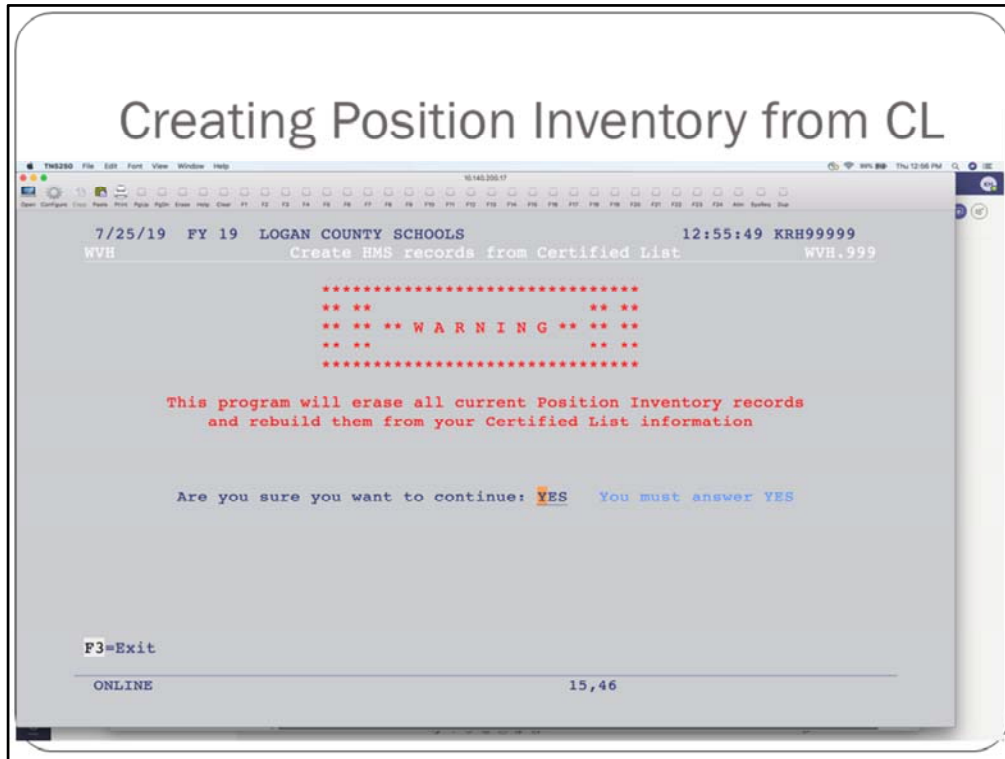
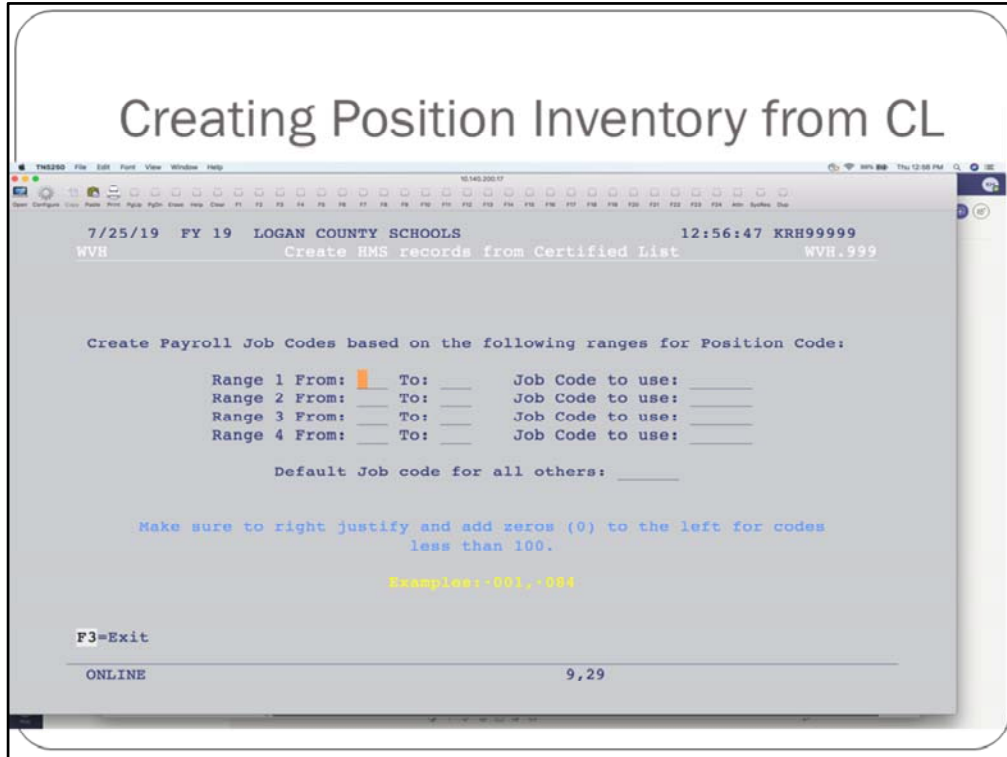


