



**Unicorn HRO**

**FTE Position Control**

## **Overview**

FTE Position Control is designed to work as an optional feature in iCON. When enabled, the feature replaces the traditional slot based position control. If you are not currently using this module and would like more information, please contact an iCON Support Representative.

The primary feature is the ability for the user to assign a unique identification number to each position. The key characteristics of the feature are:

- Unique Position Numbers (IDs)
- Each position is occupied by a single employee
- One employee can occupy multiple positions
- FTE Support
- Position History tracking

FTE Position Control consists of the following functions:

- FTE Position Number Import
- FTE Position Number Maintenance
- FTE Position Number History
- FTE Position Status Export

The following pages describe how to set up positions and assign employees to them.

## Setting Up FTE Positions

FTE Positions may be imported into iCON or manually entered.

### FTE Position Number Import

To import a file with positions, you must use a CSV file. The name of the file must contain your Customer Number. There must be no header row. The import program expects all fields to be included in each row of the file, even if no value is being passed in a given field. Enter information as follows:

Field	Description	Notes	Value Required?	Sample Value(s) – Actual values will be client-specific
Corporation Code	Org Level 1 code	Only valid values for Org Level 1 code (as set up in iCON) can be used.	Yes	ABC
Company Code	Org Level 2 code	Only valid values for Org Level 2 code (as set up in iCON) can be used.	Yes	DEF
Level 3	Org Level 3 code	Only valid values for Org Level 3 code (as set up in iCON) can be used.	Yes	GHI
Level 4	Org Level 4 code	Only valid values for Org Level 4 code (as set up in iCON) can be used.	Yes	JKL
Level 5	Org Level 5 code	Only valid values for Org Level 5 code (as set up in iCON) can be used.	Yes	MNO
Level 6	Org Level 6 code	Only valid values for Org Level 6 code (as set up in iCON) can be used.	Yes	PQR
Level 7	Org Level 7 code	Only valid values for Org Level 7 code (as set up in iCON) can be used.	Yes	STU
Job Title	Job Title Code	Only valid values for Job Title code (as set up in iCON) can be used.	Yes	12345
Shift	Shift Code	Only valid values for Shift code (as set up in iCON) can be used.	Yes	1
Position Number	Position Number	Position Number. Dash can be used as a format character for readability.	Yes	2-1-100
Position Status	Position Status	Only valid values for from the Position Statuses common object (as set up in iCON) can be used. If left blank, the position will be created with a status of “OPN”. The valid values for this field are:  “OPN” - OPEN “OAP” - Open + Approved “BUD” - Budgeted	Yes	OPN
Available Hours	Available Hours	Available Hours for this position.	Yes	40 or 25.50

Field	Description	Notes	Value Required?	Sample Value(s) – Actual values will be client-specific
FTE	FTE	FTE. The maximum value is 1. If the system is set to calculate FTE from Available Hours, then the FTE field can be blank. Otherwise, a value greater than zero is required.	Yes	1 or .33
Account Number	Used to enter an override GL account number.	It is critical that a sufficient number of leading spaces are used before the value for each segment that is being overridden. For example, if a customer has account numbers configured in iCON that are 4 segments long, with three characters in each segment, and they wanted to send an override value in segments 2 and 4, then the value passed in this field would need to be: 4 spaces for segment one plus the 4 character override for segment two plus 4 spaces for segment three plus the 4 character override for segment four.	No	0001123456789
Comments	Comments	Any comments that are to be stored with the position.	No	"This is a part time position...."

