

Entering/Revising Position Budgets
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Entering/Revising Position Budgets

Entering/Revising Position Budgets Overview

For each position created, the following types of components can be used to plan for and manage agencies:

- Salary expenditures
- Hours worked
- FTEs
- Headcount (number of employees)

When creating a position budget, the following steps are completed:

- Identify what Home Business Unit the position will be assigned to.
- Identify the Security Business Unit assignment for the position.
- Identify whether one or more employees will be assigned to the position.
- Approve the need for the employees. The position's budget status must have an active status before you can assign it to an employee.
- Set up a budget for the employee salary and hours worked based on the employee's FTE.

- Assign the appropriate FTEs and head count to the position. Monitor hiring to ensure that you do not exceed the amount budgeted for the position.

Entering G/L Account Information

Actual payroll data for an employee is not reflected in position activity. Currently, AS - Budget Division does not enter G/L account information via NIS. Run the Agency Budget Staffing report to review actual expenditures to budgeted salary information for employees.

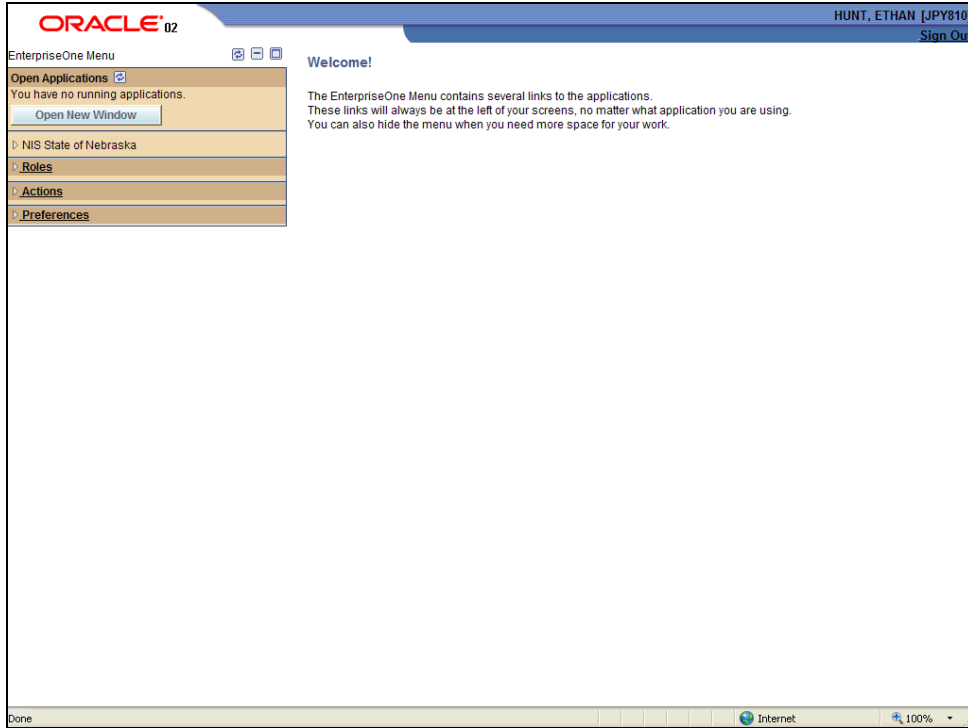
Create A Position Budget Lesson

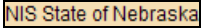
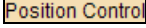
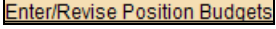
Procedure

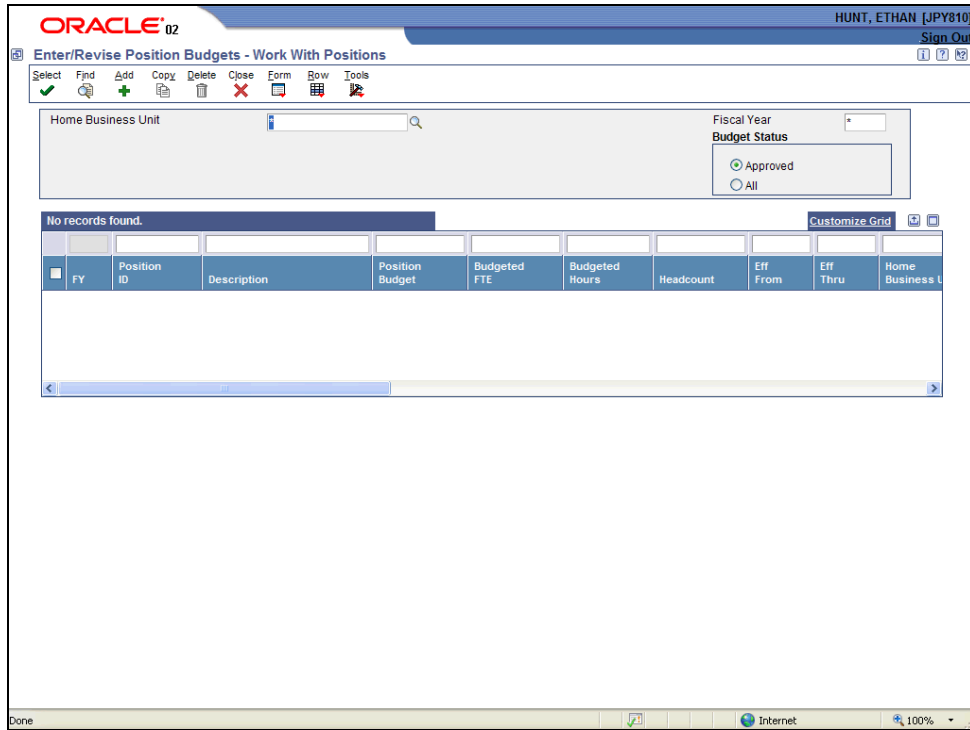
In this lesson you will learn how to create a position.


