SCREEN 051 – Position Maintenance

This screen contains data relating to a particular iteration of a PIN, the occupant of that PIN, and the salary of the occupant. There is a great deal of interdependence between various data fields on this screen. Because of this, the data in one field may be valid unless another field contains data of a particular value that causes the first field’s data to be considered invalid. For example, under the NEW ITERATION function, if the recommended Position Action (field 14) is RA (Reassign Administrator), the recommended ADLOC (field 3) must contain a valid ADLOC. If any other value is entered for the recommended Position Action, the recommended ADLOC may be left blank.

In some cases, a particular field must be blank, and any non-blank data will cause an error condition. For example, under the NEW ITERATION function, if the Recommended Occupant Action (field 21) is NH (New Hire), the recommended From PIN (field 19) must be blank. The interdependence of data can also cause errors to remain undetected until another error is corrected. For example, the Iteration Effective From Date (field 4) is used in editing the recommended ADLOC (field 3) and the recommended Title Code (field 12). If the Iteration Effective From Date is invalid, the editing of the ADLOC and Title Code will be incomplete.

To simplify the operator’s task of entering the data, some of the data fields are automatically filled in by the processing program and require no operator input, and other fields are not accessible for input under certain conditions.

Some of the fields are allowed to contain spaces as valid data. Each of these fields can be made blank by typing dashes (‘-’) for the entire length of the field. The fields and their corresponding numbers on the screen layout are:

- Annual Term Modifier: B7
- To PIN: D4
- District: B9
- Recommended Occupant Action: D6
- County: B10
- Source Control: E3
- Position Action (iteration 01 only): B13
- Pay Step (non-classified title codes only): E5
- From PIN: D3
- Salary Action (only during CORRECTION function): E9

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Screen: 051 TAMUS B/P/P System – Position Maintenance

PIN: A4
*Position*

Iter: A5
FY: A6
Temp PIN: A3
Chng No: A7
Current Status: A8
Next Date: A9

ADLOC: B1
Sub: B2
From: B3
Thru: B4
Effective: B5
Annual Term Data: B6
From Thru: B7
Annual Term Modifier: B8
Mod: B9
Mths: B10
District: B11
County: B12
From PIN: B13

*Occupant*

Last Name: C1
First Name: C2
MI: C3
Sufx: C4
SSN: C5

Eff From: D1
Eff Thru: D2
Fr PIN: D3
To PIN: D4

*Salary*

Percent Effort: E1
Pay Ind: E2
Src: E3
Range: E4
FTE Mthly/Hr: E5
FTE Budget: E6
Pay Typ: E7
Salary Action: E8