## HMS – Position Inventory

How to create position inventory from prior year certified list, print the position inventory, add, make changes, transfer and terminate employees



This program is on the WV Employee Data Reports menu – WVH.999 – Create HMS records from Certified List. The warning will display if you have information in your position inventory for the year you are signed into. Answer YES to replace your current position inventory with the last CL file.



You can enter the range of position codes and the Payroll Job Code they are connected to. For example, 100-499 would have a job code of PROF and 500-699 would have a job code of SVC. Enter a default job code for anything outside the ranges specified. This will create the Position Inventory based on the last Certified List.

# Position Inventory Report

The screenshot shows a terminal window with a menu titled "MENU PCS000: POSITION CONTROL SYSTEM". The menu items are:

- 1. MANAGEMENT OPTIONS AND CODES . . . . . PCS100 MENU
- 2. Responsibility Area Codes . . . . . PCS.140
- 3. Position Inventory . . . . . PCS.301
- 4. Employee Position Transfers . . . . . PCS.302H
- 5. Budgeting Maintenance . . . . . PCS.310
- 6. POSITION CONTROL SYSTEM REPORTS . . . . . PCS500 MENU
- 7. POSITION CONTROL SYSTEM UTILITIES . . . . . PCS900 MENU

Below the menu, there are two options:

- 89. Change Assignment
- 90. Signoff

At the bottom of the screen, there is a prompt "Option or Menu Item" with the number "6" entered and a cursor. Below this, the text "ONLINE" and "22,24" are displayed.

To view what you have in your inventory, print a listing and use to note changes that need to be made.

# Position Inventory Report

```
8/14/14  FY 14 CABELL COUNTY SCHOOLS      16:38:36 KRHR2000
HMS      Position Listing Parameter Definition  PCS.511 01

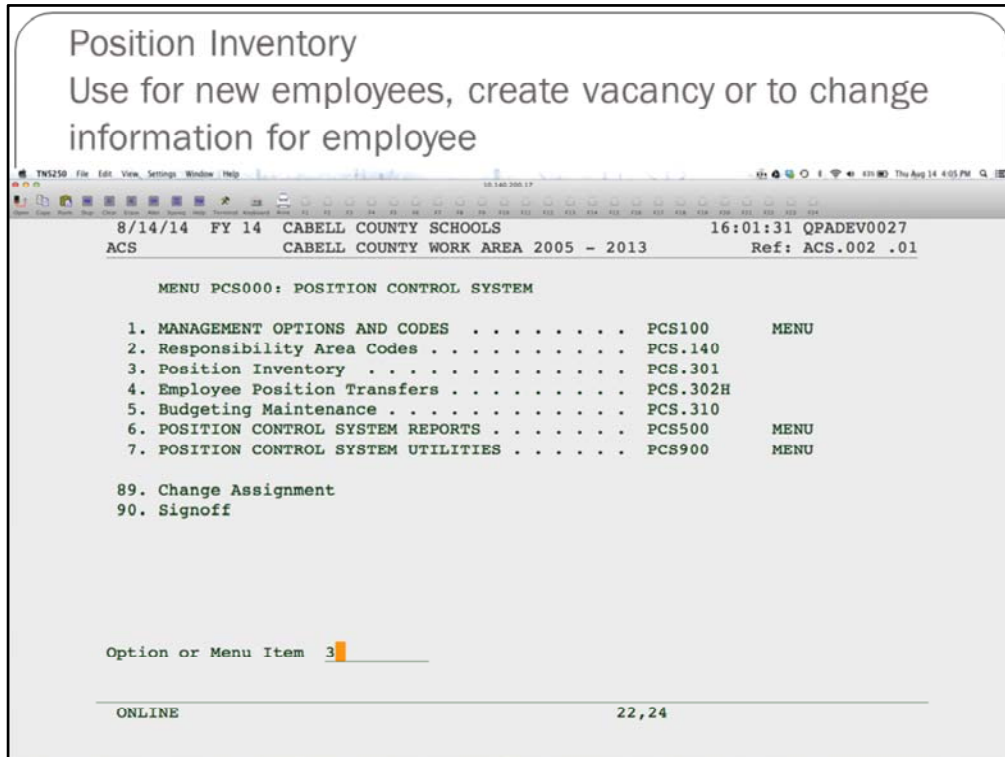
Selection Parameter Options:
Use Y to indicate which selection parameters
you wish to further define, or leave blank to
indicate ALL records in the category.

Select by criteria code(s)? .....
Select by location(s)? .....
Select by responsibility area(s)? .....
Select by position code(s)? .....
Select by grade minimum and maximum? .....

F3=Exit

ONLINE                                     14,63
```