Training Guide

Entering/Revising Position Budgets



Step	Action
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. 




Step	Action
5.	Click the Add button. 

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Entering/Revising Position Budgets

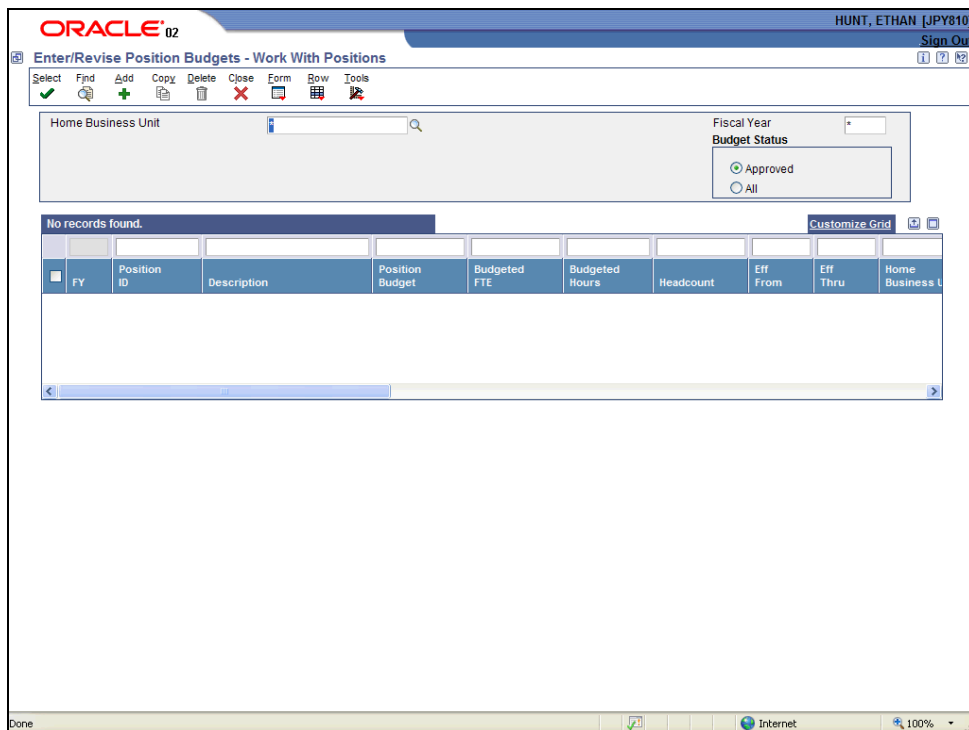
Step	Action
6.	Enter the Home Business Unit in the Home Business Unit field. The Home Business Unit entered must equal the home Business Unit of the Employee Master that the Position ID will be attached to.
7.	The Fiscal Year field will default to the current fiscal year. You can change it if necessary.
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. <input type="text"/>
10.	Enter the Security Business Unit number in the Security Business Unit field.


Step	Action
11.	<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>
12.	<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>
13.	<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>
14.	<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> 
15.	<p>Enter the date the position became open or filled in the Position Status Date field.</p>
16.	<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>
17.	<p>Enter the position budget amount in the Position Budget Amount field.</p>
18.	<p>In the Budgeted FTE field enter the FTE for the position. Must be less than or equal to 1.</p>
19.	<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>
20.	<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>

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Step	Action
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> 



