Frequently Asked Questions

Position Management for Department Position Managers

HR Data Management Contacts
Please refer to the Data Management staff directory, http://cfo.asu.edu/fs-dm-staff, for the Data Management Specialist responsible for your department
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General Overview

The purpose of this Reference Guide is to provide answers to frequently asked questions relating to Position Management. Questions have been grouped based on the procedure in Position Management:

- **Position Cross-Reference**
- **Create/Modify Positions**
- **Maintain Position Accounting**
- **Approval Process**
- **Kenexa BrassRing**

Preparation

**Roles You Will Need**

The security roles should be distributed according to your department’s internal business processes. There is a hierarchy of access for the three available roles, where the financial manager gives you all access while the position view grants view only access. Departments may want some users to have the highest role while some will have the middle role and still others will have the lowest role. In that case, some users will need to work with other users in the department to complete the full process.

Position Management requires specific roles to complete the necessary transactions. Depending on your purpose for accessing Position Management it may be more appropriate to have one role versus another. The following is a list of all possible roles from the least access to the most access:

- **HCM Dept Position View** – grants view only access to ASU Position Management to review HR positions (job) and position funding (commitment accounting).
- **HCM Dept Position Manager** – provides you with the ability to review and create or modify a position number in ASU Position Management. Access to the position work list is also granted.
- **HCM Dept Financial Manager** – provides you with the ability to review and create or modify a position number in ASU Position Management as well as to update the funding tied to a position number. Access to the position work list is also granted.

Before You Start

**Verify Department Procedures have been completed**

Departments should follow their current internal business process to comply with university policies and to obtain all necessary documented approvals prior to submitting position number changes.

Policies to reference for position reclassifications include:

- **SPP 402-01: Classification of Positions**
- **SPP 402-02: Establishing and Revising University Staff**
- **ACD 507–07: Review for Promotion**
Frequently Asked Questions

Position Cross-Reference

1 - How do I find all position numbers within my department?
Anyone who has one of the position security roles can pull up and view all of the positions within their department through Position Cross-Reference. Enter the department code in the search window and then click search.

2 – Can I see all the positions in the University in Position Cross-Reference?
You will only be able to view the positions in the department(s) you have been given access to when you requested your Security Roles.

3 - Is it OK to use group position numbers?
Yes – but only if the appropriate attributes on the position number match the attributes for ALL of the employees that are assigned to that position number. Attributes that must match include the: Department Code, Report-To Position, Location, and Funding Account.

4 - If we are not using some of our position numbers can we have them deleted?
Position numbers cannot be deleted. However, position numbers can be modified in order to make them usable for future jobs as opposed to creating new position numbers when needed. If it is determined that the department’s current position numbers cannot be modified in a manner that the department needs to be used, then a position number can be made Inactive. Position numbers must be vacant before they can be inactivated.

There cannot be any account charges hitting against the position in current or future payrolls if a position number is to be inactivated (supplemental pays included and/or pay adjustments made to refund any previous deductions). If a position number has been inactivated and comes up on an error report generated during the payroll process, indicating that charges are being placed against that position number, FS Data Management will need to reactivate that position number.

5 – What is the Submitted ‘Front End’ Staging Data Not Processed Yet section on a position and how does it get populated?
In Position Cross-Reference, there is a second section near the middle titled, “Submitted ‘Front-End’ Staging Data Not Processed Yet.” This is where departments can see the general information and status for position requests that have been initiated but have not gone through the entire approval process yet. The status can read: Submitted, Returned, Saved, etc. New positions and position modifications will all show up in this section until they have been processed. This is the first place a department should look to find out the status of new or modified position numbers. If this section is blank that means no changes are currently initiated for the position number. Please see below.
6 – Under the Approvals section on Position Cross-Reference, it says “No Approval Required.” What does this mean? There is currently no transaction for this position number that is in workflow.
7 – How can I tell if my position is currently in recruitment?

