Policies & Procedures

Financial Systems & Position Management

March 12, 2017

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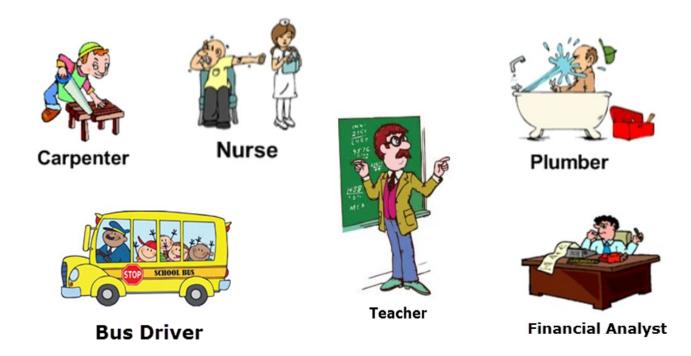
March 12, 2017

POSITION ADJUSTMENTS

- The establishment of new positions and the closure or modification of existing positions are subject to the prevailing freeze requirements and rules and policies of the Human Resources (HR) Division and the Personnel Commission (PC). Freeze approval is separate and distinct from PC approval, which is also required for certain classifications that require duty statement and organizational management review, whether the position is regular or relief. Refer to Attachment 1 for a listing of classifications which do or do not require PC approval and Attachment 2 for a copy of the latest freeze memo.

- For certificated positions, freeze approval is identified by a freeze ID number. For classified positions, freeze and/or PC approval is identified by a PC tracking number. PC tracking numbers expire within 45 calendar days from the date of issuance.

- Positions created without the required approval will be reversed, delimited, or coded obsolete.

- Positions modified or closed without the required approval will be reversed.

- Do not close a position with an incumbent in CM0. Any position closure with an incumbent will be reversed the following day, which may include the reversal of the entire document involving the closure.

- Reference guides are provided in the next two sections to outline the approval requirements for classified and certificated positions. Please refer to the freeze memo for additional information.

Carpenter   Nurse   Plumber

Bus Driver   Teacher   Financial Analyst

CLASSIFIED POSITIONS

Adjustment	Central Office		Schools	
	Freeze Approval	PC Approval	Freeze Approval	PC Approval
2016-17 Current Year				
New Positions*	yes	yes if job code requires PC review	no	yes if job code requires PC review
Closures (Vacancies Only)	no	yes	no	yes
Suspensions (Vacancies Only)	no	yes if suspension end date is past the current end date	no	yes if suspension end date is past the current end date
Basis Increase	yes	yes	yes	yes
Basis Decrease	yes	yes	yes	yes
FTE Increase	yes	yes	yes	yes
FTE Decrease	yes	yes	yes	yes
Crosswalks**	no	yes if job code requires PC review	no	yes if job code requires PC review
2017-18 Budget Development				
New Positions*	yes	yes if job code requires PC review	no	yes if job code requires PC review
Closures (Filled or Vacant)	no	no	no	no
Suspensions	not allowed			
Basis Increase	yes	yes	yes	yes
Basis Decrease	yes	yes	yes	yes
FTE Increase	yes	yes	no	no
FTE Decrease	no	no	no	no
Crosswalks**	no	yes if job code requires PC review	no	yes if job code requires PC review

* New positions cannot be established for frozen classifications, which are identified in Attachment 1.

** For Central Office interdivision crosswalks, approval from the Budget Director or designee is also required.

CERTIFICATED POSITIONS

Adjustment	Central Office		Schools	
	Freeze Approval	HR Approval	Freeze Approval	HR Approval
2016-17 Current Year				
New Positions	yes	no	no	no
Closures (Vacancies Only)	no	no	no	no
Suspensions (Vacancies Only)	no	no	no	no
Basis Increase	yes	no	no	no
Basis Decrease (Vacancies Only)	no	no	no	no
FTE Increase	yes	no	no	no
FTE Decrease (Vacancies Only)	no	no	no	no
Crosswalks *	no	yes	no	yes
2017-18 Budget Development				
New Positions	yes	no	no	no
Closures (Filled or Vacant)	no	no	no	no
Suspensions	not allowed			
Basis Increase	yes	no	no	no
Basis Decrease	no	no	no	no
FTE Increase	yes	no	no	no
FTE Decrease	no	no	no	no
Crosswalks *	no	yes	no	yes

* For teacher and supportive services assignments, please request approval from Maria Salazar or Leanne Hannah.
For administrative assignments, please request approval from Maria Voigt.
For Central Office interdivision crosswalks, approval from the Budget Director or designee is also required.

