

## Frequently Asked Questions about One-to-One Position Management (FAQ)

1. Why is Position Management being reconfigured?
2. When will "One-to-One" Position Management take effect?
3. What is "One-to-One" Position Management?
4. Who is affected by the change to "One-to-One" Position Management?
5. What will change with "One-to-One" Position Management?
6. How can I get help with using PeopleSoft?

### 1. Why is Position Management being reconfigured?

Converting to "One-to-One" position management in the PeopleSoft Human Resources system brings the following benefits to the district:

- Brings the district into alignment with best practices as recommended by Oracle and external auditors
- Enhances the district's ability to adequately project and monitor salary and benefit costs
- Decreases manual data-entry
- Enhances reporting ability

### 2. When will "One-to-One" Position Management take effect?

Over the President's Day weekend, Feb. 12-15, the district's PeopleSoft Human Resources system will be converted to a "One-to-One" position management structure.

On Tuesday, Feb. 16, 2010 the new "One-to-One" position management configuration will be in effect.

### 3. What is "One-to-One" Position Management?

The original implementation of position management allowed multiple employees to share the same position number. For example, all regular teachers at a particular school with the same funding had the same position number.

With one-to-one position management, each salaried employee will have a separate position number. And each salaried position will have no more than one incumbent (with the exception of certificated job shares). The position number still represents an approved amount of FTE assigned to a particular job title at a particular department and location, with particular funding source(s). Employees will still move in and out of different positions as they transfer to other locations or promote to other job titles.

Hourly positions will not be affected by this conversion to one-to-one position management. Multiple incumbents will still be permitted in hourly positions.

### 4. Who is affected by the change to "One-to-One" Position Management?

If you do any of the following in the PeopleSoft Human Resources system, you will notice changes:

- Create, approve or process PARS
- Run the Allocation Status Report and/or the Filled Positions Report
- Use the Layoff and Bumping module to submit classified position reductions or eliminations
- View employee assignments in Job Data or Current Jobs

## 5. What will change with "One-to-One" Position Management?

### Position number changes:

- All salaried positions beginning with "1" will be inactivated.
- New, one-to-one positions will be created for all salaried positions by a conversion process over the Feb. 12-15 weekend. The new positions will begin with the number "2".
- All positions (salaried or hourly) created after the position management conversion will begin with the number "3".

### Job Data changes:

- Those who look at Job Data or Current Job will notice that both salaried and hourly position numbers assigned to employees will now be stored in Job Data on the "Work Location" tab. Job Earnings Distribution will no longer be used.
- Split-funded salaried employees will no longer have several positions, each with its own funding source. Instead, such employees will have one position number with multiple sources of funding (HCM Combination Codes) attached to the position. Each funding source for the position will have a distribution percentage. To ensure each position is fully funded, the distribution percentage(s) for each position will total 100 percent, regardless of the employee's FTE.

### Allocation Status Report and Filled Positions Report changes:

- Due to the changes in how split-funded employees are handled (described above under "Job Data changes"), the Allocation Status Report and Filled Position Report will look slightly different. Please see the job aids for more information.

### PAR changes:

- PAR Submitters will no longer have to submit both a "Change Position Attributes" PAR and an "Employee Assignment Change" PAR in order to have an employee's assignment (Job Data) updated with changes made to their position. This is because the district can now use a PeopleSoft process that automatically keeps the incumbent employee's assignment in sync with changes made to the position. Therefore, for changes to both the position and the employee assignment, only a Change Position Attributes PAR will be needed. (Keep in mind, for changes to the employee assignment only, such as a transfer or promotion, an "Employee Assignment Change" PAR is still required.) Please see the "PAR Instructions" for more information.
- Most PAR forms will include the new field "Reports To". This field holds the position number of the supervisor or manager of the employee or position number on the PAR. Initially this field will be filled with the highest level position in the department. There will be additional information gathering and work post go-live to get the true supervisory position identified for each position. Then ongoing reporting changes will be identified by sites through the Change Position Attributes PAR. Storing this reporting structure in PeopleSoft will allow the district to create organizational charts and use additional Manager Self-Service functionality. Please see the PAR job aids for more information.
- PAR forms with an "HCM Combination Code / FTE" section will change to an "HCM Combination Code / Distribution Percentage" section. When a Combination Code is entered, the Distribution Percentage(s) must total 100. The distribution percentage represents the percentage of the position that is funded by each HCM Combination Code provided. Each position must be 100% funded, regardless of the FTE allocated to the position. On these PARs, the FTE will be moved to a separate field, independent of the "HCM Combination Code / Distribution Percentage" section. Please see the PAR job aids for more information.

### Workflow changes:

- Human Resources will create and modify positions. Finance will assign funding (HCM Combination Codes) to positions and maintain distribution percentages.

**Layoff and Bumping system:**

- Site administrators will no longer need to submit a "Request to Fill Vacant Position" PAR in order to submit a classified vacancy for reduction or elimination. The position number can be entered instead. Please see the Layoff & Bumping Training Manual for more information.

## 6. How can I get help with using PeopleSoft?

**Job aids and Handbooks:**

- Job aids and handbooks for the PAR, Allocation Status Report, Filled Positions Report, and Layoff and Bumping module have been updated and are available from the links below and on the district website at: **Staff > DWA Applications Support > PeopleSoft > Read & Learn > Job Aids (or Handbooks)**.

**Additional PAR assistance:**

- On Tuesday, Feb. 16, all sites will be able to submit all PAR types again.
- For PAR questions during the week of Feb. 16 - Feb. 19, please contact the PAR Hotline at (619) 725-8101.
- For PAR questions on or after Feb. 22, contact your HR support representative listed on the [Human Resource Support Contact List](#).
- For in-person assistance on PAR questions, attend a PeopleSoft Open Lab on Fri. Feb. 19 (12:00p.m. - 3p.m.), or Fri. Feb. 26 (8:00am-11:00am) (12:00pm-1:30pm) at Fremont Bungalow B5. Reserve [here](#). (Note: Open Lab is not a place to receive training; it is a place to get help after you have already been trained.)
- For a schedule of upcoming PAR training classes, please visit the district website: [Staff > DWA Applications Support > PeopleSoft](#).
- The following job aids have been updated to reflect changes due to the One-to-One Position Management reconfiguration.

[PAR Instructions](#)

[Add a Concurrent Job PAR](#)

[Assignment Change PAR](#)

[Change Position Attributes PAR](#)

[Fill a Vacant Position PAR](#)

[Hire/Rehire PAR](#)

[Leave of Absence PAR](#)

[Request a New Position PAR](#)

[Termination PAR](#)

[Running the Allocations Status Report](#)

[Running the Filled Positions Report](#) (coming soon)

- The following handbooks have been updated to reflect changes due to the One-to-One Position Management reconfiguration.

[PAR Manual](#)

[Layoff and Bumping Training Manual](#)