If you want to limit the report to a location or position code, then enter Y to restrict the report. Otherwise, leave this screen blank to print all records. You will be able to select what type of positions to print and how you want the report to sort. You may want to sort by location to make it easier to determine who you have where.



Use Position Inventory to add a new employee, create a vacancy or change existing information for an employee.



Change the location you are adding the new employee to or vacancy.

# Position Inventory

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:07:32 QPADEV0027  
HMS Position Inventory Ref: PCS.301H.11  
Sel: (A)dd New Criteria, (C)hange All, (D)elete, (F)illed, 001  
(O)pen, (V)acant, (B)udget, (R)esponsibility Areas ADM DEPT

Position to:

Sel	Criteria and Descriptions	Min	Max	Filled	Open	Vacnt
-	000107 DIR SUPP 000100 ADM	00	99	1	0	0
-	SAFMGR SAFETY MGR 000261 261					
-	000107 DIR SUPP 000100 ADM	00	99	1	0	0
-	STUSVC STUSVC 000261 261					
C	000107 DIR SUPP 000100 ADM	00	12	0	0	0
	TIPPLC TIP/PLC 000225 225					
	000107 DIR SUPP 000100 ADM	00	99	9	0	0
	XXXXXX UNDEFINED 000261 261					
-	000107 DIR SUPP 000300 PROF SUPP	00	99	2	0	1
-	XXXXXX UNDEFINED 000261 261					
-	000107 DIR SUPP 003601 FED-ARRA E	00	12	0	0	0
-	PK MGR PK MGR 000240 240					
-	000107 DIR SUPP 003601 FED-ARRA E	00	12	0	0	0
-	TIPPLC TIP/PLC 000225 225					
-	000108 TREAS/CSBO 000100 ADM	00	99	1	0	0
-	XXXXXX UNDEFINED 000261 261					+

Mode: Change F3=Exit F4=Index F12=Cancel Cancel? N

ONLINE 13,3

Change the position you want to put this employee into or to create a vacancy.



## Adding Employee in Position Inventory

Cmd	Stat	VAC#/SSN	Name	Start	End
A	TOP			0:00	0:00
	1 V	40988		8:30	16:30
				8:30	16:30
				8:30	16:30

LOCATE \_\_\_\_\_ Valid Commands: A C D L F E Cancel? N

ONLINE 8,3

To add a new employee, enter A. To change information for an existing employee, enter a C beside the employee. To fill a vacancy, do a C beside the V record and enter the employee information as seen on the next couple of slides.

