX ALREADY ON FILE'	SELF EXPLANATORY
THIS RECORD NOT UPDATEABLE	SELF EXPLANATORY
YEAR NOT NUMERIC	SELF EXPLANATORY

SCREEN 1 (POSITION CONTROL UPDATE)

FIELD -----	DESCRIPTION -----
CURRENT STATUS	IN PROGRESS - NOT YET APPROVED INACTIVE - HAS ENDED DATE COMPLETE - ACTIVE AND HAS APPROVALS
POSITION NO	NUMBER AND SUB AS ENTERED OR AS SELECTED OR AS GENERATED
% FILLED FTE	HIGHEST FILLED FTE FOR THE YEAR
JOB TITLE	CODE AND DESCRIPTION
JOB CLASS	CODE AND DESCRIPTION
FTE	PERCENT FTE ASSIGNED
BASIS	CODE
CATEGORY	DESCRIPTION OF CODE ON DICTIONARY
UNION	CODE AND DESCRIPTION
BASIS UNITS	NUMBER OF UNITS TO BE WORKED UNDER THE BASIS (EX: IF BASIS IS 'M', UNITS COULD BE 10,

WHICH IS A 10 MONTH POSITION). DEFAULTS TO 1 IF NOTHING ENTERED.

% OF CONTRACT	PERCENT OF TIME POSITION WILL WORK (EX: .50 IS A 1/2 TIME PERSON). NOTE: BASIS 'H' MUST BE 1.00. DEFAULTS TO 1.00 IF NOTHING ENTERED.
SALARY RANGE	SALARY SCHEDULE NAME, RANGE AND STEPS MUST BE VALID. SALARY NAME COMES FROM JOB TITLE DICTIONARY IF PRESENT.
PERIODS PAID	NUMBER OF REGULAR PAY PERIODS IN THE FISCAL YEAR.
CERTIFICATED/ CLASSIFIED	CERTIFICATED/CLASSIFIED CODE FROM JOB TITLE DICTIONARY
WORK SCHEDULE	NOT IN USE
STIPENDS (MAXIMUM OF 3)	STIPEND CODES ASSOCIATED TO THE POSITION.
EFFECTIVE DATE	EFFECTIVE MONTH AND YEAR.
START DATE	INFORMATIONAL ONLY
END DATE	DATE THIS POSITION ENDED OR FTE CHANGED OR EFFECTIVE DATE CHANGED.
REAS	CODE FROM DICTIONARY 'PCRE' REASON CODE FOR POSITION ENDING.
REMARKS	FREE FORM AREA FOR SPECIAL NOTES.
BUDGET SALSCHD	SALARY SCHEDULE NAME, RANGE AND STEP MUST BE VALID.
BENEFIT PKG (FRINGE)	CODE FROM DICTIONARY 'PCBP' REPRESENTING FRINGE BENEFIT CODES ASSOCIATED WITH THIS POSITION.
SRB PKG (SALARY RELATED)	CODE FROM DICTIONARY 'PCSR' REPRESENTING FRINGE BENEFIT CODES ASSOCIATED WITH THIS POSITION.

ACCOUNT DISTRIBUTION (MAXIMUM OF 6)

PERCENT	PERCENTAGE OF DISTRIBUTION
ACCT. DISTRIBUTION	ACCOUNT NUMBER
FNDG	ANY 1 TO FOUR CHARACTER DATA

FTE DISTRIBUTION (MAXIMUM OF 6)

FTE	ALLOCATION OF FTE TO SITE AND GOAL
SITE/PROG	SITE AND GOAL
SITE/PROGRAM DESCRIPTION	DICTIONARY DESCRIPTION OF CODES.

AUTHORIZATIONS AND APPROVALS

BUDGET	DATE APPROVED BY BUDGET DEPT.
BRD/PER/OTH	DATE APPROVED BY BOARD, PERSONNEL OR OTHER.
LAST UPDATED	DATE WHEN LAST UPDATED

SCREEN 2 (POSITION NUMBER SUMMARY)

FIELD -----	DESCRIPTION -----
SUB NO.	SUB POSTION NUMBER OF POSITION ENTERED
JOB TITLE	SELF EXPLANATORY
EFF/INA DATE	IF STATUS IS INACTIVE = INACTIVE DATE OTHERWISE IT IS THE ACTIVE DATE
FTE	
ALLOWED	CURRENT FTE ALLOTTED
FILLED	CURRENT FTE FILLED
STATUS	CAN BE 1) IN PROGRESS, OR 2) INACTIVE, OR 3) COMPLETE

JCXF - APPROVED POSITION CONTROL INDEX

PURPOSE: DISPLAY APPROVED POSITION CONTROL DATA AND EMPLOYEES ASSIGNED TO THE POSITION.

ENTER: JCXF=PPPPPP WHERE PPPPPP = MAJOR POSITION CONTROL NUMBER

DATA: ALL SUB POSITIONS FOR THE MAJOR POSITION WILL BE DISPLAYED. THE SCREEN WILL DISPLAY FROM 1 TO 10 LINES OF DATA. IF MORE THAN 20 LINES, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS ON FILE' WILL BE RETURNED.

TRANSFER CAPABILITY:

BY TABBING TO A LINE AND DEPRESSING THE ENTER KEY, YOU CAN TRANSFER TO THE "JCTL" DETAIL SCREEN OR THE "DPEP" DETAIL SCREEN.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS:

SB	SUB POSITION NUMBER
EFFECTIVE DATE	EFFECTIVE DATE OF POSITION OR CONTRACT START DATE OF EMPLOYEE
END DATE	END DATE OF POSITION OR CONTRACT STOP DATE OF EMPLOYEE
FTE	SELF EXPLANATORY
EMP SSN	EMPLOYEE SOCIAL SECURITY NUMBER
NAME	NAME OF EMPLOYEE