

HMS – Position Inventory

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

Position Inventory Report

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:33 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:30:15 QPADEV0027
ACS CABELL COUNTY WORK AREA 2005 - 2013 Ref: ACS.002 .01

MENU PCS000: POSITION CONTROL SYSTEM

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

89. Change Assignment
90. Signoff

Option or Menu Item **6**

ONLINE 22,24

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.

Position Inventory

Use for new employees, create vacancy or to change information for employee

The screenshot shows a terminal window with a title bar for 'TNS250'. The window content includes the following text:

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:01:31 QPADEV0027
ACS CABELL COUNTY WORK AREA 2005 - 2013 Ref: ACS.002 .01

MENU PCS000: POSITION CONTROL SYSTEM

1. MANAGEMENT OPTIONS AND CODES	PCS100	MENU
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6. POSITION CONTROL SYSTEM REPORTS	PCS500	MENU
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89. Change Assignment
90. Signoff

Option or Menu Item 3

ONLINE 22,24

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

TNS250 File Edit View Settings Window Help 10:140.200.17 Thu Aug 14 4:11 PM

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	Vacant
-	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

```
8/14/14  FY 14  CABELL COUNTY SCHOOLS  16:55:25  QPADEV0027
HMS      Position Inventory Detail      Ref: PCS.301 .01
Location: 001  ADMINISTRATIVE DEPARTMENT  ALL
000107  000300  XXXXXX  000261  Min: 00 Max: 99  Inventory
DIR SUPP  PROF SUPP  UNDEFINED  261  Positions
Cmd  Stat  VAC#/SSN  Name  Start  End
A  TOP  -  -  0:00  0:00
  1  V  40988  -  8:30  16:30
  2  F  -  -  8:30  16:30
  3  F  -  -  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

```
TMS250 File Edit View Settings Window Help 10:140.200.17 Thu Aug 14 4:18 PM CL IE
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

TNS250 File Edit View Settings Window Help 10:140:200:17 Thu Aug 14 4:12 PM

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

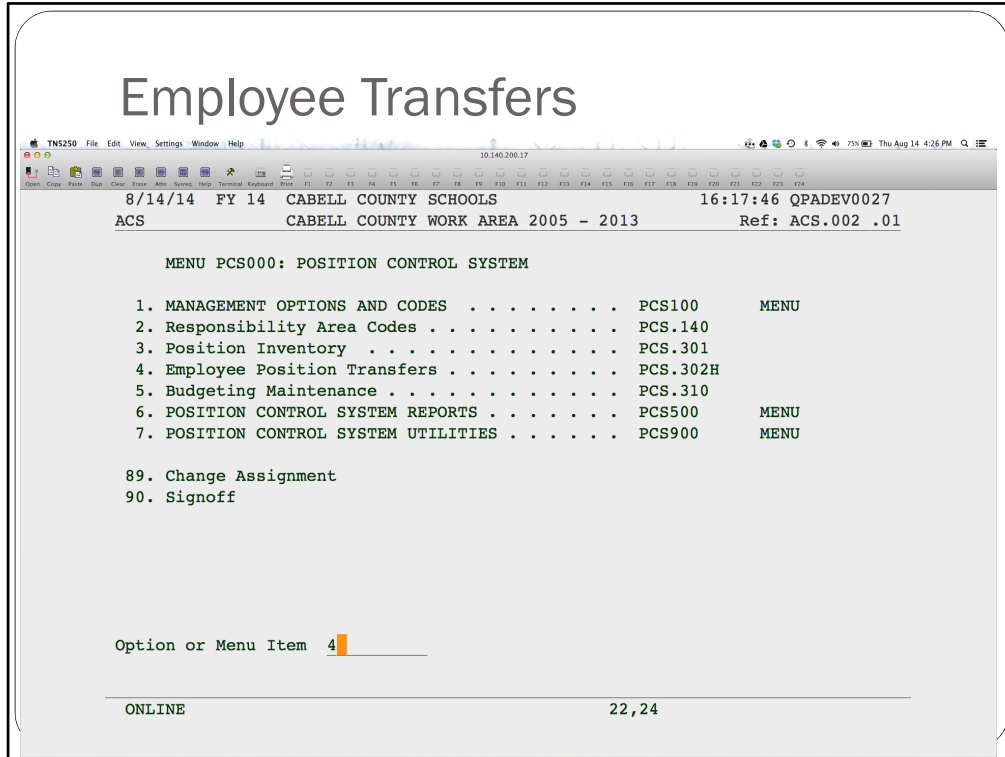
Position Status (F/O/V): V Vacancy Nbr: _____
 Percent FTE: 100.0000
 Action Start Code: _____
 Start Date: _____ Vac Open date: 8/14/2014
 Contingency Position (Y/N): N Addenda Only? (Y/N): _
 Payroll Job Code: ADM Amount: _____
 Payroll Addenda Code: _____
 Ltd Contract Code: _____
 Pay Table: _____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