## Adding New Employee

```
8/14/14  FY 14  CABELL COUNTY SCHOOLS  16:11:35  QPADEV0027
HMS      Position Inventory Detail      Ref: PCS.301 .11

Location: 001      POS      000205 COUNS ELEM  FUNCTIONs 000300 PROF SUPP
SUBJECT      COUNSE COUNSE  DAYS      000200 200

Grade Min: 00  Grade Max: 12

Position Status (F/O/V): F Filled      Employee SSN:
Percent FTE:      100.0000
Action Start Code: HIRE  HIRE      Original Vac#:
Start Date:      8/14/2014      Vac Open date: 8/14/2014
Contingency Position (Y/N): N      Addenda Only? (Y/N): _
Payroll Job Code:      PROF  REGULAR PAY      Amount:
Payroll Addenda Code:
Ltd Contract Code:
Pay Table: PROF  Grade: MA      Step: 1

Person Replaced SSN:
Administrator SSN:

Mode: Add      F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N

ONLINE 9,65
```

To add a new employee, enter an F in the Position Status field and hit enter. Continue entering the information as shown here. Enter the Employee ID, the FTE, the start code (hit F4 for options), date the employee started and the payroll job code. Please note that the employee has to have a Payroll Assignment before you can enter them in the Position Inventory.

# Adding New Employee

```
8/14/14  FY 14  CABELL COUNTY SCHOOLS  16:15:17  QPADEV0027
HMS      Position Inventory Detail      Ref: PCS.301 .13

Location: 001      POS      000205 COUNS ELEM  FUNCTIONs 000300 PROF SUPP
SUBJECT  COUNSE COUNSE  DAYS      000200 200

Grade Min: 00  Grade Max: 12

FINANCIAL DISTRIBUTION:
Account Code      Percent
1.00000.12511.111.001.0000.0000.00  100.0000
_____
_____
_____
_____
_____

Mode: Add      F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N

ONLINE      11,2
```

Just hit enter through the next screen. The only thing required is a start and end time on Monday.

On this screen, enter only the accounts that pertain to this position at this location. Delete all others and enter the appropriate %. The lines must total 100.

# Adding a Vacancy

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:09:03 QPADEV0027  
HMS Position Inventory Detail Ref: PCS.301 .11

Location: 001 POS 000107 DIR SUPP FUNCTIONS 000100 ADM  
SUBJECT TIPPLC TIP/PLC DAYS 000225 225

Grade Min: 00 Grade Max: 12

Position Status (F/O/V): V Vacancy Nbr: \_\_\_\_\_  
Percent FTE: 100.0000  
Action Start Code: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Vac Open date: 8/14/2014  
Contingency Position (Y/N): N Addenda Only? (Y/N): \_  
Payroll Job Code: ADM  
Payroll Addenda Code: \_\_\_\_\_ Amount: \_\_\_\_\_  
Ltd Contract Code: \_\_\_\_\_  
Pay Table: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_