Below is a sample file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DOLE	AOL	NJ	CENTR	TECH			DBA		1	TECH-DBA OAP	40	1			Position was imported
2	DOLE	AOL	NJ	CENTR	TECH			NWA		1	TECH-NW OAP	40	1			Position was imported
3	DOLE	AOL	NJ	CENTR	SALES			SALP		1	SALES-SA OAP	40	0.5			Position was imported
4	DOLE	AOL	NJ	CENTR	SALES			SALP		1	SALES-SA OAP	40	1			Position was imported
5	DOLE	AOL	NJ	CENTR	SALES			SALM		1	SALES-SA OAP	40	1			Position was imported
6	DOLE	AOL	NJ	NORTH	HRS			HRM		2	HR-HRM-3 OAP	40	1			Position was imported
7	DOLE	AOL	NJ	NORTH	SALES			SALP		2	SALES-SA OAP	40	1			Position was imported
8	DOLE	AOL	NJ	NORTH	SALES			SALP		1	SALES-SA OAP	40	1			Position was imported
9	DOLE	AOL	NJ	NORTH	SALES			SALM		1	SALES-SA OAP	40	1			Position was imported
10	DOLE	AOL	NJ	SOUTH	RND			NWA		1	TECH-NW OAP	40	1			Position was imported
11	DOLE	AOL	NJ	SOUTH	RND			DBA		1	TECH-DBA OAP	40	1			Position was imported
12	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported
13	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported
14	DOLE	AOL	NJ	SOUTH	RND			PRO		3	TECH-PRC OAP	40	0.5			Position was imported
15	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported
16	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported
17	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported
18	DOLE	AOL	NJ	SOUTH	RND			PRO		1	TECH-PRC OAP	40	1			Position was imported

## FTE Position Number Maintenance

To work with positions that were imported, or to directly enter positions, use the FTE Position Number Maintenance function. Below is an example of this function. To see a list of existing positions, click on the radio button next to the search criteria you wish to use. After you have entered your selection parameter(s), click on Refresh. The following selection criteria are available:

- Organization and Job title
- Organization
- Job Title
- Position Number
- Employee Number
- Employee Last Name

To see all positions, you may click on the radio button next to Position Number. Then click Refresh without entering a Position Number.

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

### FTE Position Number Maintenance

Employee Search:  Employee Number

Menu Search:  [FTE Position Number Maintenance]

Search Criteria:
 ☐ By Organization and Job Title
 ☐ By Organization
 ☐ By Job Title
 ☒ By Position Number
 ☐ By Employee Number
 ☐ By Employee Last Name

Position Number:  Rows Per Page: 20

To update, click on information in the left column. Legend: view delete assign vacate transfer

	Position Number	Status Eff. Date	Position Status	Fill Date	Employee Number	Name	Primary	Job Title	Action
Personal Information	HR-HRM-301	05/01/2011	Open					Human Resource Manager	
Employment Info.	SALES-SALM-250	04/01/2011	Filled Approved	04/01/2011	AOL2002	Ali A Ahmed	Yes	Sales Manager	
Benefit Setup	SALES-SALM-450	04/28/2011	Filled Approved	04/28/2011	AOL2003	David L Paige	Yes	Sales Manager	
Benefit Actions	SALES-SALP-200	04/28/2011	Filled Approved	04/28/2011	AOL2005	Walter Bradcock	Yes	Sales Person	
HR Setup	SALES-SALP-201	04/22/2011	Open + Approved					Sales Person	
HR Actions	SALES-SALP-400	04/25/2011	Filled Approved	04/25/2011	AOL1008	Garth Frederichs	Yes	Sales Person	
Add Employee	SALES-SALP-401	04/26/2011	Filled Approved	04/26/2011	AOL8750	Donna Miles	Yes	Sales Person	
Company Transfer	SALES-SALP-805	04/29/2011	Filled Approved	04/29/2011	AOL8203	Matthew Bodine	Yes	Sales Person	
Disciplinary Actions	SALES-SALP-855	04/29/2011	Filled Approved	04/29/2011	AOL1004	Martha Gallow	Yes	Sales Person	
Employment Status	SUPP-AM-800	04/25/2011	Open					Account Manager	
Exit Interview	SUPP-AM-801	04/25/2011	Open					Account Manager	
FTE Position Number	SUPP-AM-802	04/25/2011	Filled Approved	04/25/2011	AOL9001	Adelaide Hartman	Yes	Account Manager	
History	SUPP-AM-803	04/25/2011	Filled Approved	04/25/2011	AOL9002	Newton Gaines	Yes	Account Manager	
FTE Position Number	SUPP-BA-850	04/25/2011	Filled Approved	04/25/2011	AOL9000	Donna Biggs	Yes	Business Analyst	
Status Export	SUPP-CS-950	04/25/2011	Open + Approved					Customer Service Rep.	
Global Employee	SUPP-MGR-945	04/25/2011	Filled Approved	04/25/2011	AOL1001	Karol Algerio	Yes	Manager	
Number Change	TECH-DBA-100	04/22/2011	Open + Approved					Database Administrator	
Global Employee	TECH-DBA-500	04/22/2011	Open + Approved					Database Administrator	
Number Change									
Reset									