ZERO BASIS POSITIONS

- A zero basis position is a new or existing position which is funded with carryover dollars or new grants that will not be available until a future date. A zero basis position is established with zero dollars, but the cost distribution is extended to cover payroll expenditure postings.

- The most common type of zero basis position is one that is funded 100% by one program for the entire fiscal year. However, the zero basis portion can be for any duration within the fiscal year at any percentage so long as the position is 100% funded for the entire fiscal year.

Examples of Zero Basis Positions

Position	Program	Start Date	End Date	Funding %	Zero Basis Request
30400000	13938	7/1/2017	7/1/2017	100	Fund until 6/30/18
30400001	13938	7/1/2017	7/1/2017	50	Fund until 6/30/18
30400001	13027	7/1/2017	6/30/2018	50	
30400002	13027	7/1/2017	12/31/2017	100	
30400002	13938	1/1/2018	1/1/2018	100	Fund until 6/30/18

- If the zero basis position is created with a new line, the start and end date must be the same. The amount should be zero.

- If the zero basis position is imported from the budget, the start and end date fields to the right of the existing dates must be populated. The amount should be zero.

ZERO BASIS POSITIONS

- To request a zero basis position, submit the following documents to the respective analyst in Budget Services:

Documents	School Program	Send To
1. Signed budget document approval with reason code 50. 2. Documentation of funding source (e.g., copy of donation check, grant award, estimated carryover balance). 3. Freeze approval, PC tracking number, and/or HR approval, if applicable. 4. Zero basis form (Attachment 3).	Grants	Lan Duong
	General Fund School Program (13027), Targeted Student Population (10400)	Sally Hoy (cc Donna Vasquez and Josephine Perida)
	Filming (14242)	Anna Buendia
	Donations (13938)	Elizabeth Palaganas
	Chrtr Sch Categorical Blk Grnt (13723)	Anamarie Cruz
	Chrtr Sch Alloc In Lieu Of EIA (13724)	
	Central Office Program	**Send To**
	Various	Budget Services division contact

- Once reviewed and approved, the documents will be forwarded to Position Management for processing.

- Position Management will send an email notification when the zero basis request is processed.

- For 2017-18, zero basis positions must be funded by Friday, October 6, 2017.

JOB CODE CHANGES

- The job code for an existing position number may be changed to align the position's job with the employee's classification or credential. This type of adjustment is considered a technical correction.

- Job code changes are permitted for Teacher Assistant and Special Assistant/Trainee classifications.

Job Code	Job Title
11500953	TEACHER ASST - DEGREE TRACK NEW
11500954	TEACHER ASST - NON-DEGREE TRACK
11500955	TEACHER ASST - DEGREE TRACK CONT

Job Code	Job Title
21104571	SPEC EDUCATION ASSISTANT
21104575	SPEC EDUCATION TRAINEE

Note: 11500953 and 11500955 (degree tracks) should not be converted to 11500954 (non-degree track) unless it is for an existing 0954 employee. Employees hired after January 28, 1991 should generally be on a degree track.

- For all other job code changes, HR or PC approval is required (e.g., 11100731 Elementary Teacher to 11100736 Secondary Teacher or 29104687 Campus Aide & Restricted to 29104688 Campus Aide Female & Restricted).
    - Budget adjustments involving job code changes MUST be entered in COFE, not the SFE. Save the document with errors.
    - Email the COFE document number and HR/PC approval to Position Management for review, approval, and posting.

