Reviewing Employee's Attachment to Position Budget
Created on Tuesday, November 17, 2009

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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 Employee's Attachment to Position Budget Overview

After you define and approve your position budgets, you can attach employee records to them. You attach an employee record to a position budget to control budget expenditures and to ensure data integrity. To attach an employee record to a position budget, you enter a position ID in the employee's record when you are entering employee information during employee setup or as part of one of the transfer employee processes.

To help you stay within your position budgets when you are entering employee information, the system sends you either an error or a warning message when you exceed the approved salary, hours, FTE, or head count for the position.

When you attach an employee record to a position budget, the system performs the following functions:

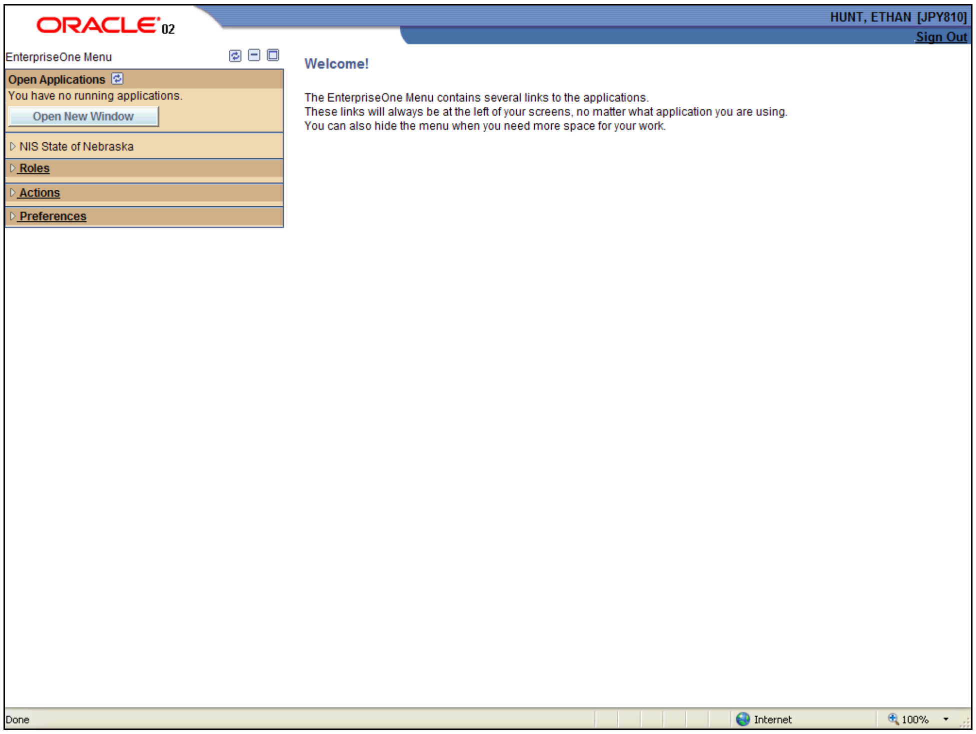
- Adds the salary, hours, FTEs, and headcount amounts for the employee to the projected position budget amounts through the fiscal year end.
- Adds to the employee's record any job information that is associated with the position.
- Updates the Position Budget Detail table (F08111) with the effective date of the employee's assignment, the employee's salary, FTE, and hours. The system then uses this information to project the effect of these values on the budget through the end of the fiscal year.

This work instruction shows how to review an employee's attachment to a Position Budget.