When adding a position, the page will look similar to the following. The Position Number and Account Number may be automatically generated, based on the Organization and Job Title that you select as well as the variables that have been configured for your system.

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

**Add Position Number**

\* = Required

Organization: organization

Job Title: \*no value

Shift: \*no value

Position Status: Open

Available Hours: 0.00

Payroll Processing Group: \*no value

Account Number:

Position Number:

Status Effective Date: 05/05/2011

FTE: 0.00

Comments:

EEO Job Category:

Worker's Compensation:

NAICS Code:

FLSA:

submit cancel

## Updating a Position

To update position information, click on the Position Number. A page similar to the following will appear. Whenever a position is added or updated, a record will be written to FTE Position Number History.

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

**Update Position Number**

\* = Required

Organization: Dole Company/ABC Corp./New Jersey/North Jersey/Human Res.

Job Title: Human Resource Manager

Shift: 2nd Shift

Employee Number:

Position Status: Open

Filled Date:

Available Hours: 40.00

Payroll Processing Group: \*no value

Account Number:

Position Reason: \*no value

Position Number: HR-HRM-301

Employee Name:

Status Effective Date: 05/01/2011

FTE: 1.00

Primary:

Comments:

EEO Job Category: Office/Clerical

Worker's Compensation: Office/Clerical

NAICS Code:

FLSA: \*no value

submit cancel

If a position is filled and the employee is in multiple positions, the Primary field will be available. If it is changed, the system will automatically adjust the other position record(s). If the current record is Primary and Primary is turned off, the system will search for the position with the highest available hours and make it the primary position.

## Working With Employees

In FTE Position Number Maintenance, the Legend describes the buttons that can be used to work with a position:

- Delete: only positions to which employees are not assigned can be deleted. Positions with employees will have the Delete button inactive.
- Assign: an employee may only be assigned to an Open and Approved position. The Assign button will only be active for positions with this status.
- Vacate: you may vacate an employee from a position. This button would typically be used when an employee leaves the organization. Once a position is vacated, its status will be changed to Open.
- Transfer: use this button to transfer an employee from one position to another.

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

### FTE Position Number Maintenance

Employee Search:  Employee Number

Menu Search:  FTE Position Number Maintenance

Search Criteria: ☐ By Organization and Job Title ☐ By Organization ☐ By Job Title ☒ By Position Number ☐ By Employee Number ☐ By Employee Last Name

Position Number:  Rows Per Page:

To update, click on information in the left column. Legend:

