Reviewing Position Activity
Created on Tuesday, July 21, 2009

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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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Reviewing Position Activity Overview

To ensure the salary amounts that you defined in your position budgets compare favorably with the actual salaries of the employees in those positions, you should periodically review position budget information. You can review this information for a specific business unit or position or by the activity involving the position.

Position activity can also be reviewed for employee changes. As employees transfer positions, are promoted, hired, and terminated, a record is created on the position. This information is useful in analyzing positions where there is high turnover.

To compare budgeted amounts for salaries, FTEs, hours, and head count with the corresponding actual amounts that are projected through year end, you can review position budget information by position. You use this information to determine whether you expect to meet or exceed your position budgets through the end of the year.

- This does not account for actual salaries of employees, such as overtime. Agencies should run and review the Agency Budget Staffing report to compare actual salary expenditures.

When you review position budget information, the system displays projected year-end salary amounts that you can use to compare with budgeted amounts. The system calculates these amounts based on the employees' annualized salaries and their associated effective dates. The system calculates projected year-end amounts by adding together the prorated annualized salaries for all of the employees who were in the position during the year. If an employee does not work an entire year in the same position, the system prorates the employee's annualized salary for the amount of time that the employee worked in the position during the fiscal year.

A positive open amount for salary, hours, head count, or FTE indicates that you are under budget for the fiscal year. A negative open amount indicates that you are over budget for the fiscal year.

The HR Contact can inquire online or via a report to check on Position status and budgeted amounts.
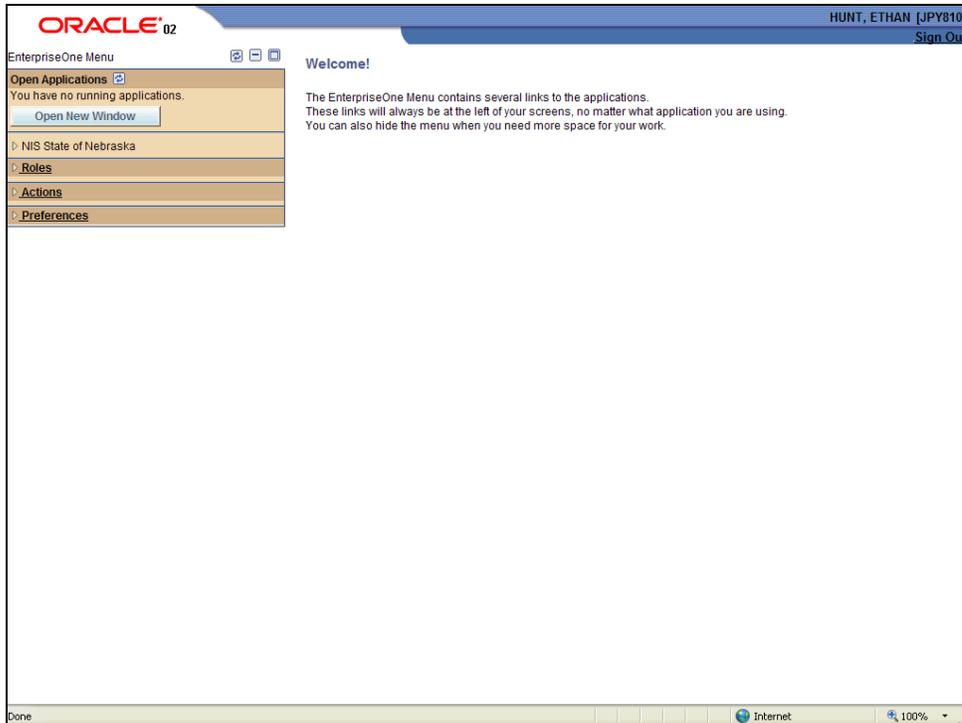
Review Position Activity Lesson

Procedure

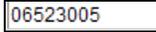In this lesson you will learn how to review position activity.