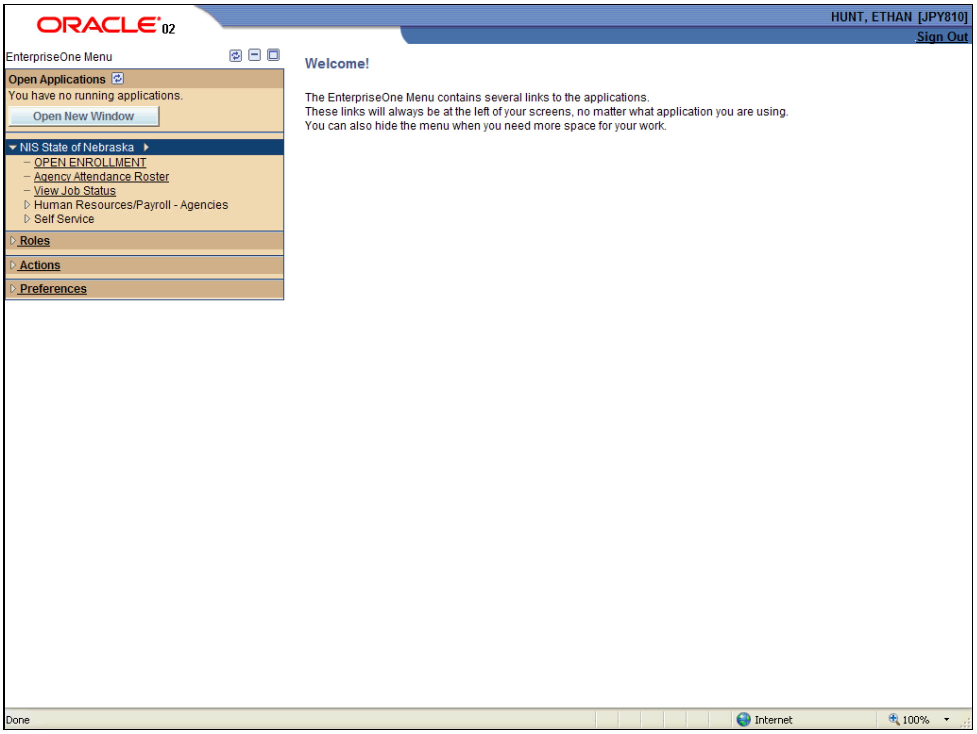
Attach Employee to Position Budget Lesson

Procedure

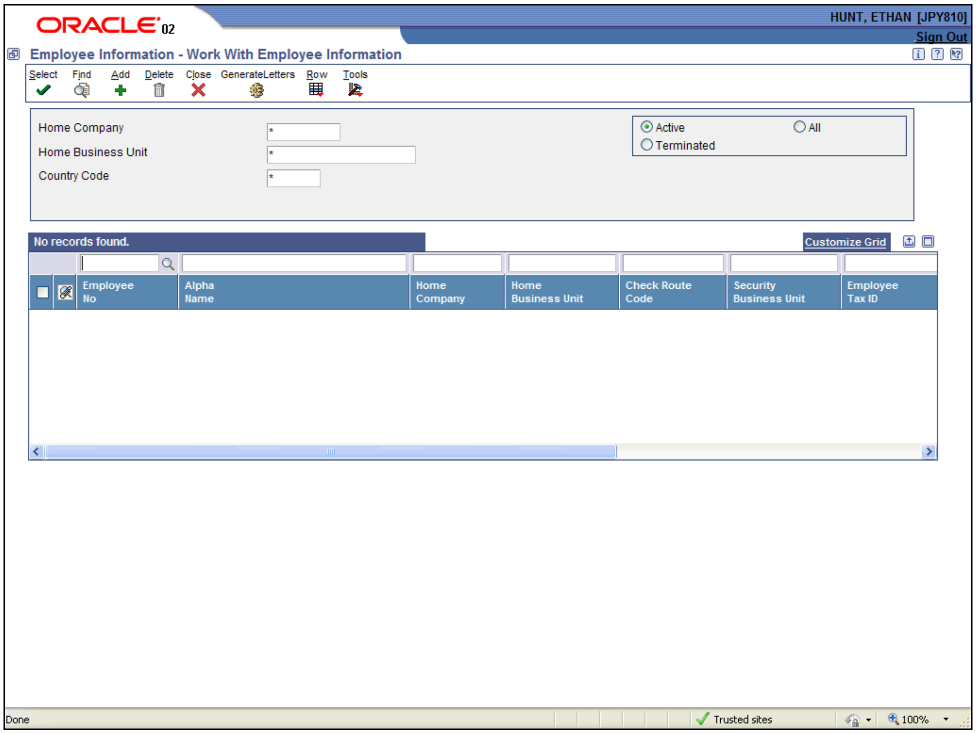
This activity will only be used when attaching a newly created position to a currently active employee.

