Position Management

PURPOSE
This report shows Budget Amount, Pre-Encumbrance Amount, Encumbrance Amount, Fiscal Year To Date (FYTD) Expense and Available Balance for a specific Position by a Fiscal Year/Accounting Period. This report excludes Fringe accounts.

View data by:
- Chartfield, Fiscal Year, and Accounting Period
  - OR
- Position ID, Fiscal Year, and Accounting Period.

FACTS

Budget Amount:
- Drill to "Budget Detail" to view Original Budget Amount, Budget Amendment Amount, and Budget Revised YTD Amount.
- There will be no Position level budget for Job Management type jobs.
- There will be no Position level budgets for Stipends, Adjuncts, Overtime and One-time Payments in PeopleSync.

Pre-Encumbrance Amount:
- Drill to "Pre-Encumbrance Detail" to view Original, Amendment and YTD Amount.
- Pre-Encumbrance Amount is a new data type as a result of Position Management associated with a position with an open requisition.
- Job Management Position will not have Pre-Encumbrance.
- For position with a open job requisition, Pre-Encumbrance is calculated based on Target Hire date.

Encumbrance Amount:
- Drill to "Encumbrance Detail" to view Initial, Adjustment, Reliefs and running total Encumbrance Amount.
- Students and Stipends will not have Encumbrance.
- FY2016 and prior will have Anticipated Spend data instead of Encumbrance.
- Encumbrance is calculated based on Hire Date for a new employee.

FYTD Expense (Actual) Amount:
- Drill to "Salary Expense Detail" to view Base Pay (Pay Period Amount), Overtime, Extra, Total Gross and FYTD Expense.
- All jobs and Positions will have Actuals.
- Actuals will be visible in UDW+ reports once Payroll has been run for a given accounting period.
- Salary Amount can be changed mid-Fiscal Year due to compensation changes.