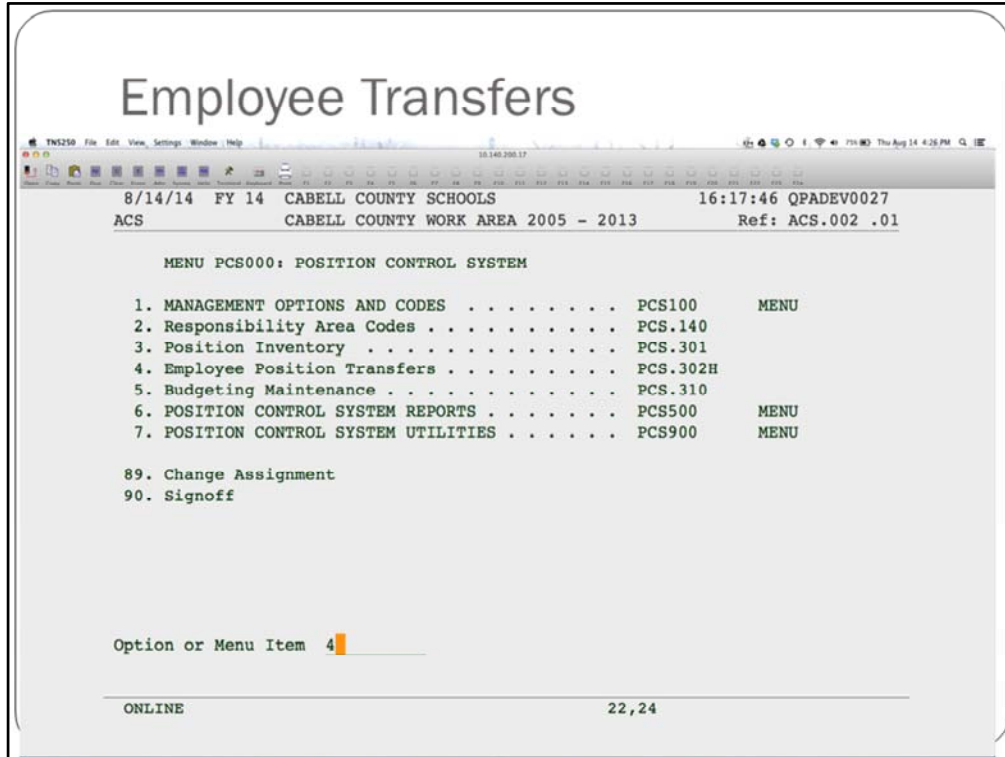
Person Replaced SSN: \_\_\_\_\_  
Administrator SSN: \_\_\_\_\_

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

---

ONLINE 10,24

To create a vacancy, enter a V in Position Status and an FTE.



To move an existing employee to a new position or location, use this program. Do not use the Position Inventory to delete and re-add the employee. For one, this is more time consuming and two, the Employee Position History is not updated.

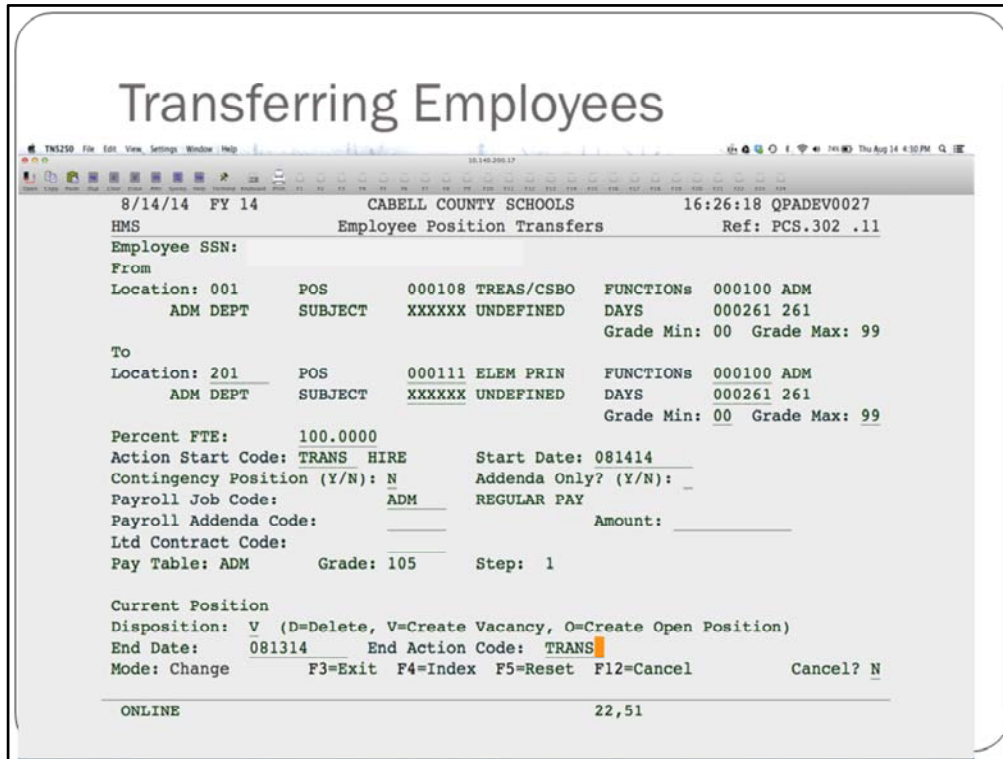
# Transferring Employees

CMD	Location	Position Criteria		
C	001	000108 000100 XXXXXX 000261	00	99
	001	000205 000300 COUNSE 000200	00	12

LOCATE \_\_\_\_\_ Valid Commands: C L F E Cancel? N

ONLINE \_\_\_\_\_ 8,3

Do a change on the employee you wish to transfer and then select the position you wish to transfer them from.