RECLASSIFICATION OR RECLASSIFICATION BY DIRECTOR'S APPROVAL (RDA)

- A reclassification involves an upgrade or downgrade to the job code of an existing classified position, reviewed and approved by the Personnel Commission.

- The reclassification is implemented on the position and assignment, if any, by the Personnel Commission. Budget implements the change in COFE to align the funding with the reclassification.

- Position Management will notify the responsible school or office for any additional funding required to implement a reclassification.

- The budget adjustment will be processed as follows:
    - Vacant position – budget at no less than step 3 for Central Office or at the district-wide average for school purchased positions.
    - Filled position – budget at actual step or level; if incumbent is at step 1 or 2, budget at no less than step 3 for Central Office (under the assumption that a step increase is expected within 6 months to a year) or at the district-wide average for school purchased positions.

To request a position study, please visit the Personnel Commission website to download and complete the RDA or reclassification form.

- RDA form
http://notebook.lausd.net/pls/ptl/ptl_apps.nbk_doc_info.docinfo_qu?p_doc_id=2423

- Reclassification form
http://notebook.lausd.net/pls/ptl/ptl_apps.nbk_doc_info.docinfo_qu?p_doc_id=2428

SALARY SAVINGS & SUSPENSIONS

- A vacant position is suspended to capture salary savings which are redirected for other uses. Suspensions are only allowed during CM0.

- For general fund programs, a 5 month salary savings requirement is currently in effect. A position must be vacant for 5 consecutive months in order to capture salary savings. An exemption to this rule requires the approval of an Assistant Budget Director or higher.

- For specially funded programs, the 5 month rule generally does not apply. Per the Program & Budget Handbook, for Title I programs, a 20 day salary savings requirement is currently in effect. A position must be vacant for 20 consecutive days in order to capture salary savings. For other SFP programs, salary savings can be captured for any period of vacancy. This policy is subject to change based on program requirements.

- To capture salary savings from a vacant position, suspend the position as follows:
    - Copy the Active line of the position.
    - Change the status of the new copied line to "S" for suspend.
    - Change the temporary ID number to the position number of the Active line.
    - Change the start date and end date to reflect the period of vacancy or suspension. The suspension dates must be within the original dates of the Active line and must be within the current fiscal year.
    - Move the savings to a 2OTHS or 3OTH limited line.
    - Once the suspension is posted, the position interfaces to Organizational Management (OM) to create an obsolete indicator so an assignment cannot be made during the period of suspension.
    - If a position is multi-funded, a suspend line can be created for all programs or just one program, as applicable, without triggering a validation error. For example, for a position budgeted with general fund and grant dollars, the position can be suspended for the grant portion if the vacancy period is 3 months. However, for the general fund portion, the line cannot be suspended until the position is vacant for 5 consecutive months.

- DO NOT capture salary savings by changing the start date or end date of a position. Although this transaction releases funds from a position, it is not the recommended best practice because it results in data misalignment between COFE and HR master data.

- Please contact your Budget Services liaison if you encounter an error when trying to suspend a position.

ITINERANT POSITIONS

- Itinerant positions are assigned to employees who work at multiple sites but are time reported centrally to facilitate payroll.

- In Central Office, there are a number of itinerant classifications, each assigned to a specific funds center.

Job	Job Description	Funds Center	Funds Center Name
11100777	Arts Education Itinerant Teacher	1082201	Arts Instr Prog-Itin
12200543	Counselor, Pupil Services and Attendance	1082301	Stu Hlth-PupilSv&Att
12200502	Counselor, Elementary	1082801	Elementary Sch Couns
12200511	Psychologist, School	1082001	Psych Svs-Itinerant
12300461	School Nurse	1082101	Dist Nursing Sv-Itin
12200569	Psychiatric Social Worker (PSW)	1082401	Mental Hlth Svs-Itin
12200533	Counselor, Secondary School (Options Schools Only)	1097201	Sec Counsl-Optn Schs
11100736	Secondary Teacher (PE Itinerant)	1081001	PE-Teacher-Itinerant
12100591	Secondary Teacher, Library Media	1082901	Itinerant Librarians
24102357	Student & Family Resource Navigator	1021801	Healthy Start

- In COFE, the itinerant position is budgeted under dummy program 19601, but the actual funding is placed under budget line type 2OTHS-O (if ongoing), 2OTHS-L (if limited), or 2OTHS-M (if multi-year but not ongoing), tagged with the budget item assigned for each itinerant job code.

