



**Unicorn HRO**

**Position Control**

Prerequisites:

- Security to Organization Structure
- Job Titles
- Job Evaluation Points (optional)
- Salary Ranges (optional)

Set-up of the Position Control module is optional. If you do not wish to enter each position, you may set the Autogenerate Positions checkbox to “Yes” in the System Defaults function. By doing so, a new employee’s job title will be mandatory at the time of entry, and the system will automatically add a position and assign the employee to it.

If you wish to enter each position, use the Position Control function. Additional data can be associated with positions when you utilize this option.

Positions can be set up to correspond to the employee’s home organization level. They can also be assigned to a higher organization level or lower organization level. For instance, an employee may be assigned to a certain home department, say, at level four. The positions may be set up at the project level, say, at level six. The position level and home organization level may or may not be the same.

When you add a position through Position Control, you will be required to enter the Organizational Structure, Job Title and Number of Hours for this position. Additional optional information that can be entered includes:

- **Number of Positions:** By entering this number, the system will calculate how many total positions there are, how many positions are filled, and how many positions remain available, based on the number of employees assigned to this position. The Open Position Report will show which positions are open at a particular time.
- **Starting Date:** Informational only. A future Starting Date will not prevent assigning employees to this position.
- **Ending Date:** If the system date is greater than the End Date, you will not be allowed to assign employees to this position. This can be used if a project or department will be closing as of a certain date. Otherwise, it can be left blank to signify that there is no end date associated with this position.
- **Salary Class:** This field is used in conjunction with the Salary Grade field to calculate a salary range for this position.
- **Salary Grade:** If Salary Class and Salary Grade are entered, the system will check the salary range file to find a match for this position. Based on the system year, organization structure, salary class and grade, the system will display the appropriate salary range. (The only exception to this is when Job Evaluation Points have been entered, and High and Low Salary Range Percentages have been entered for the level two organization structure: in this case, the salary range will

be calculated using the points data, rather than salary range data.) If no salary range is found for the matching organization structure, the system will go the next higher level until it finds a matching record. Thus, you can enter salary ranges at, say, the company level, or perhaps a geographic regional level. This allows you to use the same job title, but have different salary ranges depending on regional or other differences. Make sure that your positions are entered at the same or lower level than your salary ranges. If the system can find no points or salary range data, you will receive a message to this effect when you click on the Salary Range button.

- **EEO Job Category:** When you add a position, the EEO Job Category will automatically be filled in based on the job title you enter. This information comes from the Job Title file. It can be overridden at the position level, if desired. When EEO reports are run, the system first looks at the employee's current position and gets the EEO Job Category. If the employee is not assigned to a position, the EEO Job Category from the Job Title in the Personal Data file is used.
- **Worker's Compensation:** When you add a position, the Worker's Compensation code is automatically filled in from the corresponding Job Title. This can be overridden at the position level, if necessary. This field is used by the Payroll system when calculating the appropriate Worker's Compensation insurance amount payable to the state. State Tax Types of WCTX and WCAF must be used. Rates may vary by job title, depending on the job risk involved.
- **Active:** This checkbox is set to "yes" as the default value. If it is not currently an active position, click on the checkbox to set it to "no" (blank box). If a position is not active, it will not appear in the list of available positions on the Position Assignment screen.

On the list of positions, the Total Positions will display the number of positions entered by the user in the position screen. Positions In Use will display the number of employees assigned to this position, regardless of the number of hours that they work in the position. The Positions Available displays Total Positions minus Positions In Use. This amount will be zero if the Positions In Use is greater than Total Positions.

In the next section, Hours For Position displays the number of hours entered by the user for this position multiplied by the number of positions. Hours In Use is the total of all employees' hours in this position.

### **Buttons on the Position Control screen:**

- Position Assignment: see next section for a detailed discussion of assigning employees to positions.
- Job Evaluation Points: In order to calculate a salary range using job evaluation points, click on this button. You will be asked to enter a point type (accountability, know how, problem solving, etc.), and the number of points to assign to this characteristic. After all points data has been set up, click on the Salary Range button from the main Position Control screen. The system will go to the points file and get information corresponding to the system year, organization structure and model number one (hard-coded). The total number of points assigned to this position will be multiplied by the dollars per point. This figure is added to the Adjustment Amount. This becomes the midpoint of the salary range. If no points data has been set up for this organization structure, the system will go to the next higher level until it finds a match. The system then goes to this position's level two organization structure to find the low percentage and high percentage. It multiplies the midpoint times the low percentage to find the minimum salary of the salary range, and multiplies the midpoint times the high percentage to find the maximum salary. For example, if the midpoint for a particular position is \$30,000 and the Low Percentage is 80.00 and the High Percentage is 120.00, the minimum salary would be \$24,000 (80% of 30,000) and the maximum salary would be \$36,000 (120% of 30,000). These values, along with Quartile 1 and Quartile 3, are shown on the Salary Range screen.
- Salary Range: This screen will display the calculated salary range based on Job Evaluation Points, or if no points data exists, use the Salary Class and Grade from the position. If no data is available from which to calculate the salary range, clicking on this button will produce a message stating that no salary range data is available.
- Job Title: This button will bring you to the Job Title maintenance and inquiry screen.
- ADA Requirements: This button will bring you to the maintenance of work environments and physical demand requirements for job titles.