The Recruitment Data tab will appear on Position Cross-Reference when positions are in recruitment.

Create/Modify Positions

8 – What are the main considerations when creating or modifying a position?

Please see the Position Management Dependencies and Considerations Business Process Guide for details.

9 – Why do I receive an EEO error when I create or update a position number?

It is possible that not all of the EEO Codes have been set up in the job code table. If a particular job code does not have an EEO code then the system will not allow the user to create or modify a position number on that job code until the EEO code has been added to the job code table. Whenever the following error occurs, please contact HR Compensation/Classification so they can update the job code table:

If you have selected “Save for Later” so you can go back and submit the position number, once the EEO code has been updated the system will continue to produce the error listed above. To create the position number or submit the changes, you must first withdraw your previous request and start over. Please see the Position Management BPG for further detail on withdrawing a position.

10 - How do I assign an employee to a position number?

- Using Kenexa BrassRing for competitive actions (i.e. Hire, Promotion, Transfer)
- Using PTR for non-competitive actions (i.e. Promotion, Reassignment, Transfer)
- Data Management Exception form
11 – How do I modify the effective date on a position number modification?

You will not be able to correct the original effective date on a position number. Please contact HR Data Management if it is necessary to modify the original effective date of a position number.

**NOTE:** Position change rows stack on top of each other by effective date just like job data rows do. If you go in today and make a position modification with an effective date of January 11, 2013, and the position’s most current row is dated January 25, 2013, the new position modification with the effective date of January 11th will only be effective from the 11th through the 24th; the most current (max dated) position row dated January 25th will not be updated, and the January 25th row will supersede the changes made with the effective date of January 11th.

12– Should all Student Worker position numbers have a Work Study code entered?

Yes, this field is required in order to save. If the position will never be eligible for work study, then the department can select the code NONE.

Student Worker position numbers may also be set up with a split code if work study is a possibility, even if there are not any Work Study students on the position. If the position number is a group position number there can be both Work Study and Non-Work Study students on the position if the work study type is a 70/30 split. If the work study student is one of the more rare types (68/32 split or 100% Work Study) the student should have their own position number.

In order for a Student to be set up as a Work Study Student the student’s position number needs to have one of the following codes on it:

- **70/30 Split:** 70% Work Study, 30% Department Funding
- **68/32 Split:** 68 % Agency Funding, 32 % Department Funding
- **100%:** 100% America Reads

13 – Can we backdate position number modifications?

It is only OK to use an effective date in a prior payroll when creating a waiver position number or when modifying a vacant position number.

When modifying a position number that will affect a current employee’s pay or benefits, the effective date needs to be within the current pay period. **Backdating to a previous pay period will cause an error message to populate.**

14 – To avoid placing a part-time employee into a benefits-eligible status, is there a way in PeopleSoft to find out what their total FTE% is?

Departments may use My Reports to query this information.

15 – Are there any limits/rules regarding position number modification?

Yes.

- PRN (work on an “as-needed” basis) should only be selected in the Full/Part Time field in conjunction with job codes **paid on an hourly basis.**
- If an employee is newly hired, changes should not be made to their job record/position
number within the first 31 days. This will cause an error during payroll processing. Position changes during this time either must be made effective the date of hire or made effective after the 31 days on a pay period begin date.

- Limits have also been placed on any change that affects the BEN RCD. A BEN RCD cannot be changed once it has been set on a position number (or on a job record). Please see the Appendix of the Position Management BPG for more information.

- Payroll Processing: When payroll is running, PS is locked out. Any modifications must be effective the payroll following the current period being processed. Payroll Calendars are located on our website.

- We have a 30-day limit on entering future dated actions in PeopleSoft, either for new jobs or changes to existing filled positions.

- Any position change with an effective date greater than the employee’s current expected job end date cannot be made.

- Filled positions with employee(s) on Short Work Break must have the employee(s) returned to an active status before the position number can be updated.

**EXCEPTIONS:** Updates that can be made to jobs in SWB include: Reports-To, Dept Code, Max Head Count and changes to funding.