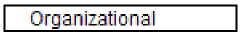


Step	Action
1.	Click **NIS State of Nebraska**. ▷ NIS State of Nebraska

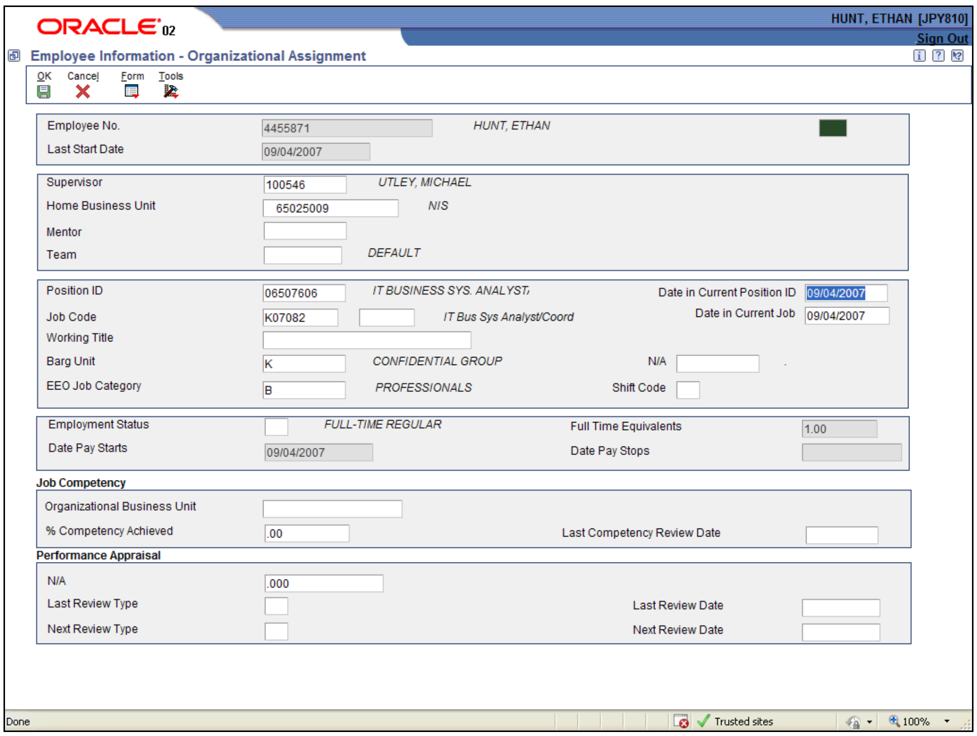


Step	Action
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
5.	Use the QBE line to search for the employee. If you know their Employee Number you can enter that directly into the **Employee No** field. Otherwise you can use the **Alpha Name** field to search for their name.