	Position Number	Status	Eff. Date	Position Status	Fill Date	Employee Number	Name	Primary	Job Title	Action
Personal Information	HR-HRM-301	05/01/2011	Open						Human Resource Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Employment Info.	SALES-SALM-250	04/01/2011	Filled	Approved	04/01/2011	AOL2002	Ali A Ahmed	Yes	Sales Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Benefit Setup	SALES-SALM-450	04/28/2011	Filled	Approved	04/28/2011	AOL2003	David L Paige	Yes	Sales Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Benefit Actions	SALES-SALP-200	04/28/2011	Filled	Approved	04/28/2011	AOL2005	Walter Bradcock	Yes	Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
HR Setup	SALES-SALP-201	04/22/2011	Open	+ Approved					Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
HR Actions	SALES-SALP-400	04/25/2011	Filled	Approved	04/25/2011	AOL1008	Garth Frederichs	Yes	Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Add Employee	SALES-SALP-401	04/26/2011	Filled	Approved	04/26/2011	AOL8750	Donna Miles	Yes	Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Company Transfer	SALES-SALP-805	04/29/2011	Filled	Approved	04/29/2011	AOL8203	Matthew Bodine	Yes	Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Disciplinary Actions	SALES-SALP-855	04/29/2011	Filled	Approved	04/29/2011	AOL1004	Martha Gallow	Yes	Sales Person	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Employment Status	SUPP-AM-800	04/25/2011	Open						Account Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Exit Interview	SUPP-AM-801	04/25/2011	Open						Account Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
FTE Position Number History	SUPP-AM-802	04/25/2011	Filled	Approved	04/25/2011	AOL9001	Adelaide Hartman	Yes	Account Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
FTE Position Number Maintenance	SUPP-AM-803	04/25/2011	Filled	Approved	04/25/2011	AOL9002	Newton Gaines	Yes	Account Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
FTE Position Number Status Export	SUPP-BA-850	04/25/2011	Filled	Approved	04/25/2011	AOL9000	Donna Biggs	Yes	Business Analyst	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Global Employee Number Change	SUPP-CS-950	04/25/2011	Open	+ Approved					Customer Service Rep.	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Global Employee Number Change	SUPP-MGR-945	04/25/2011	Filled	Approved	04/25/2011	AOL1001	Karol Algerio	Yes	Manager	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
Reset	TECH-DBA-100	04/22/2011	Open	+ Approved					Database Administrator	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>
	TECH-DBA-500	04/22/2011	Open	+ Approved					Database Administrator	<input type="button" value="view"/> <input type="button" value="delete"/> <input type="button" value="assign"/> <input type="button" value="vacate"/> <input type="button" value="transfer"/>



## Assigning an Employee to a Position

An employee may only be assigned to a position that has a status of Filled and Approved. Click on the Assign button next to the position to be filled. A page similar to the following will appear.

The screenshot shows the 'FTE Position Number Assignment' form. The header includes 'Customer: 1000 Live (1000) | User: carol' and a 'Report Master Listing' link. The left sidebar contains the 'ICON' logo, an 'Employee Search' section with a dropdown and 'GO' button, a 'Menu Search' section with a text input, and a list of menu items: 'Personal Information', 'Employment Info.', 'Benefit Setup', 'Benefit Actions', 'HR Setup', 'HR Actions', and 'Add Employee'. The main form area has a title bar 'FTE Position Number Assignment' and a legend '\* = Required'. The form fields are: Organization (Dole Company/ABC Corp./New Jersey/Centr Jersey/Sales), Job Title (Sales Person), Position Number (SALES-SALP-201), \*Employee Number (empty), \*Status Effective Date (05/05/2011), \*Fill Date (empty), Available Hours (40.00), FTE (1.00), \*Position Reason (\*no value), and Primary (checkbox). At the bottom are 'submit' and 'cancel' buttons.

The system will display an error message if the employee already has an FTE of 1 with a different position. The system will display a warning message if the employee's status in Employment Status is not active.

## Transferring an Employee to a Different Position

An employee may be transferred from one position to another. Click on the Transfer button and select the new Position Number. Below is an example of the Transfer page:

The screenshot shows the 'FTE Employee Position Transfer' form. The header includes 'Customer: 1000 Live (1000) | User: carol' and a 'Report Master Listing' link. The left sidebar is identical to the previous form. The main form area has a title bar 'FTE Employee Position Transfer' and a legend '\* = Required'. The form fields are: Organization (Dole Company/ABC Corp./California/Help Desk), Job Title (Account Manager), Position Number (SUPP-AM-803), Employee Number (AOL9002), Employee Name (Newton Gaines), \*Transfer to Position Number (empty with a search icon), \*Position Reason (\*no value), \*Status Effective Date (05/06/2011), \*Filled Date (05/06/2011), Primary (checked), New Organization (empty), New Job Title (empty), and Comments (empty text area). At the bottom are 'submit' and 'cancel' buttons.



