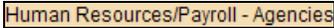
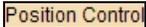
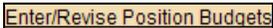


Create A Position Budget Lesson

1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Position Control link. 
4.	Click the Enter/Revise Position Budgets link. 
5.	Click the Add button. 
6.	Enter the Home Business Unit in the Home Business Unit field. The Home Business Unit entered must equal the home Business Unit of the Employee Master that the Position ID will be attached to.
7.	The Fiscal Year field will default to the current fiscal year. You can change it if necessary.
8.	Enter the Position ID in the Position ID field. The Position ID format should be a 3 digit agency number followed by 5 digits (i.e. 3 = 003xxxxx, 65 = 065xxxxx).
9.	Click in the Security Business Unit field. 
10.	Enter the Security Business Unit number in the Security Business Unit field.

<p>11.</p>	<p>Enter the Budget Status in the Budget Status field. The status could be a "P", "F", "C" or "A" depending on the agency's internal process. The status must be "A" to attach an employee to the position.</p> <p>A - Active P - Planned / Waiting Funding F - Temp Position / Budget Status Frozen C - Closed</p> <p>WARNING - Be Sure To Read:</p> <p>If the Budget Status is equal to "A", the position will appear on the Vacancy Report (R581347A) provided to the Legislature.</p> <p>If the position is "F" for Temporary Position the Budget Status should equal "F" for Temp Position.</p> <p>If the position is unfunded the Budget Status should equal "C" for Closed.</p>
<p>12.</p>	<p>Enter the budget status date in the Budget Status Date field. This is normally when the position is created and there is funding available. The budget status date should change each time you change the budget status code.</p>
<p>13.</p>	<p>Position Status - When you attach an employee record to a vacant position, the system updates the position status code to "A". The system updates the position status code on the beginning date of the employee's assignment to the position. When the position again becomes vacant, you must manually change the value in the Position Status field to show the position is open.</p>
<p>14.</p>	<p>If you must code the Position Status field manually to show a position open enter the position status code in the Position Status field. If necessary you can use the Visual Assist tool.</p> 
<p>15.</p>	<p>Enter the date the position became open or filled in the Position Status Date field.</p>
<p>16.</p>	<p>Enter the job code in the Job Code field.</p> <p>Note: The Description field will automatically populate when you enter the job code in the Job Code field.</p>
<p>17.</p>	<p>Enter the position budget amount in the Position Budget Amount field.</p>
<p>18.</p>	<p>In the Budgeted FTE field enter the FTE for the position. Must be less than or equal to 1.</p>
<p>19.</p>	<p>In the Budgeted Hours field enter the number of hours that are budgeted for a position within a business unit for a period of one year. The number of hours must match the FTE. For example: 1.0 FTE = 2080 hours.</p>
<p>20.</p>	<p>Headcount field: Each Position ID should have a one to one association to an employee. Duplicate position IDs should not be created. The Headcount field should reflect "1".</p>

21.	<p>If applicable enter the following fields as well:</p> <p>Division – Program or facility Section – Subprogram Unit City/Facility Funding – Bill number passed by Legislature to fund the position</p> <p>When updating these fields, if there is not a code for what you need and a new code needs to be created contact AS.</p>
22.	<p>Click the OK button.</p> 
23.	<p>Click the Cancel button.</p> 
24.	<p>Click the Close button.</p> 
25.	<p>WARNING - Be Sure To Read:</p> <p>If a position has been reclassified, and the new description / classification varies dramatically from the old description / classification please create a new Position ID and close the prior Position ID.</p> <p>You have successfully completed this lesson. End of Procedure.</p>