

# **Position Control** **Training**

## **Part Two**

**February 2011**

## **Objectives**

- Produce more complex position control forms
- Discuss the difference between permanent and temporary positions
- Explain the impact of an action on expense, allocation and base assignments
- Demonstrate how to add a permanent and/or temporary differential
- Find the WSU Accrual and Allocation Adjustment policy on line
- Cite which position control transactions are calculated at mid-step

## **Exercise 1: Change permanent funding on a position**

### **1. Permanent vs. Temporary Positions**

- a. **Permanent position:** carries a permanent allocation of funds on one or more account(s). Salaries are expended on these accounts from the permanent dollars on that position. If salary expenditures are not made, the allocation on the account for that time period accrues to an area or central reserve account according to the accruals policy.
- b. **Temporary position:** no allocation is on the position. Expenditures for salaries are made against the accounts assigned to the position but since there is no money allocated to the position, the funding draws either from the account itself (non-state), or from an area reserve account (state).
- c. **Permanent Budget Level (PBL)**
  - Funding which is allocated to a position, department or area and continues for the foreseeable future
  - Only in these funds:
    1. 001
    2. 143
    3. 148, except 14801

### **2. Kinds of Assignments**

- a. **Expense assignments:** These are the accounts that the person is paid from. The position may or may not be permanently assigned to these accounts.
- b. **Allocation assignments:** These are current year assignments on accounts that a permanent position is permanently funded on.
- c. **Base assignments:** These assignments show the accounts where the ongoing position funding comes from on a permanent basis. They always have future begin dates.

### **\*\*Exercise 2: Multiple changes on a position**

### **3. Differentials/Stipends**

- a. Amounts paid above the base rate for specific additional duties or nonstandard work.
  - ADR-additional duties
  - CHR-Chair responsibilities
  - S/D- nonstandard work shift
  - L/D-location differential
- b. Monthly Fulltime base does not change
  - Monthly allocation amount changes if permanent.  
Enddate = 99/99/99
  - No change to monthly allocation amount if temporary.  
Enddate=real date
  - If temporary, can be set up on a Position Action OR an Expense Assignment Action

**\*\*Exercise 3: Set up a permanent stipend**

- 4. Salary Accrual and Allocation Adjustment Policy**
  - a. See <http://www.ir.wsu.edu/budget/home.html>
  - b. Click on Budget Policies, then Salary Accrual and Allocation Adjustment Policies and Procedures.
- 5. Adjustments at Mid-step (Civil Service and Barg. Unit)**
  - a. Creating new positions
  - b. Abolishing positions
  - c. Changing to or from temporary status
  - d. Moving to or from PBL funds
  - e. Basis of service changes
  - f. Increases or decreases in allocation percent
  - g. Moving a position from one area to another
- 6. Expense Assignment Action -See sample # 5**
- 7. Group Positions-see sample # 6**