## Vacating an Employee From a Position

When an employee is terminated, vacate the employee from the position. This will remove the employee from the position, and change the Position Status to Open. To fill that position, the Position Status must first be changed to Open and Approved.

## Adding an Employee to iCON

When an employee is added using either the Add Employee or New Hire function, the Position Number drop down list will display all of the Open and Approved positions for the organization and job title that you have entered.

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

**Add Employee**

\* = Required

**Job Information:**

\*Employee No: aol5001 \*Date Of Hire: 05/02/2011

\*Status: Active \*Status Date: 05/02/2011

\*Status Reason: New Hire \*FLSA Category: Exempt

\*Corporation: organization Dole Company/ABC Corp./New Jersey/South Jersey/R & D

Security Class: \*no value Reports To: [icon]

Seniority Date: [text box]

\*Job Title: Programmer Position Number: **TECH-PRO-603**

Business Title: [text box]

Labor Group: \*no-value Clock Number: [text box]

Source of Hire: \*no value Eligible for Avg. Rate: ☐ Yes ☒ No

Weeks Worked: [text box] Agency: \*no value

WFM Security Role: \*no value Shift: \*no value

☐ Key Employee ☐ Highly Compensated Employee

**Compensation:**

\*Compensation Method: Standard \*Effective Date: 05/02/2011

\*Salary: [text box] \*Per: \*no value

\*Currency: \*No Value \*Salary Reason: \*no value

## Additional Functions Where Position Number is Used

The Rehire (HR), Transfer Employee and Company Transfer functions will also display a list of Open and Approved Position Numbers. When working with entries in Job Review, the system will display Position Number(s) that the employee is in.

## **Additional System Changes when FTE Position Control is Used**

If FTE Position Control is enabled, please note the following.

- Users will not be able to use the Employee Positions function, since FTE Position Number Maintenance should be used.
- In Position Control, only the following fields may be updated: Workers Compensation, NAICS, Tip Type and Active.
- When the Organization Restructure is run, the organization levels on positions will be updated, but the process will not change any position number segments that have been defined as organization levels. A warning will appear if the cust\_config variable “PC-POSID-FORMAT” contains one of the values “L1” through “L7”.
- In Company Transfer, if an employee’s organization levels or job title is changed, the employee will not be transferred to a new position. FTE Position Number Maintenance must be used to transfer the employee.

# History

## FTE Position Number History

When an employee is assigned to a position, an entry will be created in FTE Position Number History and Work History. Below is an example of entries in FTE Position Number History:

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

**ICON**

Employee Search  
Employee Number: AOL9001

Menu Search  
FTE Position Number History

Personal Information  
Employment Info.  
Benefit Setup  
Benefit Actions  
HR Setup  
HR Actions  
Add Employee  
Company Transfer  
Disciplinary Actions  
Employment Status

FTE Position Number History

FTE Position Number: SUPP-AM-802

Comments:

To View, click on information in the left column. Click on column label to sort.

Change Date & Time	Status Effective Date	Position Status	Job Title	Employee Number	Employee Name	Org Level
04/25/2011 12:37:51	04/25/2011	Filled Approved	Account Manager	AOL9001	Adelaide Hartman	Help Desk
04/25/2011 12:35:26	04/25/2011	Open + Approved	Account Manager			Help Desk

This example shows an entry for an employee being assigned to a position:

Customer: 1000 Live (1000) | User: carol | Report Master Listing | My Employees | My Account | Home | About | Help | Log Off

**ICON**

Employee Search  
Employee Number: AOL9001

Menu Search  
FTE Position Number History

Personal Information  
Employment Info.  
Benefit Setup  
Benefit Actions  
HR Setup  
HR Actions  
Add Employee  
Company Transfer  
Disciplinary Actions  
Employment Status  
Exit Interview  
FTE Position Number History  
FTE Position Number Maintenance

