

Position Control Application

Cheat Sheet

There is a security role for the Position Control Application in SAR: 2014 Position Control App. Due to HR sensitive data, HR Deptid (OUC) security level access is required. Any one that has access to Position Control will have a Position Control tile on the HR System Homepage and the HR Dashboard. Click on the tile to see the Position Control Work Center and all the report options appear on the left side of the screen.

Data is displayed on tabs. TO SEE SUMMARY OF ALL TABS/COLUMNS TOGETHER, click on button next to tabs to “Show All Columns”. Click again to go back to individual tabs/columns.

Default is 10 lines of data shown. You have to click “View All” to display all lines of data on Summary row.

Drill-down capability: To see details of data, click on button for Fin Budget Details, or HR Posn Details, or HR Assign Details. Details display in separate box under summary data.

Fin Budget: In the Financial Budget columns both Current Year summary budget entries are all CN and CY regardless of FTE in Stat field and should match WRS reports.

There is a total box at the bottom of the reports, but totals do not download into Excel.

There is an option to run only auxiliaries: 91000 (Aux). Auxiliary Code and Auxiliary Code Description are shown if this fund code is selected.

To download Position Control Summaries to Excel:

- On Summary row, click on the green spreadsheet button on right hand side.
- Be sure to be on the tab you want to download (Fin Budget, HR Position, HR Assign, or Summary of All Tabs/Columns).
- Totals do not download to Excel.
- To download details of data, click on button for Fin Budget Details, or HR Position Details, or HR Assign Details, then go to top of details box, click green spreadsheet button on far right.
- Once Excel opens, a warning message on the file extension will appear. Click Yes to open the file.

The high-level summary reports were developed to identify differences between Fin and HR Budget by Org at a 2-Digit, 4-Digit or 6-Digit Org level with PDF, XLS or HTM report options. These reports also identify areas that need attention and displays **ISSUE** in red when absolute % is greater than a certain % (currently 5%) for either FTE or Amount.

The Position Control Report by Project (“Project Positions Rpt by Dept”) shows both HR position data and HR employee assignment data together, and it can be viewed on the screen and downloaded as PDF, XLS, or HTM. There is no financial information on these reports except for Total Financial Budget in the Totals section.

Vacant Position Report: Data is separated and grouped by 6-digit Department into 3 tabs. TO SEE SUMMARY OF ALL TABS/COLUMNS TOGETHER: Click on button next to tabs to “Show All Columns”. **NOTE: You have to click on this button for each 6-digit department; therefore, it’s easier to review by downloading report into XLS (Excel).**