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                                               72%   Thu Aug 14  4:33 PM
                                              10.140.200.17

 Open  Copy  Paste  Dup  Clear  Erase  Attn  Sysreq  Help  Terminal  Keyboard  Print  F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 ...
    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
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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

```
 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
      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  3

     _____
      ONLINE                                       22,24
```

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

Position Inventory

```
 8/14/14  FY 14   CABELL COUNTY SCHOOLS                  16:05:39 QPADEV0027
 HMS                     Position Inventory                  Ref: PCS.301H.01



          C          Location Code: 001
          Change
          Lookup
          Index
          End
                            Index: 1
                                   1 = Location Codes
                                   2 = Filled Positions by Employee










                                              Auto Next Record? N
      _____
      ONLINE                                    7,32
```

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

Position Inventory

```
 TN5250  File  Edit  View  Settings  Window  Help                                              81%  Thu Aug 14  4:11 PM  Q  ≡
                                      10.140.200.17
 Open  Copy  Paste  Dup  Clear  Erase  Attn  Sysreq  Help  Terminal  Keyboard  Print  F1  F2  F3  F4  F5  F6  F7  F8  F9  F10  F11  F12  F13  F14  F15  F16  F17  F18  F19  F20  F21  F22  F23  F24

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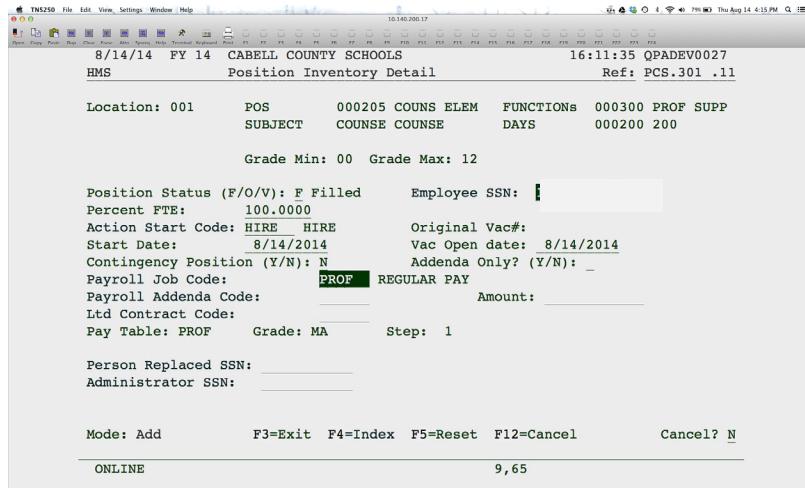
To add a new employee, enter A. To change information for an existing employee, enter a C beside the employee. To fill a vacancy, do a C beside the V record and enter the employee information as seen on the next couple of slides.

Adding New Employee

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

```
 TN5250   File  Edit  View  Settings  Window  Help                                          10.140.200.17                        Thu Aug 14  4:18 PM
      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