View FTE Position Number History


	Current	Previous
Position Number:	SUPP-AM-802	
Change Date Time:	04/25/2011 12:37:51	04/25/2011 12:35:26
Status Effective Date:	04/25/2011	
Position Status:	Filled Approved	Open + Approved
Org Level:	Dole Company/ABC Corp./California/Help Desk	
Job Title:	Account Manager	
Shift:	Day Shift	
FTE:	1.00	
Employee Number:	AOL9001	
Employee Name:	Adelaide Hartman	
Available Hours:	40.00	
Fill Date:	04/25/2011	
Account#:		
Pay Schedule:		
Salary Class:		
Salary Grade:		
Primary:	Yes	No
Comments:		

## Work History

When an employee is added to a position or vacated from a position, a Work History record is written. The position number is shown in the left-hand column. An example of Work History is shown below:

Customer: 1000 Live (1000) | User: carol

Report Master Listing | My



Employee Search

Employee Number  
aol9001

Menu Search

Work History

Personal Information

Employment Info.

Certifications

Compensation Methods

Education

Employee Biography

Employee Files

Employee Notes

Expired Certification Search

FMLA Certifications

FMLA Details

Forms

Adelaide Hartman

Employee Number: AOL9001

Job Title: Account Manager

Organization: Dole Company / ABC Corp. / California / Help Desk

Employment Status: Active

[Quick Links](#)

View Work History

Organization Structure:	Dole Company/ABC Corp./California/Help Desk		
Job Title:	Account Manager		
Position Number:	SUPP-AM-802		
Reason For Position:	New Hire	Reason for Termination:	*no value
Position Effective Date:	04/25/2011	Position Termination Date:	
User Id:	geneva	Termination User Id:	
Change Date:	04/25/2011	Termination Change Date:	
Time of Change:	12:37:51	Termination Time:	
Available Hours:	40.00		
FTE:	1.00		
Worker Compensation:	Office/Clerical		
NAICS Code:			

## Salary History

When a record is added in the Salary Change function, a record is created in Salary History. The Position Number is shown in the right-hand column. An example of Salary History is shown below:

Customer: 1000 Live (1000) | User: carol

Report Master Listing | My Employees | My Account | Home | About | Help | Log Off



Employee Search

Employee Number

Menu Search

Salary History

Personal Information

Employment Info.

Certifications

Compensation Methods

Education

Employee Biography

Employee Files

Employee Notes

Expired Certification Search

FMLA Certifications

**Martha Gallow**  
Employee Number: AOL1004  
Job Title: Sales Person  
Organization: Dole Company / ABC Corp. / New Jersey / North Jersey / Sales  
Employment Status: Active F/T  
[Quick Links](#)

Salary History

Effective Date:	05/01/2011	Organization Structure:	Sales
Salary:	32.0000	Job Title:	Sales Person
Per:	Hourly	Position Number:	SALES-SALP-855
Currency:	U.S. Dollar	Rate Index:	*no value
Reason:	New Hire	Job Class:	*no value
Percentage Change:	14.2857	Job Grade:	*no value
Position In Range:	0.00	Date Entered:	04/29/2011
Salary Class:	*no value	Time Entered:	14:49:24
Salary Grade:	*no value	User:	geneva
Source of Change:	User Change		

## FTE Position Number Export

Use this function to create an export file of the positions for the selected organization levels. At least two organization levels must be selected. You can limit your selection to certain Position Statuses.

If you wish to export salary data, select the Include Salary Information checkbox. The file will include employees to whom you have Salary Inquiry or Full Authority access.

If you select the All or Filled and Approved option, the system will not include employees that you do not have authority to.

The screenshot shows the 'FTE Position Number Status Export' form. At the top, it says 'Customer: 1000 Live (1000) | User: carol'. The form has a sidebar with 'Employee Search', 'Menu Search', 'Personal Information', 'Employment Info.', and 'Benefit Setup'. The main area is titled 'FTE Position Number Status Export' and includes a '\* = Required' note. It has a section for '\*Organization:' with a dropdown menu. Below that, it says 'Select Position Status To Be Included:' with checkboxes for 'All', 'Open', 'Eliminated', 'Open and Approved', 'Filled and Approved', and 'Budgeted + Do Not Fill'. There is also an 'Include Salary Information' checkbox. At the bottom, there are 'submit' and 'cancel' buttons.