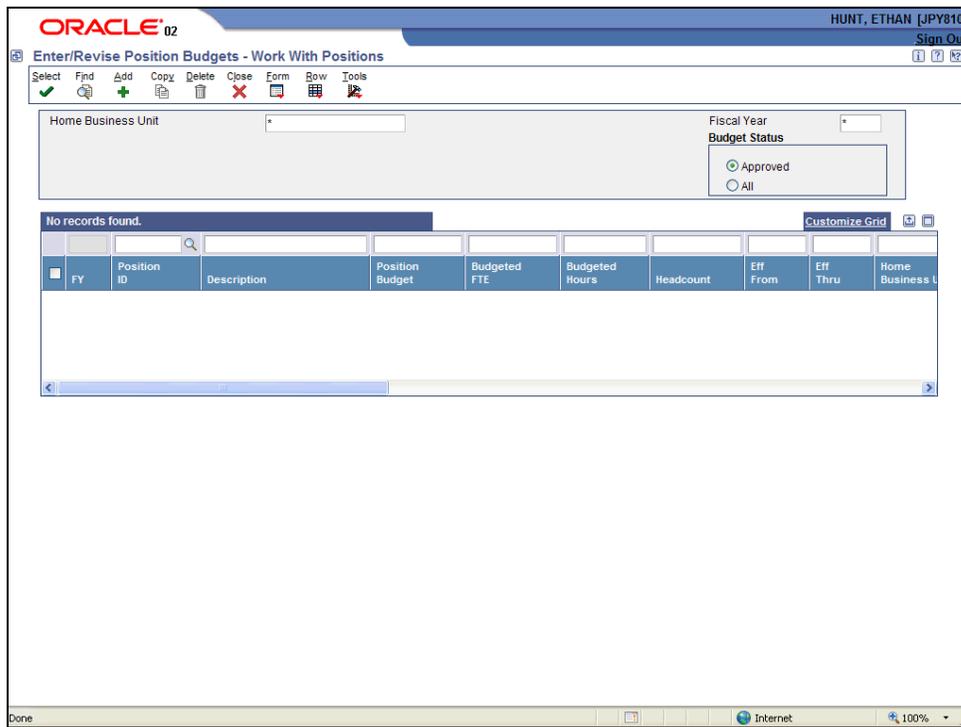| Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Position Control** link. Position Control
4.	Click the **Position Activity** link. Position Activity
	or Click the **Enter/Revise Position Budgets** link. Enter/Revise Position Budgets Go to step 18 on page 4
5.	Make sure you are on the "**By Position**" tab.
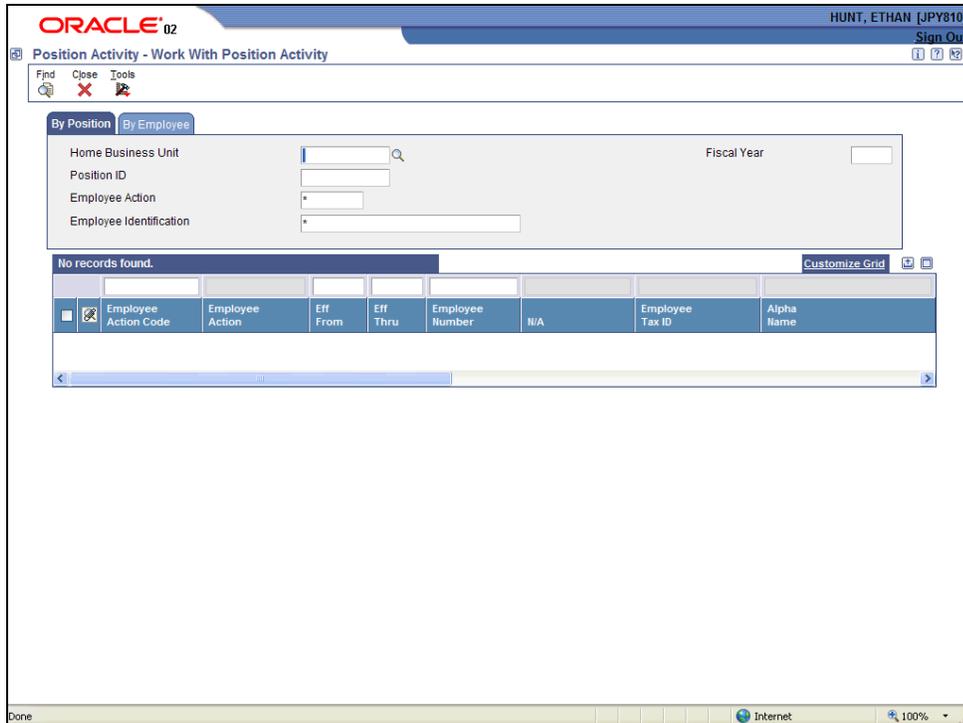
Step	Action
6.	Enter the home business unit into the **Home Business Unit** field.
7.	Enter the fiscal year. This will default to the current year.
8.	Enter the position ID into the **Position ID** field.
9.	Click the **Find** button.
10.	Review the information.
11.	You can also look up by employee. Click the **By Employee** tab.
12.	Enter the employee address book number into the **Employee Identification** field.
13.	Click in the **Position ID** field. 06523005
14.	Press **[Delete]**.
15.	Click the **Find** button.