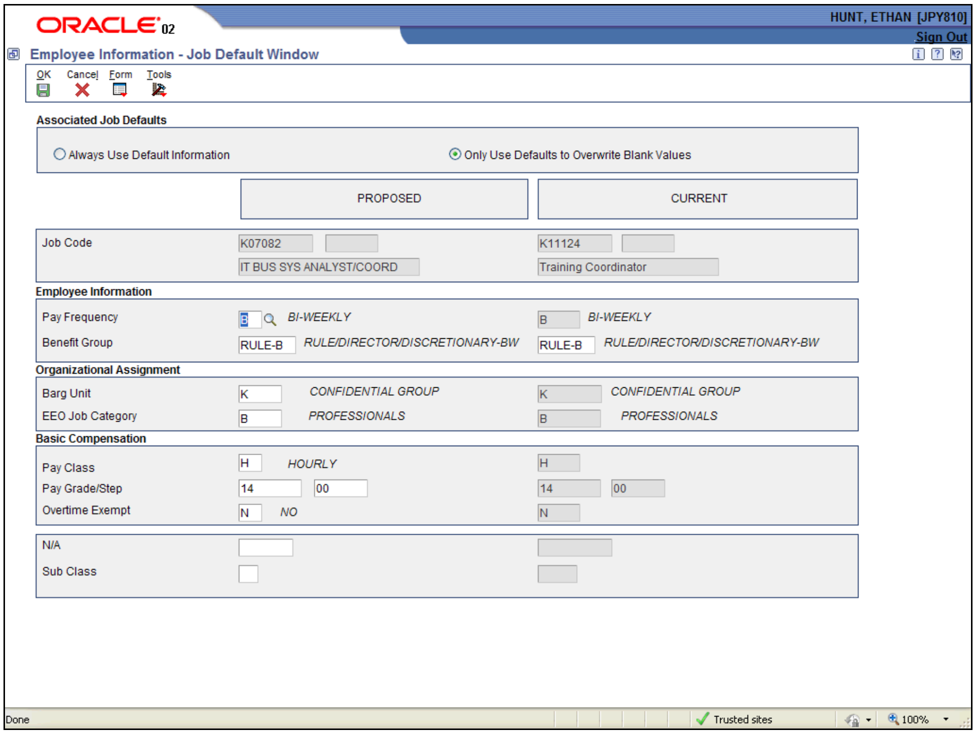


Step	Action
6.	Enter employee number into the **Employee No** field.
7.	After entering your search criteria click the **Find** button. 
8.	Click the check box of the employee. 
9.	Click the **Row** button. 
10.	Click the **Organizational** menu. 
11.	The **Home Business Unit** of the Position ID you are attaching must be the same as the Home Business Unit of the employee on the Organizational Assignment.

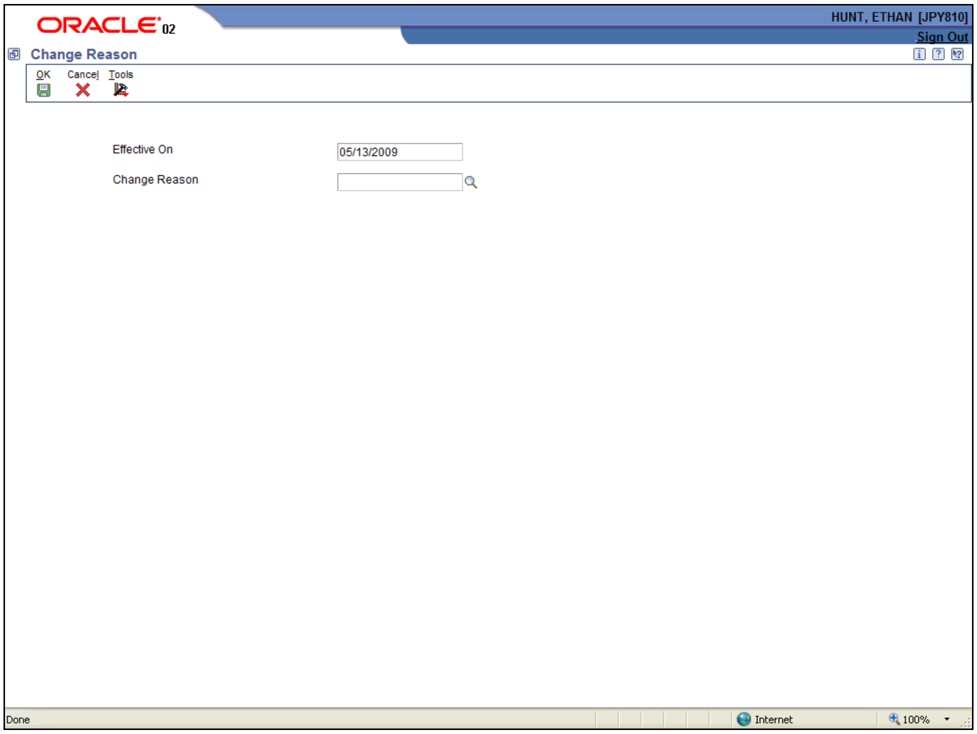
Step	Action
12.	You will need to complete the following fields: **Position ID** **Date in Current Position ID:** This is the date the employee started in that particular position number. **Date in Current Job:** This is the date the employee obtained their current job title. If the employee took a lateral transfer, this date would not change, but the Date in Current Position would change. If the employee is reclassified this date should be changed to the date the reclassification was effective.