When the job completes, access Report Master Listing to see the .csv file. A sample file is shown below.

The screenshot shows a Microsoft Excel spreadsheet titled 'PosId-4886.csv [Read-Only] - Microsoft Excel'. The spreadsheet has columns for various fields including 'Comp Cod', 'Level', 'Position N', 'Position S', 'FTE', 'Job Title', 'Employee Last Name', 'First Name', 'Base Rate', 'Rate Freq', 'Pay Scheduled', and 'Hours'. The data is organized into rows, with columns B through U. The first row (row 1) is a header row. The subsequent rows (rows 2 through 21) contain data for various positions and employees. The spreadsheet is displayed in a standard Excel window with the ribbon visible at the top.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Comp Cod	Level3	Level4	Level5	Level6	Level7	Position N	Position S	FTE	Job Title	C Job Title	A Job Title	Employee Last Name	First Name	Base Rate	Rate Freq	Pay Scheduled	Hours		
2	AOL	NJ	CENTR	SALES			SALES-SAL Open		1	SALM	Sales Man	Sales Manager				0				
3	AOL	NJ	CENTR	SALES			SALES-SAL Filled+Ap		0.5	SALP	Sales Pers	Sales Pers AOL2003	Paige	David	65000	Year		86.667		
4	AOL	NJ	CENTR	SALES			SALES-SAL Filled+Ap		1	SALP	Sales Pers	Sales Pers AOL8203	Bodine	Matthew	8	Hourly		86.667		
5	AOL	NJ	CENTR	TECH			TECH-DBA Open		1	DBA	Database	Database Administrator				0				
6	AOL	NJ	CENTR	TECH			TECH-NW, Open		1	NWA	Network /	Network Administrator				0				
7	AOL	NJ	NORTH	HR			HR-HRM-3 Filled+Ap		1	hra	HR Assist	Human Re AOL9001	Hartman	Adelaide	35000	Year				
8	AOL	NJ	NORTH	HR			HR-HRM-3 Open		1	HRM	Human Re	Human Resource Manager				0				
9	AOL	NJ	NORTH	SALES			SALES-SAL Filled+Ap		1	SALM	Sales Man	Sales Man AOL2005	Bradcock	Walter	56000	Year		86.667		
10	AOL	NJ	NORTH	SALES			SALES-SAL Open		1	SALP	Sales Pers	Sales Person				0				
11	AOL	NJ	NORTH	SALES			SALES-SAL Open + Ap		1	SALP	Sales Pers	Sales Person				0				
12	AOL	NJ	NORTH	SALES			SALES-SAL Filled+Ap		1	SALP	Sales Pers	Sales Pers AOL2004	Gleschein	Connie	50000	Year		86.667		
13	AOL	NJ	SOUTH	RND			TECH-DBA Open		1	DBA	Database	Database Administrator				0				
14	AOL	NJ	SOUTH	RND			TECH-NW, Open + Ap		1	NWA	Network /	Network Administrator				0				
15	AOL	NJ	SOUTH	RND			TECH-PRO Open		1	PRO	Programr	Programmer				0				
16	AOL	NJ	SOUTH	RND			TECH-PRO Filled+Ap		1	PRO	Programr	Programr AOL8751	Charles	George	60000	Year		86.667		
17	AOL	NJ	SOUTH	RND			TECH-PRO Filled+Ap		0.5	PRO	Programr	Programr AOL1008	Frederich	Garth	30000	Year				
18	AOL	NJ	SOUTH	RND			TECH-PRO Filled+Ap		1	PRO	Programr	Programr AOL1001	Algerio	Karol	65	Hourly		86.667		
19	AOL	NJ	SOUTH	RND			TECH-PRO Open + Ap		1	PRO	Programr	Programmer				0				
20	AOL	NJ	SOUTH	RND			TECH-PRO Open		1	PRO	Programr	Programmer				0				
21	AOL	NJ	SOUTH	RND			TECH-PRO Filled+Ap		1	PRO	Programr	Programr AOL9000	Biggs	Donna	35000	Year		86.667		