Step	Action
16.	Review the information. When finished reviewing click the **Close** button. ❌
17.	You have successfully completed this lesson. **End of Procedure.** Remaining steps apply to other paths.

Step	Action
18.	Enter the position ID in the **Position ID** field.
19.	Click the **Find** button.
20.	Select the position ID by clicking the check box next to it.
21.	Click the **Row** button.

Step	Action
22.	Click the **Activity by Positi** menu.
	Activity by Positi
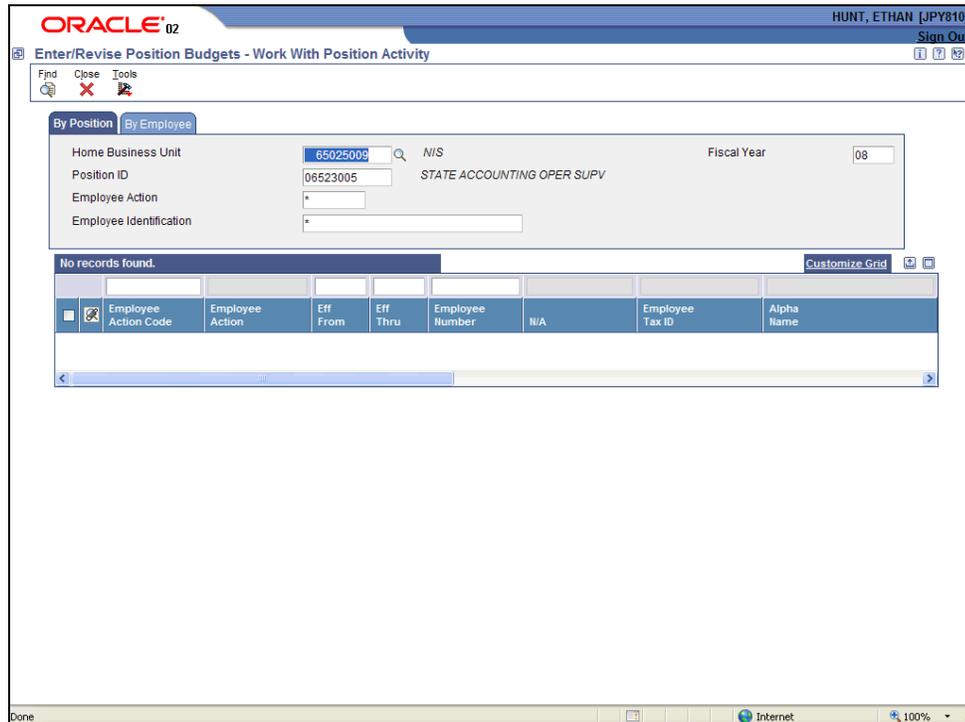
Step	Action
23.	Click the **Find** button.
	Go to step 10 on page 3