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Screen</td>
</tr>
</tbody>
</table>
| A2         | Function    | Inquire
Correction
New Iteration
New PIN
Reactivate |
| A3         | Temp PIN    | Y - Temporary PIN
N - Not a temporary PIN |
| A4         | PIN         | Valid workstation immediately followed by either:
- An SSN for Wage PINS
- A five-digit budget sequence number
- “90000” for adding a new graduate assistant PIN, OR
- “99999” for adding a new budgeted PIN |
| A5         | Iter        | Iteration - Number of blank (default: last iteration on the database) |
| A6         | FY          | Fiscal Year selected must either be on Tables Database, Screen 413 – Fiscal Year Maintenance Table or blank (default: current fiscal year on Screen 413) |
| A7         | Chng No     | Change Number - Inaccessible regardless of what function is being performed. |
| A8         | Status      | Current Iteration Status. Required field for function codes I, N or R; generally defaults to S.
C - Cleared
D - Disapproved
E - End of Term
P - Pay
W - Withdrawn
S - Suspense
R - Retroactively over-ridden
(* Only C, P and S will generate payroll transactions) |
| A9         | Date        | Iteration Status Date - Required field for function codes I, N, or R; generally defaults to today’s date. Numeric; MMDD format. |
| B1         | ADLOC       | Required field on Tables database |
| B2         | Sub         | Sub Adloc - When used, the ADLOC/sub-ADLOC combination must exist in the TimeTraq ADLOC table. |
| B3         | Effective From | Iteration Effective From Date - Required field - numeric; MMDD format |
| B4         | Effective Thru | Iteration Effective Thru Date - Required field - numeric; MMDD format |
| B5         | Annual Term From | Required field - numeric; MMDD format; DD must be 01 or 16 |
| B6         | Annual Term Thru | Required field - numeric; MMDD format; DD must be 15 or last day of month |
| B7         | Annual Term Mod | Annual Term Modifier – Required Field, defaults to blank:
Blank - No Break in Term |
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B8 Annual Term Mths</td>
<td>Annual Term Months - Required field - defaults to calculated value if Annual Term Modifier D based on annual term dates. 0.5 &lt; Annual Term Months &lt; 12.0. Computer generated unless Field 8 is D.</td>
</tr>
<tr>
<td>B9 Assignment Dst</td>
<td>Assignment District - Optional field - blank or numeric; must be on Tables Database</td>
</tr>
<tr>
<td>B10 Assignment Cty</td>
<td>Assignment County - Optional field - blank or numeric; must be on Tables Database (for Part 11, must be &gt; 300)</td>
</tr>
<tr>
<td>B11 Title Code</td>
<td>Required field - numeric; must be on Tables Database</td>
</tr>
<tr>
<td>B12 FLSA Code</td>
<td>Required field - defaults to value on title code table A - Administrative (exempt from overtime) E - Executive (exempt from overtime) P - Professional (exempt from overtime) X - Partially Exempt (sometimes exempt from overtime) N - Nonexempt (not exempt from overtime)</td>
</tr>
<tr>
<td>B13 Pos Act</td>
<td>Position Action – Required field. CP - Change Period CR - Create (Iter 1 Only) CT - Change Title EL - Eliminate ET - End of Term OA - Other Action RA - Reassign Administrator RC - Reclassification RR - Reactivate Position RT - Retroactive</td>
</tr>
<tr>
<td>C1 Last Name</td>
<td>Last Name of occupant. Required field.</td>
</tr>
<tr>
<td>C2 First Name</td>
<td>First Name of occupant. Required field.</td>
</tr>
<tr>
<td>C3 MI</td>
<td>Middle Initial of occupant.</td>
</tr>
<tr>
<td>C4 Sufx</td>
<td>Suffix of occupant.</td>
</tr>
<tr>
<td>C5 SSN</td>
<td>Social Security Number of occupant - Required field - numeric, nine digits; if unknown, enter '888888888'; for vacant PINs, '999999999'</td>
</tr>
<tr>
<td>D1 Eff From</td>
<td>Occupant Effective From Date - Required field - numeric; MM DD YYYY format</td>
</tr>
<tr>
<td>D2 Eff Thru</td>
<td>Occupant Effective Thru Date - Required field - numeric; MM DD YYYY format</td>
</tr>
<tr>
<td>D3 Fr PIN</td>
<td>Required field for some occupant actions. Valid workstation immediately followed by either:</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>D4 To PIN</td>
<td>Required field for some occupant actions. Same as 19 above.</td>
</tr>
</tbody>
</table>
| D5 C Act  | Current Occupant Action. Required field for some functions.  
|            | CN - Change Name  
|            | CT - Change Title  
|            | DI - Demote In  
|            | DO - Demote Out  
|            | DW - Demote Within  
|            | IP - In-grade Promotion  
|            | IT - Involuntarily Terminated  
|            | IR - In-grade Promotion  
|            | NH - New Hire  
|            | NO - No Occupant (Wage Pins Only)  
|            | OA - Other Action  
|            | PI - Promote In  
|            | PO - Promote Out  
|            | PW - Promote Within  
|            | RC - Reclassification  
|            | RE - Retire  
|            | RL - Return Leave  
|            | SL - Start Leave  
|            | TI - Transfer In  
|            | TO - Transfer Out  
|            | VA - Vacant (budgeted pins only)  
|            | VT - Voluntarily Terminated |
| D6 R Act  | Recommended Occupant Action. Required for some functions.  
|            | CT - Change Title  
|            | DI - Demote In  
|            | DO - Demote Out  
|            | DW - Demote Within  
|            | IR - In-grade Promotion  
|            | IT - Involuntary Terminate  
|            | NH - New Hire  
|            | NO - No Occupant (Wage Pins Only)  
|            | OA - Other Action  
|            | RH - Reappoint  
|            | PI - Promote In  
|            | PO - Promote Out  
|            | PW - Promote Within  
|            | TI - Transfer In  
|            | RC - Reclassification  
|            | RE - Retire  
|            | RL - Return Leave  
|            | SL - Start Leave  
|            | TO - Transfer Out  
|            | VA - Vacant (Budgeted Pins)  
<p>|            | VT - Voluntary Terminate |</p>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Percent Effort</td>
</tr>
</tbody>
</table>
| E2 | Pay Ind | Pay Indicator Code – Required field  
A - Monthly Full Time Budgeted Position  
B - Monthly Less Than 100% Budgeted Position  
C - Monthly Student Worker  
D - Biweekly Full Time Budgeted (overtime paid)  
E - Biweekly Less Than 100% Budgeted (overtime paid)  
F - Biweekly Student Worker (overtime paid)  
H - Biweekly Less Than 100% Budgeted (overtime not paid)  
I - Biweekly Student Worker (overtime not paid) |
| E3 | Src Ctl | Source Control – Optional Field  
Blank- Sources amounts calculated from % Effort  
L- Sources amounts are locked, % effort calculated |
| E4 | Range | Pay Range - Required field for Classified Title Codes. Computer generated from Tables database from Title Code (field 12), if left blank. |
| E5 | Step | Pay Step – Required field. Generated if left blank.  
A thru L - On step designated  
W - Within Range but not on step  
X - Out of Town  
Y - Below Range  
Z - Above Range |
| E6 | FTE Mthy/Hr | Full Time Equivalent Monthly/Hourly rate - Required field - numeric; $1.00 < \text{Rate} < 99999.99$. Rate Computer generated from either Pay Range/Step or FTE Budget Salary if left blank. |
| E7 | FTE Budget | Full Time Equivalent Budget Salary - Required field – computer generated from FTE Monthly/Hourly rate if left blank. Numeric; FTE Monthly Annual Term Months; $400 < \text{(FTE Annual Salary/Annual Term Months)} < 50,000$. NOTE: This field is in whole dollars, not dollars and cents. |
| E8 | Pay Type | Optional field - blank or P. The use of a pay type P is designed for use on wage positions only to override the default pay type for a biweekly payroll. It is NOT intended to be used on regular wage employees. It is designed for those wage entries for employees who are also in a budgeted position. A pay type P will not have optional payroll deductions made; these deductions will be taken on the employee’s regular budgeted payroll. |
| E9 | Salary Action | Optional Field.  
AB- Across the Board  
AD - Administrative Change  
CE - Change Effort  
CF - Correct File (Valid During Correction)  
DE - Decrease  
EQ - Equity Increase  
HS- Hiring Salary Adjustment |
Field Name | Description
--|---
IN - | Increase
MA - | Mandated Increase
ME - | Merit Increase
MW- | Minimum Wage Increase
NA- | N/A – No Salary Change
PP - | Pay Plan Adjustment
PI - | Promotion Increase
OA - | Other Action
OT- | Other Salary Action
SC - | Status Change
TS- | Temporary Salary Increase
Blank- | No Action