       F I N A N C I A L    D I S T R I B U T I O N :
      Account Code                              Percent
      11.00000.12511.111.001.0000.0000.00       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
```
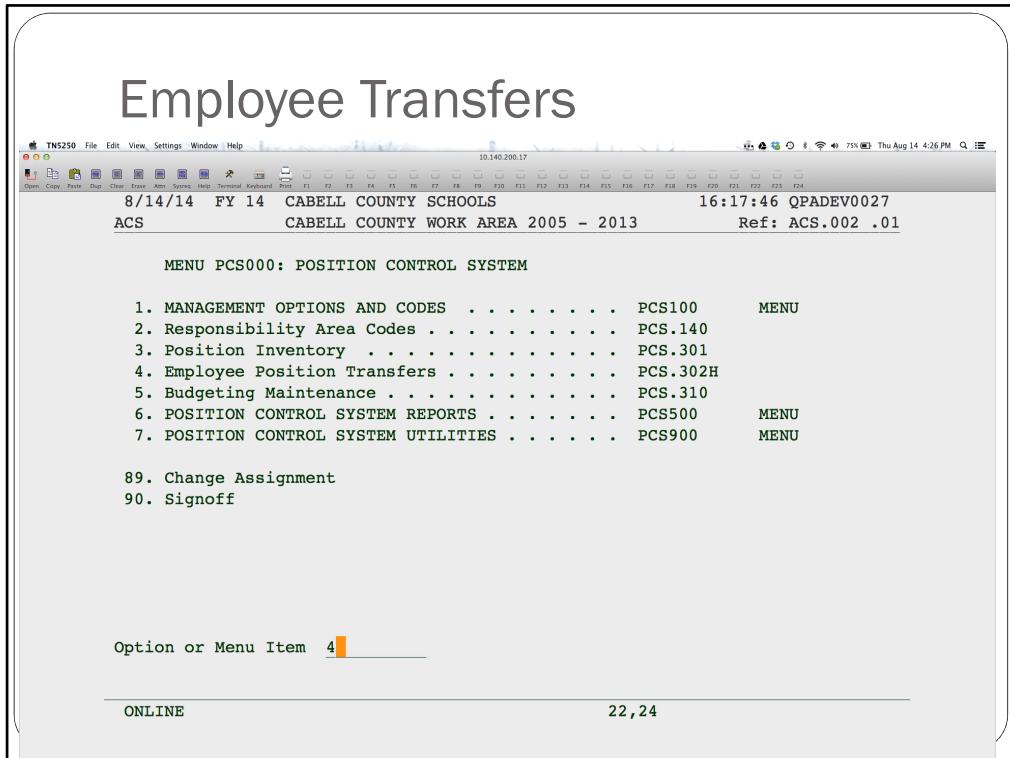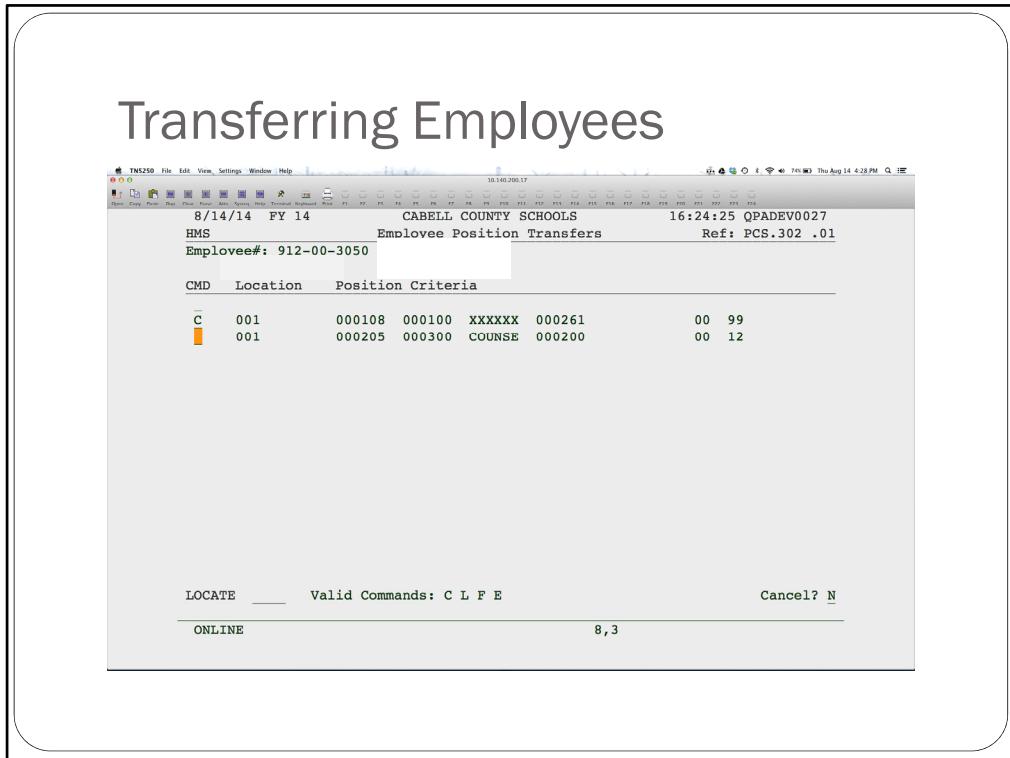
To create a vacancy, enter a V in Position Status and an FTE.

Employee Transfers

```
   8/14/14  FY 14  CABELL COUNTY SCHOOLS                    16:17:46 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  4

       ONLINE                                         22,24
```

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


```
  8/14/14  FY 14          CABELL COUNTY SCHOOLS          16:24:25 QPADEV0027
HMS                    Employee Position Transfers          Ref: PCS.302 .01
Employee#: 912-00-3050


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.

