Copy of Position Management

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1. Purpose – The Position Management page 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. Users can view data by chartfield, fiscal year, and accounting period or position ID, fiscal year, and accounting period.

2. Fact Amounts –

- **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, 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 positions with an 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.

- **Data returned at Top-Level of Position Management Report:** Position ID, business title, employee name, position status, full chartfield, budget amount, pre-encumbrance amount, encumbrance amount, FYTD expense, and available balance.

3. Examples –

- Position has **Budget Amendment** – Drill into budget amount to see budget details amendments
- **Compensation change** made in mid-Fiscal Year – Drill into FYTD expense to view pay period amount.
- Position with multiple chartfields will be closed in future month – Encumbrance and pre-encumbrance amount is adjusted and relieved to 0.00 in encumbrance detail drill.
- The Position is currently **filled**, however, the employee will be **terminated** mid-year, and a open requisition is created to recruit new employee – This position has encumbrance and pre-encumbrance data while the status is filled.
- **Available Balance** for Positions **prior to FY 2017** – Prior to FY 2017, anticipated spend data will appear in the encumbrance column. Available balance will always be negative for data prior to FY 2017, since position does not have budget data.
- Employee X shows **two rows** when exported to **excel** using Data- Tab Delimited option – When drill to detail, it shows the employee was most likely promoted or terminated.
- Employee Y shows **three rows** when exported to **excel** using Data- Tab Delimited option – When the position was created, a person was not sitting in the position, however, they have a tentative start date of a new person for 7/1/17. Hence, we will see status as unfilled until they start the position but we will also see encumbrance, along with Expense from July through August of 2016 FY. Since the position management reports show YTD numbers, we see split of three lines to count for each of those transactions.
- **Position 12345 shows as "Unfilled" in Workday (WD), but does not show in UDW+.** – If you filter on "unfilled" in UDW+ report, it only shows positions with open requisitions. The filled and vacant report in WD shows positions with requisitions that are open (filter: yes) and not open (filter: no). If position is not found anywhere in UDW+, the position may not have compensation or budget in WD. Hence, we will
not see the position in position management or SER reports. Unfilled positions with open requisitions, with a budget, pre-encumbrance or encumbrance in WD will appear in the UDW+ Position Management Dashboard. It is possible, for a position to be open in WD with an open requisition, without any financials, and we will not see those positions in WD.

- Position 67890 shows as "Unfilled" in UDW+, but "Filled" in WD – Contact DSG. This may be a known issue and IT is working on a solution.
- My expenses and encumbrance relief have not posted – This is dependent upon when payroll runs the payroll to fame integration file.
- Job requisition on an approved vacant position has target hire date of 1/1. The compensation on the position is $120,000. Pre-encumbrance as of 9/1 is $80,000 – Target hire date is in the fifth month of the fiscal year. Pre-encumbrance does not include the first four months of the fiscal year that precede the target hire date.
- Position Overlap: Two employees, both with $120,000 compensation, overlap in the same position for the month of October. Employee 1 in position from 9/1 through 10/31. Employee 2 in position from 10/1 forward. Future-dated termination for Employee 1 and a future-dated hire for Employee 2 are entered in PeopleSync. Encumbrance as of 9/1 is $120,000. $20,000 is for Employee 1 from 9/1 – 10/31. $100,000 is for Employee 2 from 11/1 to 8/31 – Under-encumbers by calculating only the original employee’s encumbrance during overlap.

Encumbrance: 75% Sabbatical Leave: Employee on 75% Sabbatical Leave of Absence from 9/1 through 10/31 with original compensation of $120,000. Future-dated Request Return from Leave for 11/1 (entered prior to 9/1). Encumbrance as of 9/1 is: $120,000 – Calculates on full salary. For employees on 75% Sabbatical Leave of Absence ONLY, encumbrances will not reflect the decreased pay and will over-encumber by 22.5% for the leave period.

4. User Notes – Please note that prior to FY2017 the available balance will be negative since position budgets do not exist prior to FY2017. Position Status displays latest status of a Position as per the last day of the selected Accounting Period. There will be no position level budget for Job Management type jobs, or Stipends, Adjuncts, Overtime and One-Time payments. All jobs and positions will have Actuals. Students and Stipends will not have encumbrances.