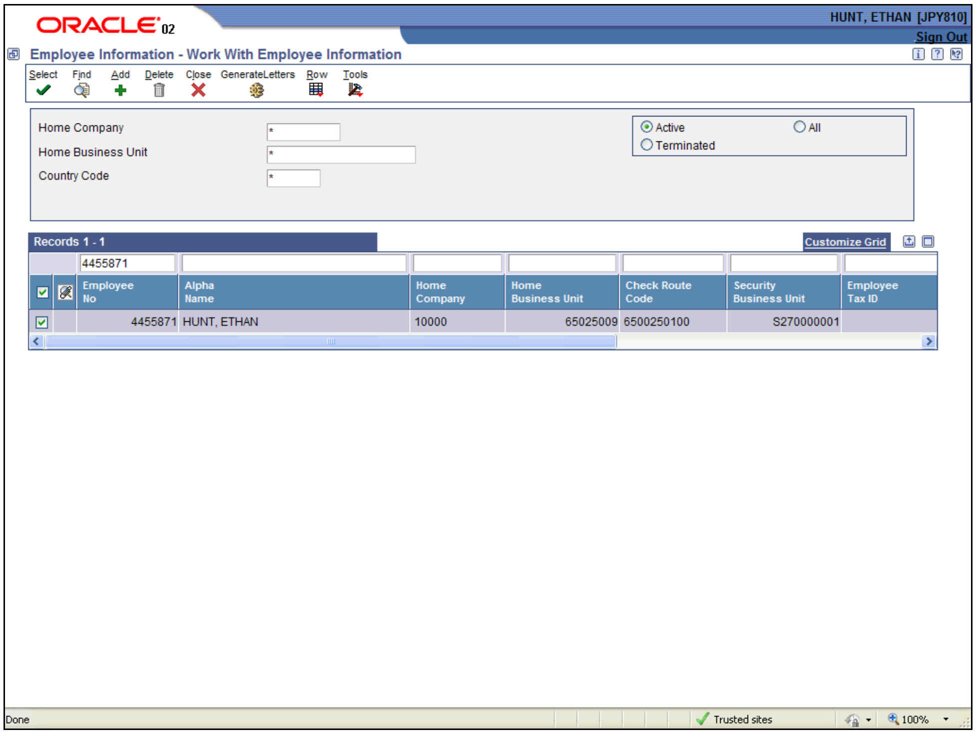
Step	Action
13.	
14.	After completing the required fields click the **OK** button.
15.	If a yellow warning appears click OK to continue to the Job Default window.



Step	Action
16.	Click the **Always Use Default Information** option.
17.	Review the following fields making changes as needed. This information will populate the Employee Master: • **Pay Frequency** • **Benefit Group** • **Group Code** • **EEO Job Category** • **Pay Class** • **Pay Grade/Step** • **Overtime Exempt**
18.	When you are finished click the **OK** button.
19.	Enter the **Effective On** date. This will default to the current date. This date is only for history tracking.



Step	Action
20.	Enter the change reason code into the **Change Reason** field.
21.	Click the **OK** button.