Transferring Employees
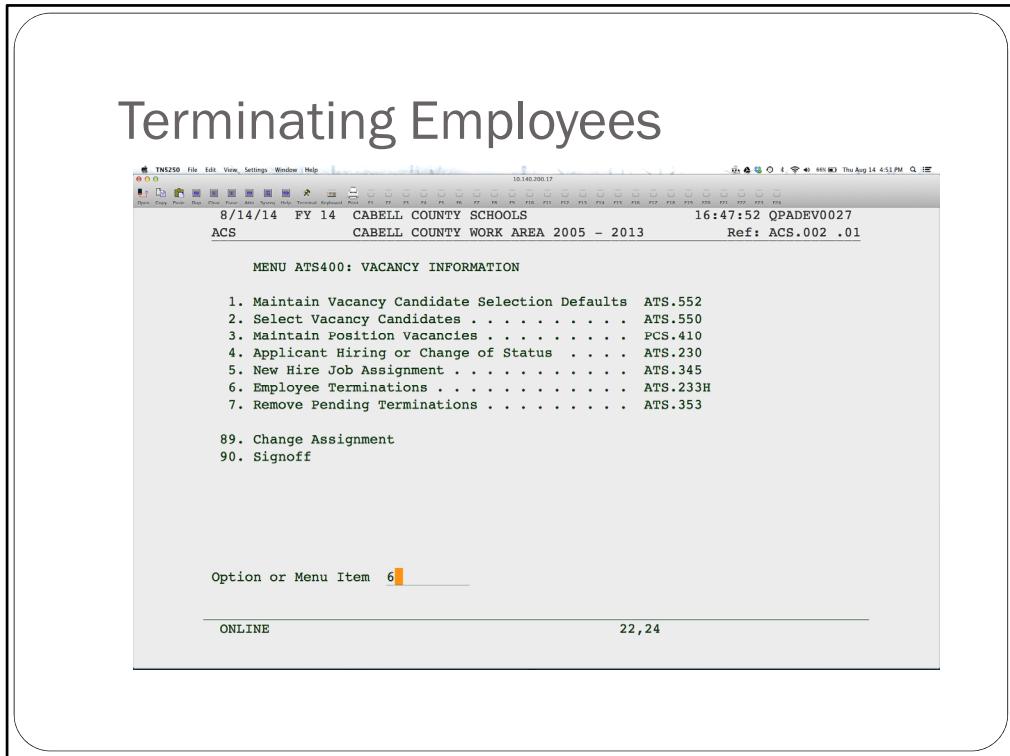
```
 TN5250   File   Edit   View   Settings   Window   Help                                      74%  Thu Aug 14 4:30 PM  Q
                                              10.140.200.17
Open Copy Paste Dup Clear Erase Attn Sysreq Help Terminal Keyboard Print F1  F2  F3  F4  F5  F6  F7  F8  F9  F10  F11  F12  F13  F14  F15  F16  F17  F18  F19  F20  F21  F22  F23  F24
     8/14/14  FY 14              CABELL COUNTY SCHOOLS              16:26:18 QPADEV0027
     HMS                       Employee Position Transfers             Ref: PCS.302 .11
     Employee SSN:
     From
     Location: 001      POS        000108 TREAS/CSBO    FUNCTIONs  000100 ADM
             ADM DEPT      SUBJECT    XXXXXX UNDEFINED    DAYS       000261 261
                                                         Grade Min: 00  Grade Max: 99
     To
     Location: 201      POS        000111 ELEM PRIN    FUNCTIONs  000100 ADM
             ADM DEPT      SUBJECT    XXXXXX UNDEFINED    DAYS       000261 261
                                                         Grade Min: 00  Grade Max: 99
     Percent FTE:       100.0000
     Action Start Code: TRANS   HIRE        Start Date: 081414
     Contingency Position (Y/N): N          Addenda Only? (Y/N): _
     Payroll Job Code:         ADM      REGULAR PAY
     Payroll Addenda Code:                            Amount:
     Ltd Contract Code:
     Pay Table: ADM       Grade: 105     Step:  1

     Current Position
     Disposition:  V  (D=Delete, V=Create Vacancy, O=Create Open Position)
     End Date:    081314      End Action Code:  TRANS
     Mode: Change       F3=Exit  F4=Index  F5=Reset  F12=Cancel       Cancel? N

     ONLINE                                      22,51
```

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).
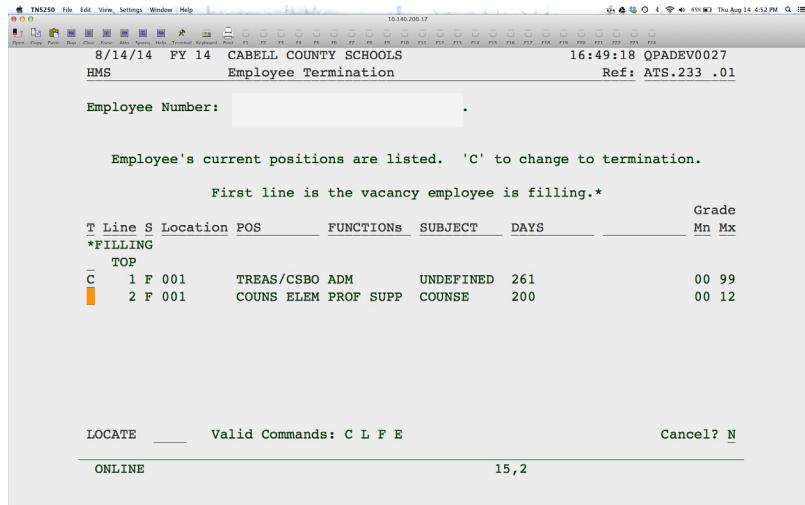
When you hit enter, the system will look for a vacancy to fill in that new position. If it doesn't find one, you will get a warning message, but you can hit enter to override.

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

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

Terminating Employees

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.