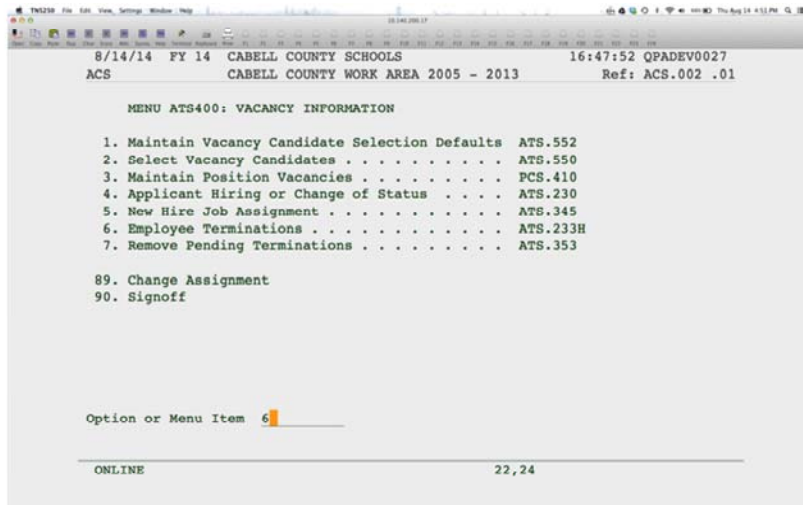


Change the position information as needed then update the FTE, Start Code, Start Date and Job Code.

To create a vacancy for the position the employee is transferring from, enter a V for Disposition. Enter the last date worked in the position and an End Action Code (hit F4 for options).

When you hit enter, the system will look for a vacancy to fill in that new position. If it doesn't find one, you will get a warning message, but you can hit enter to override. Your position inventory will be updated, creating a vacancy if desired and moving the employee out of the old and into the new position. The Employee Position History is also updated.

# Terminating Employees



To access the termination program, go to the main HMS menu. Go to Applicant Tracking then Vacancy Information.



# Terminating Employees

```
8/14/14  FY 14  CABELL COUNTY SCHOOLS  16:49:18  QPADEV0027
HMS      Employee Termination          Ref: ATS.233 .01

Employee Number:      .

Employee's current positions are listed.  'C' to change to termination.

First line is the vacancy employee is filling.*

T Line S Location POS      FUNCTIONS  SUBJECT  DAYS      Grade
Mn Mx
*FILLING
TOP
C      1 F 001      TREAS/CSBO ADM      UNDEFINED  261      00 99
|      2 F 001      COUNS ELEM PROF SUPP  COUNSE     200      00 12

LOCATE      Valid Commands: C L F E      Cancel? N

ONLINE      15,2
```

Do a change on the employee to terminate and then the position you want to terminate the employee from.

# Terminating Employees

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:50:31 QPADEV0027  
 HMS Employee Termination Ref: ATS.233 .11

Employee Number: \_\_\_\_\_

Location	POS	FUNCTIONs	SUBJECT	DAYS	Mn	Mx
001	TREAS/CSBO	ADM	UNDEFINED	261	00	99

Last Date Worked: 8/14/2014

Separation Action Code: TERM

Create Vacancy? Y

Vacancy Open Date: 8/14/2014

Use Default Work Schedule? N

Reported to Board? N

Board Termination Date: \_\_\_\_\_

Board Comments: P0026

Payroll Comments: \_\_\_\_\_

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

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ONLINE 11,35

Enter the last day worked, the Separation Action Code (F4 for options) and whether or not to create the vacancy. The vacancy will be added to your position inventory and the Employee Position History will be updated. The employee will no longer show up in your Position inventory in that position. This DOES NOT terminate the employee in payroll.