Some changes also have been made to the Position Management front end (October 2009) so Financial Services can successfully run the distribution process on a confirmed payroll.

The changes include:

- Changes to department codes on filled positions will be locked down for six business days between when the payroll process first begins (Thursday night) until the evening of the following Friday (payday) when the distribution process is complete.

- This lockdown will happen only for department code changes with an effective date before or within the payroll currently being processed. During this period, departments can enter department code changes on filled positions for a future payroll, vacant positions and new positions. If there is no department code change, a department can continue to submit position transactions. Once the distribution process has been confirmed, departments can enter department code changes on positions with an effective date for the recently distributed payroll.

- Funding:

- Departments can no longer edit the department code field in Maintain Position Accounting. This field will reflect the department code on the position. When a new position number is created or a department code is modified on an existing position number, departments must go into the Maintain Position Accounting screen and hit the Submit button to have the position number show as funded.

- Departments can no longer make changes to account information on filled positions for previously distributed payrolls.
16 – I need to move an employee to a new position for a non-competitive reason. Do I need to fill out the Recruiting Data tab?

No. As an example, if an employee has a title change due to a non-competitive promotion and the department does not want to keep the same position, then it is appropriate to create a new position without integrating it into Kenexa BrassRing. The position will process automatically and a PTR can be used to non-competitively promote the employee into the new position.

17 – I keep on receiving a message that says the Full-Time Approved Salary Max is outside of range, but this is the correct salary at the appointed FTE for this position. What is the problem?

The Full-Time Approved Salary Max is the amount at 1.0 FTE no matter the actual standard hours for the position. If you plan to create a position that works less than 40 hours per week, you should still indicate what the salary max will be at 40 hours. This will not cause the employee to be paid that amount.

18 – What is the difference between the Headcount field and the Positions to be Filled field?

For competitive recruitments, the Headcount is no longer applicable. If you are integrating a position into Kenexa BrassRing, you should identify how many employees will be working on the created position in the Positions to be Filled field.

19 – The Positions to be Filled default is 1, what is the appropriate scenario to increase this amount?

If the position will be a group position number, then the amount should be increased to the maximum amount of employees intended to work on this position.

20 – How does the Positions to be Filled amount work with an Additional Hire scope of search?

The scope of search option of “Additional Hire” should be used in order to create multiple, identical positions where you only want to post the position once.

For instance, a hiring need of three (3) accountants is identified and each will work on a separate position. You do not want to post all three. The first position created should use a scope of search of “Open” and the other two should use a scope of search of “Additional Hire.” All three should use the default of 1 Positions to be Filled, because each will only have one employee using that position number.

21 – The number of Positions to be Filled was decided on and the position was integrated into Kenexa BrassRing, but this number now needs to increase. How do I proceed?

The answer depends on how far in the hiring process you are. If the position has integrated but the requisition has not been opened yet for applicants to apply, then you should contact Data Management and request the position to be unlocked. You should then modify the position and enter
the correct information on the Recruitment Data tab. Please be aware that all the information you entered before on this tab will have to be reentered and the position will have to be resubmitted for workflow approvals. The position needs to receive all approvals and reintegrate into Kenexa BrassRing before you can begin the requisition.

If the position has integrated, the requisition has been created and opened, and applicants have already applied, then you will need to create a new position and mark the scope of search as “Additional Hire.” Once integrated, create a new req to move additional candidates into. Follow these steps to properly move candidates:

- Progress your candidate(s) to “Reference Check Successful”
- From your candidate results panel, select the candidate(s)
- From the Actions menu, select “Move/Copy to Req”
- Select the “Copy” radio button, select the new req as the Destination, select “Do not retain any HR status…” radio button, and click the Copy button
- In the original req, update to the final status of “Additional Hire-Copy to Waiver”
- In the new req, update the HR status to “Additional Hire-Copied to Waiver” and proceed to “PeopleSoft Validations Check”

Note: the TG Rank will not transfer to the new req but you can view it by accessing the “Gateway questionnaire job response” form, then the “To Questions and Answers” link to view the standard question responses, then the “Job response” link to view the job specific questions and responses along with the score earned.