- The following new accounts were created as part of the Position Management project. Due to the timing of cut over activities, these accounts were created in FY16. As a result, you will see activity from FY16 payroll in the Salary Expense Report and Budget Summary Report.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account #</th>
<th>Used for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Additional Compensation</td>
<td>51302</td>
<td>Compensation in addition to the base pay for academic employees. Typically flat amounts paid as a lump sum or over time. Many are activity pay. Examples: Allowance, Gross-Up, One-Time/Retention/Sign-On Bonus, Other Compensation, Summer Pay</td>
</tr>
<tr>
<td>Administrative Additional Compensation</td>
<td>51300</td>
<td>Compensation in addition to the base pay for administrative employees. Typically flat amounts paid as a lump sum or over time. Many are activity pay. Examples: Allowance, Gross-Up, One-Time/Retention/Sign-On Bonus, Other Compensation</td>
</tr>
<tr>
<td>Academic Contingency</td>
<td>56991</td>
<td>Holds additional funds to be used for unplanned costs related to Academic employee. Example: A faculty member is given an unplanned Additional Compensation job.</td>
</tr>
<tr>
<td>Administrative Contingency</td>
<td>56990</td>
<td>Holds additional funds to be used for unplanned costs related to Administrative employees. Example: An administrative employee receives an unplanned compensation increase mid-year.</td>
</tr>
<tr>
<td>Extra Payments</td>
<td>51310</td>
<td>Compensation in addition to the base pay rate. Typically hourly and based on hours from MyTime. Examples: Meal Pay, Overtime, Replacement Pay, Sick Day Exchange, Sick Time Payout, Travel Time,</td>
</tr>
</tbody>
</table>

Note that if you require access to these accounts, please request access through the Chartfield Access Authorization Form or contact FinanceLink at 212-998-1111 or askfinancelink@nyu.edu.

- When Position status is unfilled, a position requisition is either open (filter: yes) or it is not (filter:no). There is no such status as a closed requisition of a unfilled position. If the unfilled Position's status is open (yes); then we will see that position ID in the Position Management report. Else, position won’t be found in Position Management report. When Position Status if filled, It's requisition is no longer open.

<table>
<thead>
<tr>
<th>Position Status</th>
<th>Requisition Status in WD</th>
<th>Visible in UDW+ PM report?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled</td>
<td>Yes (Open)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No (Not Open)</td>
<td>Yes</td>
</tr>
<tr>
<td>Unfilled</td>
<td>Yes (Open)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No (Not Open)</td>
<td>No</td>
</tr>
<tr>
<td>Peoplesync Report Name</td>
<td>When to use</td>
<td>What is in the report</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
<td>-----------------------</td>
</tr>
</tbody>
</table>
| Filled and Vacant Positions with Costing Allocations | Data clean up  
General review of positions and costing | All filled and vacant positions including costing information | HR Analyst  
HR Partner  
HR Reporting Analyst  
Finance Executive |
| Filled and Vacant Position without Costing Allocations | Data clean up  
General review of positions and costing | All filled and vacant positions | HR Analyst  
HR Partner  
HR Reporting Analyst  
Finance Executive |
| Proposed Positions | Preparing for and during Principals Meetings | Proposed positions for the upcoming Fiscal Year | HR Analyst  
HR Partner  
HR Reporting Analyst  
Finance Executive |
| Find Position Budgets for Organization - Detail | First time: During review period after Budget Initialization and prior to budgets being approved (This year: August 11-17)  
Ongoing during Fiscal Year to view position budgets by organization | Find position budgets by sup org (Finance Executives) or cost center/cost center hierarchy (CCM).  
View compensation budget, fringe budget and total budget by position. | Finance Executive  
Cost Center Managers |
| Manager Position Budgetary Balance Report | First time: After budgets are approved  
Ongoing to review position budget balance | View by cost center/cost center hierarchy.  
View position budgets, encumbrance, pre-encumbrance, actuals and balance. | Cost Center Manager |
| Manager Position Budgets | First time: After budgets are approved  
Ongoing to view position budget details | View by cost center/cost center hierarchy.  
View compensation budget, fringe budget and total budget by budget line. | Cost Center Manager |

5. Additional Reports – The Budget Detail report will not display pre-encumbrance so balances will not be the same as in the budget summary report and budget detail report. The Budget Control report will not take into account the encumbrance and pre-encumbrance.