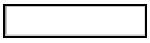
Maintain A Position Budget Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Position Control** link. Position Control
4.	Click the **Enter/Revise Position Budgets** link. Enter/Revise Position Budgets
5.	You can narrow your search by entering any known information in the Header or QBE line. 
6.	Click the **Find** button.
7.	Choose the record you wish to maintain/edit by checking the check box to the left of the record.
8.	Click the **Select** button.
9.	On the Enter/Revise Position Budgets – Position Master Detail screen there are several fields you can complete/update if necessary.
10.	**Security Business Unit**
11.	**Budget Status** This could be a P, A, or F status - depending on the agency's internal process. **A** - Active **P** - Planned / Waiting Funding **F** - Budget Status Frozen Status must be A to attach an employee to the position.
12.	**Budget Status Date**
13.	**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.

14.	**Position Status Date** - Date the position was last filled, last vacated or last frozen.
15.	**Job Code**
16.	**Budgeted Hours** – The number of hours that are budgeted for a position within a business unit for a period of one year.
17.	**Headcount**
18.	When updating these fields, if there is not a code for what you need and a new code needs to be created contact AS.
19.	**Division** - Program or facility
20.	**Section** - Subprogram
21.	**Unit**
22.	**City/Facility**
23.	**Funding** - Bill number passed by Legislature to fund the position
24.	After making your changes click the **OK** button.
25.	Click the **Cancel** button.
26.	Click the **Close** button.
27.	You have successfully completed this lesson. **End of Procedure.**