## POSITION ASSIGNMENT

### Prerequisites:

- Security to organization
- Position Control set up
- Table: Reason for Position

When you click on the Position Assignment button, you will be brought to another screen which will display the organization structure, the job title, and a list of any employees who are currently assigned to this position.

You may add other employees to this position, or select another position (job title). When you delete a position, you are only removing the employee from the position; you are not deleting the position itself. (To actually delete a position, reduce the number of positions in Position Control.) When you perform the delete process, you will be asked for a vacate date and reason. This information is stored in the employee's Work History.

When you add or update an employee's record, you can enter the number of hours that the employee will work in this position. The system allows for "job-sharing", whereby more than one employee can fill a particular position. Enter the number of hours each employee will be spending in the position. An employee can also have multiple positions at the same time; the system does not restrict an employee to one current position.

Information messages that may appear when you are adding an employee to a position are:

- Employee does not have necessary skills. This message will appear if the employee does not have all of the skills (as stored in the Employee Skills table) associated with this job title (stored in Job Title Maintenance).
- Employee does not have necessary training (Employee Training). This message will appear if the employee has not had the training classes associated with this job title.
- Employee does not have necessary certifications (Employee Certifications). This message will appear if the employee does not have all of the certifications associated with this job title.
- Employee's home organization does not match position control organization. If the organization structure stored on the employee's Personal Data record is not identical to the organization structure where the position is located, this message will appear.
- Employee is currently in another position. If the employee is another position, you will receive this message. You will then be able to keep the employee's current position, or vacate the old position.

If you are using the Autogenerate Position feature, work history will be written when you add an employee, when you change the employee's Organization Structure and/or Job Title (old position is terminated and new position is added).

## JOB TITLES

### Prerequisites:

- Training (optional)
- Skills (optional)
- Certifications (optional)
- ADA Requirements (optional)
- Tables:
  - Job Title Class (optional)
  - FLSA Type (optional)
  - Job Group (optional)
  - Trade or Craft (optional)
  - EEO Job Category (mandatory)
  - Worker's Compensation (optional)

When entering a job title, you must enter the Title Code, Job Title (description field) and EEO Job Category. The EEO Job Category is required because all EEO reports must group employees by their EEO code.

Optional fields that may be entered include:

- Job Title Class: You can set up groupings, say Finance, Administration, Sales, etc. and associate a job title with a Job Title Class.
- Abbreviated Job Title: This field may be used for reporting purposes.
- FLSA Type: This field signifies whether the job title is an Exempt or Non-exempt position, under the Fair Labor Standards Act definition. Among other things, this classification determines whether or not an employee must receive overtime pay. This field is informational only and does not affect the calculation of pay, overtime or otherwise, on the Payroll system.
- Job Group: This is a further breakdown of EEO Job Category, used in certain EEO audit reports.
- Trade or Craft: The EEO-2 report prints the number of employees participating in apprenticeship programs. If you click on the Apprentice checkbox, you will be required to specify which trade or craft that the employee is in. These fields must either both be filled in, or both must be blank. If a job title is included in an apprenticeship program and is set up in position control, the system will store apprentice information in Work History. When an employee is taken out of an apprentice position, the system will ask you to specify whether he/she graduated or dropped out of the program. This data is necessary for the EEO-2 report.
- Worker's Compensation: This code will be used by the Payroll system if the state where the employee is working has a worker's compensation insurance premium. Different jobs may have different degrees of risk, and therefore, different insurance premiums.

After the job title is set up, you may associate different qualifications with it. You may assign skills, training classes and/or certifications to the job title that are necessary to perform this job. When you assign an employee to a position, the system will check the job title's requirements. If the employee does not have any or all of these requirements, you will receive an informational message. You may then continue to assign the employee to the position, or cancel the assignment process if the employee is not qualified for the position.

Another use for a job title's skills, training classes and certifications is when you are using the Candidate Search function. At that time you are asked to select a Job Title and Organization Structure. Based on the job requirements associated with the job title, the system will perform a search of employee, applicants or resumes to see who has those qualifications.

You may associate physical requirements and work environments to each job title. This screen is accessed via a separate button. Different Work Environments may be set up. The percentage of time that is required to be spent in each environment is then associated with a job title. An example of this would be a meat packer that required the employee to be in extreme cold at least two-thirds of the time. Physical requirements of the job, and their severity, can also be associated with a job title. An example of this would be a stock clerk who was required to lift up to 50 pounds at one-third of the time. Both work environment and physical requirements data are informational only. They may be used, along with the previously mentioned job requirements, to construct a detailed job description for applicants and new hires.