22 – How do I know if I should fill out the Fingerprinting or Background check information in the “Application Materials Section” toward the bottom of the Recruiting Data tab?

This should be selected based on your internal business process. If the position is identified as one that should always require a background check, then you should fill this information out.

In Kenexa BrassRing, the HR Status of “Fingerprint required” will only occur if the option was selected in Position Management. This process takes about 10 days and includes a BGC.

The HR Status of “Background Check Required” will occur for candidates with an External candidate type or Past Employee candidate type, if a background check has not already been processed for this candidate in our system in the past 180 days. If you fill out this option in Position Management, then it will be required for all candidates regardless of other factors.

23 – Why would I want to select both Fingerprinting and Background check on the Recruiting Data tab?

Since Fingerprinting is processed outside of the system and takes a couple of weeks, it is possible to proceed to the final offer before receiving the results. Departments may want to also include a BGC that is processed through the system for quicker results (up to 48 hours) before proceeding with a final offer.
Maintain Position Accounting

24 – Can a position number exist without funding?
It can exist in your Work-in-Progress folder, but it cannot be approved or used until funding sources are entered.

25 – How do I end the funding on a position number?
Accounts on position numbers do not have end dates; however, you can go in to Maintain Position Accounting in Position Management and modify the funding on a position number with a new effective/start date and then indicate what the new account(s) will be from that date forward.

26 – When can adjustments be made to account funding?
Account changes can be made at any time. However, changes to account information cannot be made for previously distributed payrolls on a filled position. If you try to make a change for the current payroll, once the distribution process begins you will no longer be able to submit a change. Account redistribution is required for changes to previously distributed payrolls.

27 - How do I split an employee/position with another department?
There are two approaches:
- PREFERRED WAY: Have two separate position numbers so both departments have full control over their share of the funding.
  NOTE: When using two separate position numbers, the employee will end up with two separate job records.
- The second option would be to have just one position number in which only the department reflected on that position number would have access to updating the position number attributes and the funding attached to the position number.

28 - Are there any restrictions on funding accounts used or the percentage amounts?
Positions can be funded by as many accounts as necessary, but the total of the distribution percentages must add up to 100% and they should be whole percentages.

29 – When should Optional Earnings-Specific Distribution be used in Maintain Position Accounting?
Departments may enter Optional Earnings-Specific Distribution data on position numbers in order to charge specific accounts for specific types of earnings. When an Earnings-Specific Distribution has been created, charges placed against the position number using that earnings code will automatically be placed against the accounts listed for that earnings code. For instance, if a department intends to create a PTR Additional Pay, such as MOV, then the optional earnings section can be used to pay that earnings code from a separate account.

All other earnings codes charges will go against the Default Distribution accounts/distribution percentages that are listed in the Default section on the position number funding.
1. Dept can make this update by going into:
   a. ASU Position Management
   b. Maintain Position Accounting
2. Enter the position number to be modified and then indicate the “as of” effective date. This will bring you to the main screen shown above.
3. Go to the bottom of the screen where it indicates **Optional: Earnings-Specific Distribution**
   a. Enter the Earnings code needed for specific account distribution (example: MOV for moving expenses)
   b. Enter the Account(s)
   c. Enter the Distribution percentage(s).
4. Multiple earnings codes may be added to the funding of a position number, each with their own unique set of accounts to pay on those earnings codes. **NOTE:** Distribution percentages must always add up to 100%.

30 – Should the Work Study funding portion for Student Worker positions be set up through Maintain Position Accounting?

No. PeopleSoft has access to both Student information and Human Resource information. Since this data is all located in the same system, PeopleSoft will be able to go in and look at the grant information on the Student information side, and pay the correct amount and distribution percentage(s) from the appropriate account(s) for the student grant.