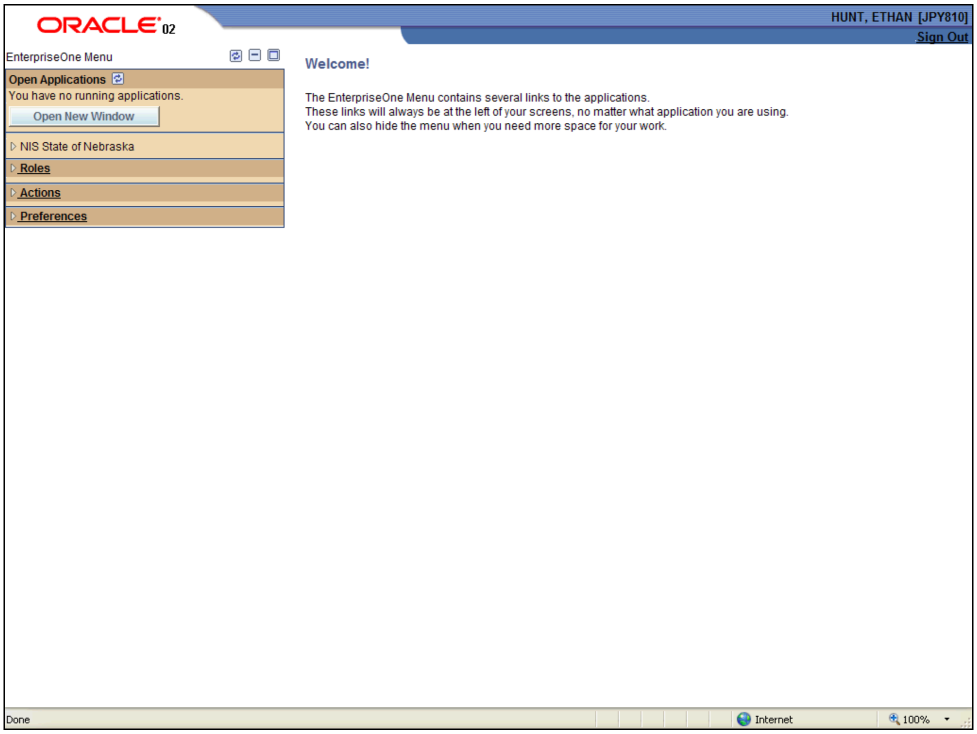


Step	Action
22.	Click the **Close** button. 
23.	You have completed this lesson. **End of Procedure.**

Review Employee's Attachment to Position Budget Lesson

Procedure

In this lesson you will learn how to review an employee's attachment to a position budget.



