

This chart represents where data needs to be maintained and where information will be pulled for the reports.

				Framework of a Job Type	Position Details	Filled Position	
Key Data	Fluid Data*	Budget or Actual	Data Fields	Job Code	Position Data	Job Data	Notes
1			Position Number	NA	Source		
2			Status	NA	Required		Active or Inactive. Inactives with budget or actual earnings will be included on the report for the current FY.
			Effective Date	NA	Required		Date associated with a Position change. Will feed to job data.
			Reason	NA	Required		Drop down list includes options such as new position, job reclassification, etc.
X			Position Status	NA	Required		Approved, Frozen or Proposed
			Status Date	NA	Required		Date associated with Position Status field. Date which we anticipate the position will be filled for vacant positions (synonymous with expected start date).
			Business Unit	NA	Required		
3			Job Code	Required	Source		
			Reg/Temp	Required	Required		"Reg" for benefited EE's. "Temp" for non-benefitted
	A		Full/Part Time	NA	Make Permanent change here	Make Temporary change here	Use Part Time if the position or job data hours are less than the job code standard hours. Position data and job data could be out of sync based on campus practice.
4			Union Code	Available	Source		Defaults from the Job Code to the Position table.
5			Title	Required	Source		This is the business title that shows up on Employment Data.
			Short Title	Required	NA		Default from Job Code into Position
			Reg Region	Required			Always USA for Regulatory Region
			Department ID	NA	Required		Represents the HR Home Department for the position..
			Location	Available	Available	Required	Defaults from Department Table.
			Reports To	NA	Available		If using Reports To, maintain at the Position Level
			Supervisor ID	NA	NA	Available	If using Supervisor ID (vs Reports To), maintain at Job Data level
			Salary Admin Plan	Available	Available		
6			Grade	Available	Source		
7	B		Step	Available	Source if Vacant	Source if Filled	
8			Employee Classification	NA	NA	Source	
9	C	Actual	Job FTE/Actual	NA	NA	Source	
	D		Standard Hours	Required	Make Permanent change here	Make Temporary change here	Changing Std Hrs on Job Data, will recalculate FTE. Change in Std Hrs at Position, requires the FTE to be manually update.
			FLSA Status	Required			Defaults to "No FLSA" on the Job_Code table and can be overridden at the Position level. This data is required by law and is needed for compliance.
X			Max Headcount	NA	Required		Flag position in Summit if great than one.
			Mail Drop	NA	Available	Required	Will kickout on the PAY034 if not populated at the employee level

		Budget	Pre-Encumber Indicator	NA	Required	NA	Must only select "Encumber Immediately"
		Budget	Encumber Salary Option	NA	Required	NA	Must only select "User Specified Amount"
10		Budget	Encumbered Salary Amount (Budgeted Dollars)	NA	Source	NA	Enter the Fiscal Budgeted Dollar amount.
11		Budget	Budgeted FTE	NA	Source	NA	FTE and Standard Hours at the position level go hand in hand.
12	E	Actual	Compensation Rate/Actual	NA	NA	Source	Actuals include multiple components of pay from HR Accting Line.
13			HR Dept	NA	Source		
14			EEO6	Source	NA	NA	
15			Budgeted Position	NA	Source		Should be checked on when a position is included in the budget.
			Update Incumbents	NA	Optional		Campus to manage the relationship of Position and Job Data

Legend

	The level in which data will be pulled for reports
	Data should not be overridden at this level
	Fluid data fields

***Fluid Data** : There are five allowable fluid fields which can be mismatched at different levels (position data/job data) for various reasons such as fluctuation in FTE, sabbatical leave, etc. These five fields are: step, job FTE, standard hours, full-time/part-time and compensation rate.