

Position Management Process

A Position Management Process is available on particular PAR pages for salaried positions. They are the Assignment Change, Add a Concurrent Job, Hire/Rehire, and Request Fill Vacant Position. The process begins when a position number is entered in the New Position(s) Box. In addition to the position attributes (job code, department, location and combo code) the Max FTE field will populate. The Max FTE field shows the total FTE that has been allocated for the position. The following screens will show the procedure you must follow if the position you are requesting is being overallocated due to the FTE that you entered.

Position Management Process

❖ Procedure

- Enter the Position Number
- The Max FTE field will populate
- Enter the FTE for the Position

Enter Position(s) and FTE(s) Find | View All First 1 of 1 Last

Position: 10005382 Regular Teacher FTE: 1.000000 + -

DeptID: 0332 Clairemont High Max FTE: 39.990

Location: 0332A Clairemont High Class Indc: Salaried Position

Job Code: 2000 Regular Teacher Combo Code: 0332000100011070102010000

Reason for Overallocation: [Dropdown]

Differential/Spec Comp Info [Field] + -

Over-alloc Emplid: [Field]

TL Calendar: C10 T187 Cert Traditional 10 Mo 187

- If upon save the position is overallocated due to FTE entered, you will receive an error message. It will instruct you to select a Reason for Overallocation and enter the Over-alloc Empl ID of the person vacating the position.

There is an overallocation on position 10005382 which requires you to select a Reason for Overallocation, and enter the Over-alloc EmplID for the employee vacating the position. To save the PAR as a Draft, click OK. To enter the required fields, click Cancel.

OK Cancel

The Reasons for Overallocation are:

Enter Position(s) and FTE(s) Find First 1 of 1 Last

Position: [Field] FTE: 0.000000 + -

DeptID: [Field] Max FTE: 0.000

Location: [Field] Class Indc: [Field]

Job Code: [Field] Combo Code: [Field]

Reason for Overallocation: [Dropdown]

Differential/Spec Comp Info [Field] + -

Over-alloc Emplid: [Field]

TL Calendar: [Field]

Overlap (Training)

Pending Assignment Change


Pending LOA

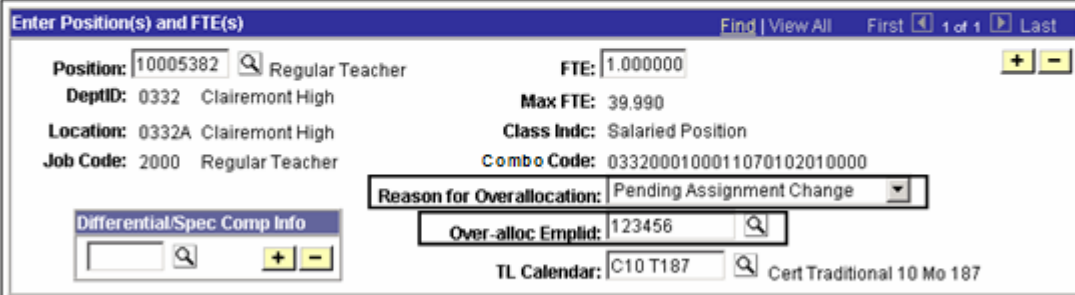
Pending Termination

Once you have selected the Reason for Overallocation and entered the Over-Alloc EmplID for the employee vacating the position, you can now save the PAR to Initial Request.

Position Management Process cont.

❖ Procedure

- Select the **Reason for Overallocation** from the dropdown list.
- Enter the **Over-alloc EmplID** for the employee leaving the overallocated position.
- Click . The PAR is now saved in **Initial Request** status and ready for approval by your site administrator.



Enter Position(s) and FTE(s) Find | View All First 1 of 1 Last

Position: 10005382 Regular Teacher FTE: 1.000000 + -

DeptID: 0332 Clairemont High Max FTE: 39.990

Location: 0332A Clairemont High Class Indc: Salaried Position

Job Code: 2000 Regular Teacher Combo Code: 0332000100011070102010000

Reason for Overallocation: Pending Assignment Change

Differential/Spec Comp Info

Over-alloc Emplid: 123456

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You cannot save the PAR until the **Reason for Overallocation** and the **Over-alloc EmplID** has been entered.