## **Configuration Variables**

### **FTE\_AVAIL\_Hours**

Type: DEC

Format: >>>.99

Optional; if present, contains the hours equivalent of 1 FTE. In addition, it causes the FTE to be automatically calculated. The user cannot enter the FTE. If not present, then the user can enter both hours and FTE. The FTE cannot exceed 1.

### **PC-GenAccount#**

Type: LOG

Format: Yes/No

Optional; User exit program GenPosAccNum.p. Only call this program if the setting is TRUE. This program is called by Position Maintenance when the position record is changed. The user can have a custom version of the program. This parameter should be removed. The program should be called in all cases.

### **PC-PosID-Format**

Type: CHAR

Format: X(100)

Optional; allows formatting of position id.

The format string provides for multiple capabilities

1. Pre-load of portions of the Position Id
2. User entry of portions of the Position Id

On press of the Submit button, a custom method of validating the Position Id is provided by calling a program from the UPD program. It is called with the org levels, job title, and shift. It should return a status of success or fail and a status message. Custom validations may be performed. Each Segment of the format contains the following elements. Each element is separated from the next by a comma. Each segment is separated from the next segment by a semicolon.

- Length - number or “V”; Default “V” for variable
- Justify - “L” or “R”; Default “L” for Left
  - The Justify setting serves multiple purposes. First, it is used to justify the source data according to the length.
  - Second, if the source data is longer than the length, the Justify setting determines the starting side to take the data from. For example, if the length is 2 and the Justify setting is “L” and the source data is “ABC”, then the value “AB” is extracted from the source.
  - The Fill character is used to pad the result on the left or right according to the Justify setting (opposite side of the justify; For example, if Justify is “R” and the Fill Character is zero, then the data will be right justified and zero filled on the left.).
- Fill Character – any printable character or number except comma or semicolon (not used with a Length setting of “V”)



- Source of the data
  - F = Fill Character
  - UC = Character User Entry (A-Z and 0-9, no special characters)
  - UN = Numeric User Entry
  - L1-7 = Org Level Code 1-7
  - J = Job Title Code
  - S = Shift Code

Example Format:

1,L,7,F;3,L,0,L4;1,L,-,F; 5,R,0,J;1,L,-,F;2,R,0,UN;1,L,-,F;2,R,0,UN;1,L,-,F;3,R,0,UN

Each Segment of the example explained:

- **1,L,7,F;** - Insert a “7”.
- **3,L,0,L4;** - Take the leftmost 3 characters of Org Level 4 code, trim the spaces , zero fill to the left, and put the result into the position number.
- **1,L,-,F;** - Insert a dash.
- **5,R,0,J;** - Take the rightmost 5 characters of the Job Title code, trim the spaces, zero fill to the left, and insert the result into the position number.
- **1,L,-,F;** - Insert a dash.
- **2,R,0,UN;** - Allow the user to enter up to 2 digits right justified.
- **1,L,-,F;** - Insert a dash.
- **2,R,0,UN;** - Allow the user to enter up to 2 digits right justified.
- **1,L,-,F;** - Insert a dash.
- **3,R,0,UN;** - Allow the user to enter up to 3 digits right justified.

Screen Presentation:

On the screen, present the generated part of the number as static text. Create an entry area for each part of the format that dictates UN or UC. From the example above, the screen might look something like:

Org Level Code 4 = 213

Job Title Code = 029

Position Number: 7213-00029---

The user can enter numbers in the three input areas.

### ShowReclassify

Type: LOG

Format: TRUE/FALSE

Optional; Default=FALSE; The reclassify function is used as a custom option only.

**HR\_CONFIG Variable: Pos\_Control\_Ver = 2;** A value of 2 indicates that the FTE position control is turned on.