The remainder will then be charged against the department account(s) that are set up on the position number. Only the department account(s) and distribution percentage(s) should be set up on the position number. The distribution percentage(s) should add up to 100% since this reflects the total percentage of the student salary that is the department’s obligation to fund.
Approval Process

31 – Do all positions have to go through Workflow Approval?
No. Only positions that have the “Ready for Recruitment” button marked.

32 – How can I find out by whom my transactions will be approved?
You can view the process monitor on Position Cross-Reference or your Position Work list to see where the position has routed. Please refer to the Position Approval Matrix to understand the workflow set up.

33 – When a position modification has been approved, is the employee’s job record (Empl Rcd) automatically updated?
Only “Reports To”, Department Code, and Location modifications on filled position numbers are automatically updated. - All other attributes that are changed on the position are not updated to the employee’s job data record. If you want to make a change to the other attributes, you are required to submit a PTR.

34 – I would like to make an edit to my position, why is it locked?
Positions that are marked “Ready for Recruitment” (being integrated into Kenexa BrassRing) will become locked during the approval process. Once all approvals are received for a position, it will be possible to edit the funding source.

However, you will be unable to modify other attributes of the position until after the hire process has completed. If there is an error on your position that needs to be corrected, you should contact the approver to return the transaction so that you can edit and resubmit. If the transaction has already been fully approved, you will need to contact Data Management. Please be aware that you will need to fill out the Recruiting Data tab from scratch again.

35 – I have completed the hiring process and want to edit the position, why is it locked?
For positions that are created with the Positions to be Filled set to more than 1, the Recruiter must manually unlock the position by unchecking the ready for recruitment box. If your position is set to hire more than one person onto it, you should contact your Recruiter after closing the requisition.

36 – I am an approver and am trying to approve/return a position number, but the position will not disappear from my work list. What do I do?
Contact jira.kenexasupport@asu.edu. Please include the position number and steps you have taken.

37 – How can I find out more about the work list, position statuses, and managing positions that are in workflow?
For more information on the work list—including how to access the work list, status definitions, and how to approve/return/cancel/withdraw a position—please see the Business Process Guide for How to Process a Work List Transaction.
Kenexa BrassRing:

38 – I do not see my position in Kenexa. What should I do?

Ask yourself the following questions:
1. Did I check the “Ready for Recruitment” button when I created/modified the Position?
2. Did I go to Maintain Position Accounting and click the “Save and Start Workflow” button after creating/modifying my position?
3. Is the position fully approved through the workflow?
4. Has the next integration run (set for 7 AM, 12:05 PM, 5 PM) since the final approval was received?
5. Did I use an effective date in the future when I created/modified my position number?
   A. The position will be batched until that effective date is met and will not be integrated to Kenexa until that date.
6. Is the payroll currently open?
   A. If the payroll is currently open the position will be in batch until the payroll is closed.

If you answered “no” to questions 1-4 then you need to address that step in the process. If you are able to rule out all of the above questions as a possible reason why you are not seeing the position number in Kenexa, create a ticket using jira.kenexasupport@asu.edu. Please include the position number, job code, department code, and what time you looked in Kenexa for the job code.

39 – Why do I keep receiving an error message about the job code when I try to create/modify a position?

Contact OHR Comp/Class to ask what is a comparable alternate job code that can be used.

40 – I created a waiver position and have multiple candidates that will be added to the position. However, I do not see all of my candidates listed under the waiver section in the requisition I am creating. What does this mean?

When you identify a candidate to be waived into a position in Position Management, the candidate(s) ID and full name will be listed in the waiver section of the requisition but each field allows 255 characters maximum. Therefore, if the amount of IDs entered on Position Management and/or the names of the candidates exceed the 255 character limit then what remains will be cut off the list. This list would not be a reliable reference for adding your candidates to the requisition. You should create profiles in Kenexa BrassRing for all candidates you identified in Position Management.