**Special Features:**

1. The rate of pay may be indicated in one of three ways:
   a. FTE Monthly/Hourly Rate (field 28)
   b. FTE Annual Salary (field 29)
   c. Pay Range and Pay Step (fields 26 and 27, respectively) (only usable for PINs having a classified Title Code (field 12))

   If more than one of these has been filled in, the actual rate of pay will be determined by the hierarchical order in which the three methods are listed above. (i.e., if both FTE Annual Salary and Pay Range/Step are filled in, the FTE Annual Salary will determine the rate of pay)

2. Entering VA (Vacant) in the Recommended Occupant Action (field 21) for a budgeted PIN automatically results in ‘VACANT’ in the Name (field 14), ’999999999’ in the SSN (field 15), and spaces in the From PIN (field 18) and the To PIN (field 19).

3. Entering NO (None) in the Recommended Occupant Action (field 21) for a budgeted PIN automatically results in ‘NONE’ in the Name (field 14), ’999999999’ in the SSN (field 15), and spaces in the From PIN (field 18) and the To PIN (field 19).

4. During NEW ITERATION function processing, if the Position Action (field 13) is set to EL (Eliminate) for a budgeted PIN, the recommended Occupant Action is automatically set to VA (Vacant) and the results listed above (in number 2) will occur. Also, the sources are automatically zeroed out for the new iteration.

5. During NEW ITERATION function processing, entering CN (Change Name) in the current Occupant Action (field 20) will not change the Occupant Action on the database or any FORM 500.

6. An Iteration Status Code of R stands for ‘Retroactively Overridden’ and is used to prevent processing of an iteration that has been overridden by an iteration having an RT (‘Retroactive’) Position Action Code. Iterations having an R status code will be processed only by the program that processes or produces the FORM 500s.

The use of this new status code can best be shown by an example:

Mr. Jones is the occupant of PIN X12345 having the following iterations, effective dates and salaries:

<table>
<thead>
<tr>
<th>ITER</th>
<th>STATUS</th>
<th>EFFECTIVE DATES</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>C</td>
<td>0901 - 0131</td>
<td>10,000</td>
</tr>
</tbody>
</table>
In March, he receives an additional raise retroactive to 2/1, the same effective date as iteration 02. Iteration 03 is added, using RT for the Position Action. The screen-processing program automatically changes the status of iteration 02 to R when iteration 03 is added with an RT Position Action. The iterations now look like this:

<table>
<thead>
<tr>
<th>ITER</th>
<th>STATUS</th>
<th>EFFECTIVE DATES</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>C</td>
<td>0901 - 0131</td>
<td>10,000</td>
</tr>
<tr>
<td>02</td>
<td>R</td>
<td>0201 - 0831</td>
<td>11,000</td>
</tr>
<tr>
<td>03</td>
<td>S</td>
<td>0201 - 0831</td>
<td>11,500</td>
</tr>
</tbody>
</table>

The FORM 500 for iteration 03 will list iterations 02 and 03. All other budget-processing programs will ignore iteration 02.

CAUTION: For those parts using FAMIS, caution should be used when using this position action. Depending on budgeting and accounting practices, you may only want to enter future activity and not use this facility, as there may be problems with salary encumbrances. Obviously, it is the best business practice to always make FORM 500 changes to reflect future activity and not to correct past oversights.