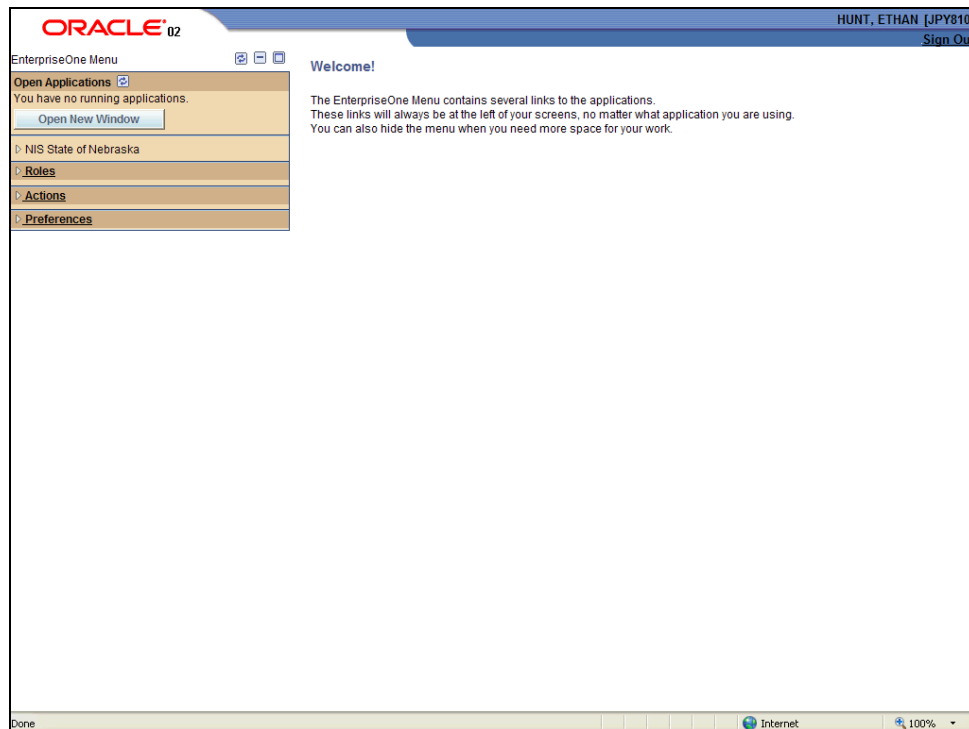
Step	Action
24.	<p>Click the Close button.</p> 

Step	Action
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.</p> <p>End of Procedure.</p>

Revise A Position Budget Lesson

Procedure

In this lesson you will learn how to maintain a position budget.

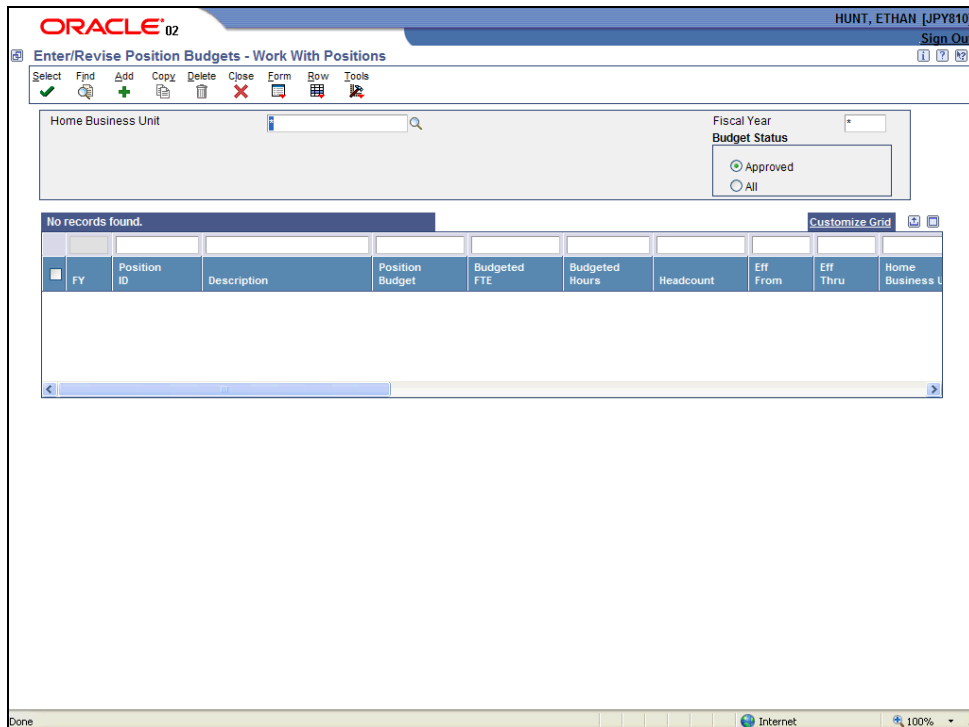


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Entering/Revising Position Budgets



Step	Action
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



Step	Action
5.	You can narrow your search by entering any known information in the Header or QBE line. <input type="text"/>
6.	Click the Find button.