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:28 PM

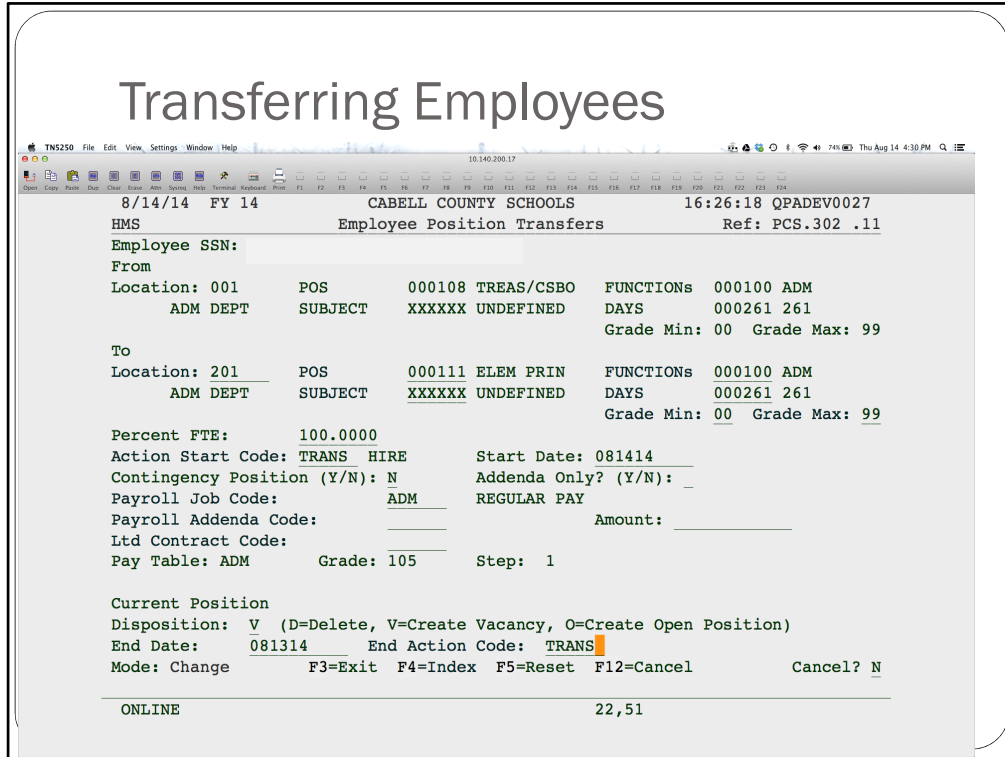
8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:24:25 QPADEV0027
HMS Employee Position Transfers Ref: PCS.302 .01
Employee#:

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.

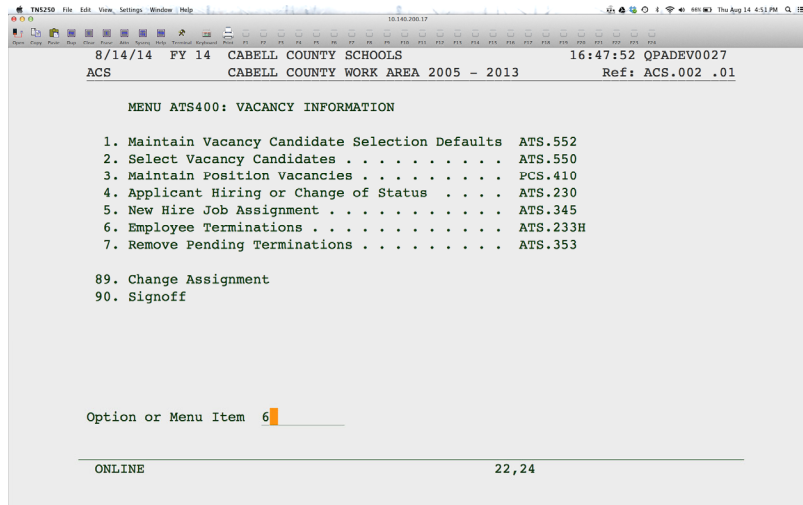


Change the position information as needed then update the FTE, Start Code, Start Date and Job Code.

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

```

TMS250 File Edit View Settings Window Help 10.140.200.17
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 Mn Mx Grade
*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

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:54 PM

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

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.