

## 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.

This work instruction shows how to:

[Review Position Budgeted FTE Assigned to a Business Unit](#)

[Review Position Activity](#)

### 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/>.

## Navigation

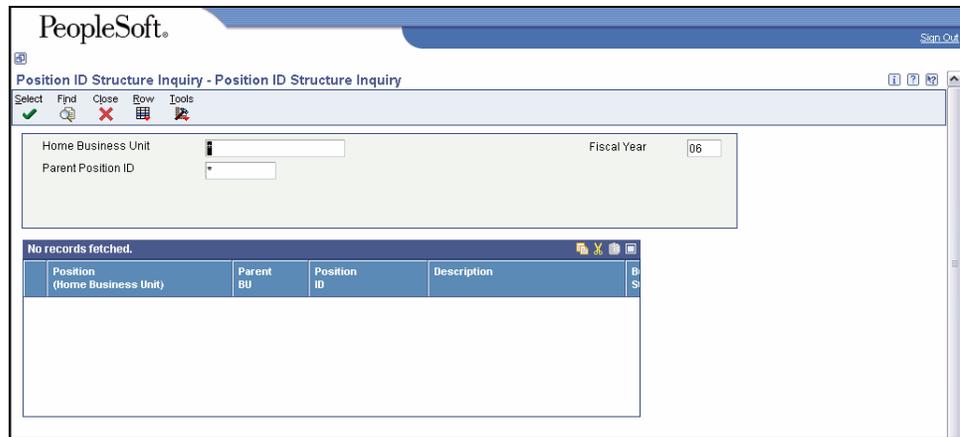
- Human Resources and Payroll - Agencies > Position Control:
  - > Position ID Structure Inquiry, or
  - > Position Activity Inquiry

## Steps

### Review Position Budgeted FTE Assigned to a Business Unit

Navigation: Human Resources and Payroll - Agencies > Position Control > Position ID Structure Inquiry

Start this instruction from the Position ID Structure Inquiry – Position ID Structure Inquiry window.



1. Complete the following fields:
  - Home Business Unit
  - Fiscal Year
  - Parent Position ID
2. Click **Find**.

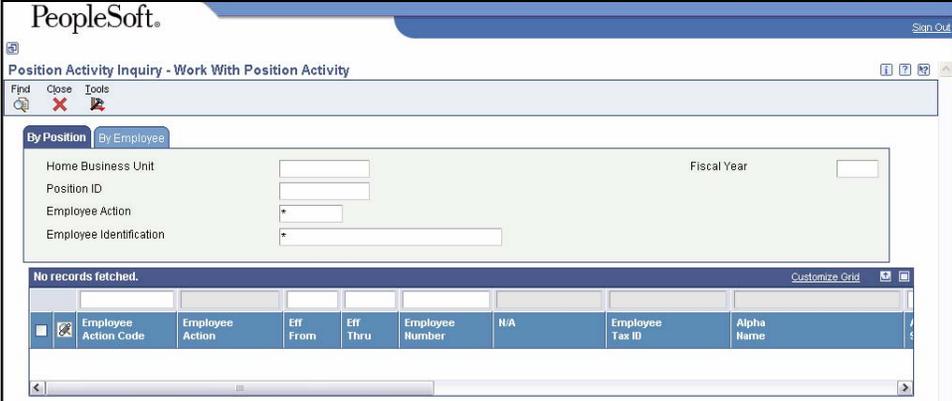


3. Review information.
4. Click **Close**.

## Review Position Activity

Navigation: Human Resources and Payroll - Agencies > Position Control > Position Activity Inquiry

Start this instruction from the Position Activity Inquiry – Work With Position Activity window.



The screenshot shows the PeopleSoft interface for 'Position Activity Inquiry - Work With Position Activity'. It features a search form with two tabs: 'By Position' (selected) and 'By Employee'. The search criteria include 'Home Business Unit', 'Position ID', 'Employee Action', and 'Employee Identification'. The 'Find' button is highlighted. Below the search form, a table header is visible with columns for 'Employee Action Code', 'Employee Action', 'Eff From', 'Eff Thru', 'Employee Number', 'N/A', 'Employee Tax ID', and 'Alpha Name'. The table currently displays 'No records fetched.'

1. Click the **By Position** tab.
2. Complete the following fields:
  - Home Business Unit
  - Fiscal Year
  - Position ID
3. Click **Find**.
4. Review the information.
5. Click the **By Employee** tab.
6. Complete the following field:
  - Employee Identification – Employee Address Book number
  - Clear the Position ID Field - enter \*
7. Click **Find**.
8. To limit either type of search to a particular employee, complete any of the following fields:
  - Home Business Unit
  - Employee Action
  - Fiscal Year
  - Position ID
9. Click **Find**.
10. Review the information.
11. Click **Close**.