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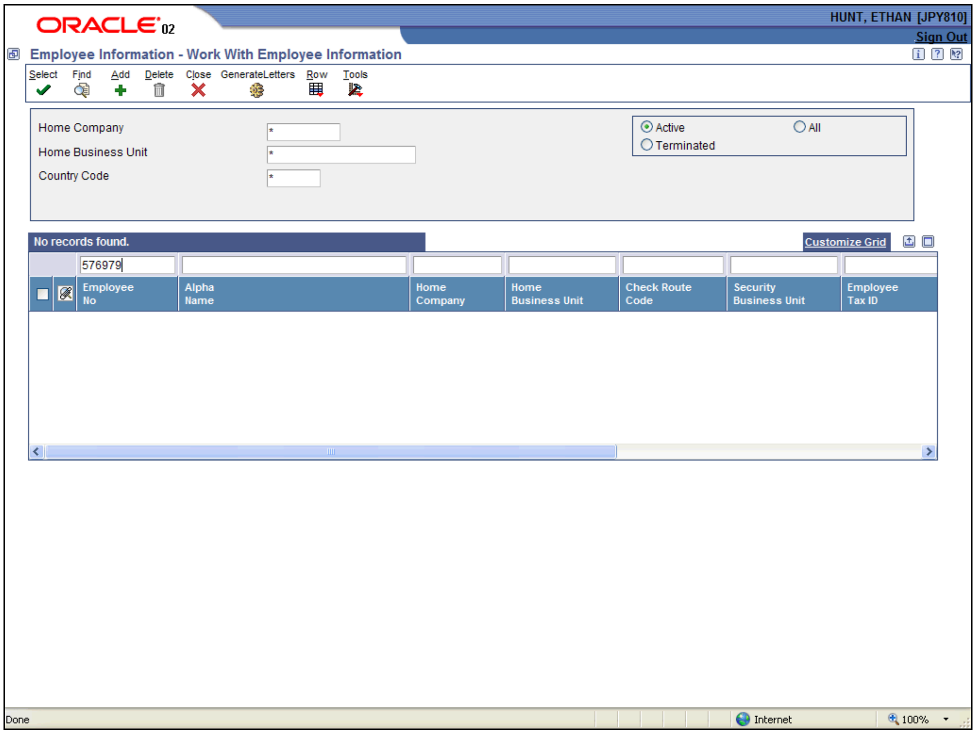
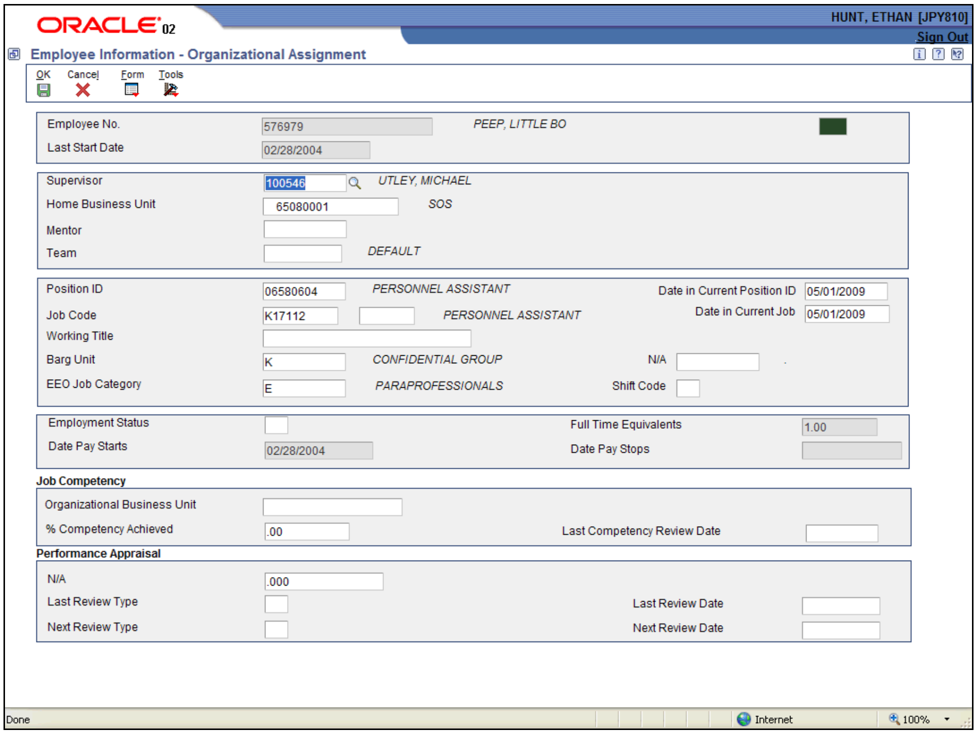
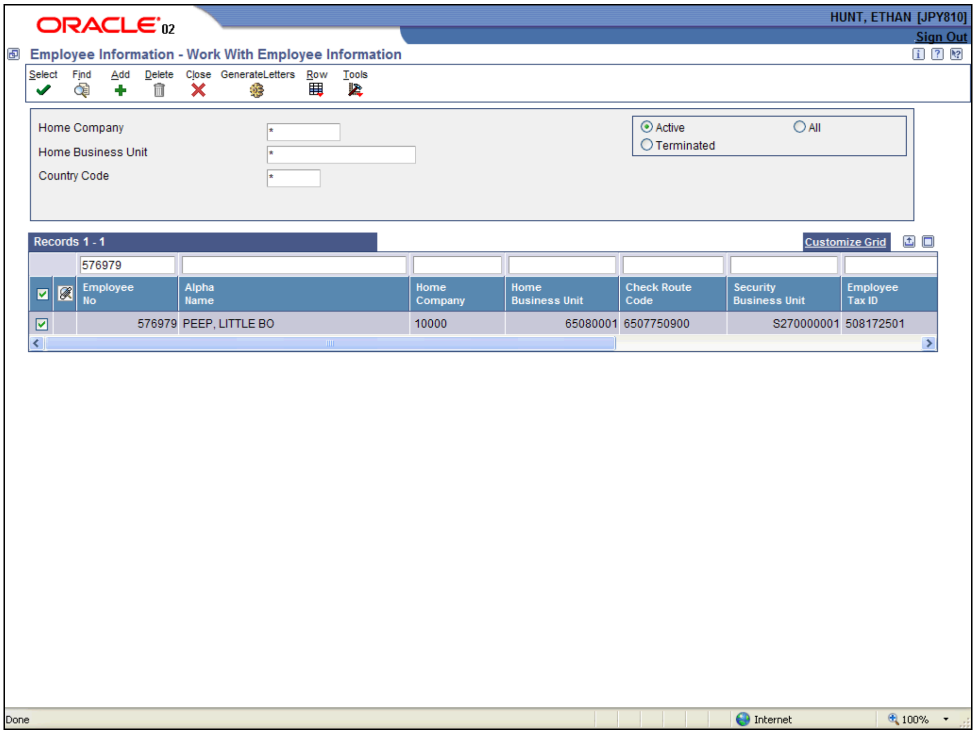


Step	Action
6.	After entering your search criteria click the **Find** button.
7.	Click the check box of the employee.
8.	Click the **Row** button.
9.	Click the **Organizational** menu. Organizational
10.	On the **Employee Information – Organizational Assignment** window, review the following fields: • **Home Business Unit** • **Position ID** **Note**: Position ID's are tied directly to the Home Business Unit.



Step	Action
11.	When you are finished click the **Cancel** button. 



Step	Action
12.	Click the **Close** button. 
13.	**End of Procedure.**