Step	Action
7.	Choose the record you wish to maintain/edit by checking the check box to the left of the record. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>
9.	On the Enter/Revise Position Budgets – Position Master Detail screen there are several fields you can complete/update if necessary. The fields which can be updated are listed below.
10.	Security Business Unit
11.	<p>Budget Status: 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>
12.	Budget Status Date
13.	<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>
14.	Position Status Date - Date the position was last filled, last vacated or last frozen.
15.	<p>Job Code</p> <p>Note: If your Job Code attached to this Position ID is changing, make sure you change the Description field to match the new Job Code.</p>
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

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Entering/Revising Position Budgets




Step	Action
18.	<p>If applicable update 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>

The screenshot shows the Oracle HR system interface for 'Enter/Revise Position Budgets - Position Master Detail'. The form contains the following data:


- Home Business Unit: 65025009
- Position ID: 06512345
- Security Business Unit: S650170000
- Description: IT APPLICATIONS DEVELOPER
- Budget Status: A
- Position Status: A
- Job Code: A07011
- Effective Budget Amount: 35,000
- Budgeted FTE: 1.00
- Budgeted Hours: 2,080
- Headcount: 1

At the bottom of the form, there are fields for Division, Section, Unit, City/Facility, and Funding, all of which are currently empty.

Step	Action
19.	<p>After making your changes click the OK button.</p> 

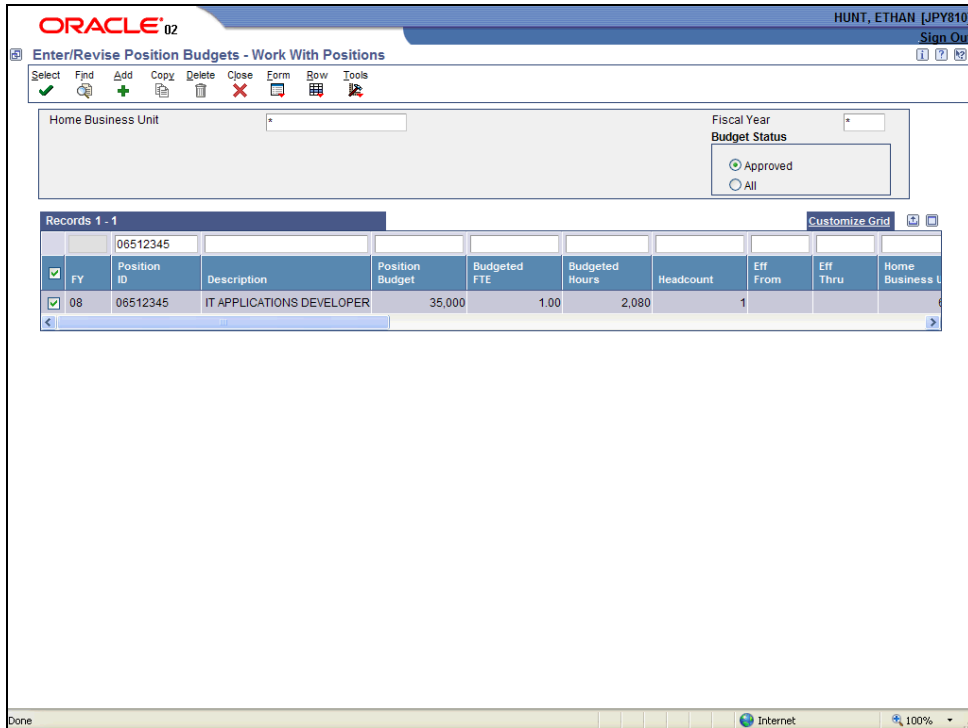
The screenshot shows the Oracle HR system interface for 'Enter/Revise Position Budgets - Position Master Detail'. The window title is 'ORACLE 02' and the user is 'HUNT, ETHAN [JPY810]'. The 'Cancel' button is highlighted with a red 'X'.

Home Business Unit *	65025009	N/S	Fiscal Year	08
Position ID *	06512345	Description *	IT APPLICATIONS DEVELOPER	
Security Business Unit	S650170000	DAS-NEBRASKA INFOR.SYSTEMS		
Effective From Date		Thru Date		
Budget Status	A	Budget Status Date	04/22/2009	
Position Status	A	Position Status Date	04/22/2009	
Job Code	A07011	IT Applications Developer		
Recruiting Status				
Position Budget Amount	35,000	Effective Budget Amount	35,000	
Budgeted FTE	1.00	Effective Budget FTE	1.00	
Budgeted Hours	2,080	Effective Budget Hours	2,080	
Headcount	1	Headcount	1	
Business Unit - Parent				
Parent Position ID				
Division		Section		Unit
City/Facility		Funding		

Step	Action
20.	Click the Cancel button. 

Training Guide

Entering/Revising Position Budgets



Step	Action
21.	Click the Close button.
22.	You have successfully completed this lesson. End of Procedure.