- In Organizational Management (OM), the itinerant position's cost distribution is updated to reflect the budget in 2OTHS.

- Itinerant services to schools are managed centrally by a coordinator for each type of itinerant classification. For school purchased services, if a school decides to discontinue funding, approval from the itinerant coordinator is required. It is the itinerant coordinator's responsibility to ensure that such a course of action will not result in additional costs to the District's bottom line.

Note: Separate guidelines are available in the General Fund School Manual for itinerant positions established at shared sites.

RELIEF POSITIONS

- New relief positions are freeze exempt but may require PC approval if the classification is subject to PC review (refer to Attachment 1).

- Relief positions are limited to 90 calendar days with funding extensions subject to PC approval.

- For Central Office, a relief position budgeted as 1POSITN in COFE with position type indicator "003" is required for relief assignments of any duration.

- For school sites, relief assignments may or may not require a relief position. A Substitute Management System has been implemented where substitutes from pre-selected classifications are assigned to a central pool position rather than a site-specific relief position. For such classifications, it will be the school's responsibility to budget the relief time in a 2OTHS line to cover time reporting for substitutes. For other classifications, a relief position will need to be established. Please contact the Employment Transaction Services Branch of the Personnel Commission for details.

- Once the relief assignment is completed, the position should be closed in COFE or the SFE.

- Position Management will periodically review and close relief positions with expired funding.

SUPER POSITIONS

- A super position has multiple assignments to one "super" position. The daily, weekly, or monthly working hours of these assignments are variable, which makes it difficult to budget at the position level, a level that requires a pre-determined start date, end date, and hours per day. As such, the budget for a super position is placed as a lump sum in a 2OTHS line.

- A super position does not exist in COFE. Super positions are created and maintained manually in Organizational Management (OM) with a dummy cost distribution under program 1ZZZZ. Time reporting of an assignment to a super position, however, requires a valid receiver cost center, fund, and functional area to be entered in CATS (the funding line under 2OTHS).

- Super positions are subject to freeze approval, where applicable. Below is a quick reference guide for commonly requested super positions.

SUPER POSITIONS		FREEZE APPROVAL	
Job Code	Job Description	Central Office	School
29208100	REP,CMNY A	yes	no
29208102	REP,CMNY C	yes	no
29208103	REP,CMNY D	yes	no
29208104	REP,CMNY E	yes	no
19100620	TEMP CERTIFICATED ASSIGNMENT C	yes	yes
29208251	PROF EXP A	yes	yes
29208261	PROF EXP B	yes	yes
29208271	PROF EXP C	yes	yes
29208281	PROF EXP D	yes	yes
29208291	PROF EXP-E	yes	yes
29208292	PROF EXP-F	yes	yes
29208686	STUDENT AIDE	no	no
29105364	SCH SUPERVISION AIDE	none in Central Office	no
29208447	SCHOOL SPVN AIDE	none in Central Office	no
29105345	ATHLETICS ASSISTANT	none in Central Office	no
11100781	TCHR,C/LTD CNT	none in Central Office	no

- To request a new super position, please complete and email a signed pdf copy of Attachment 4 to Position Management.

COFE/SFE VALIDATION ERRORS

- **Transfer of funds between SACS resources** – Please email the document number and a screen shot of the error to Victoria Reyes and Eric Mirano. An email notification will be sent when the document is approved or disapproved for posting.

- **Transfer of funds between growth codes** - Please email the document number and a screen shot of the error to Victoria Reyes and Eric Mirano. An email notification will be sent when the document is approved or disapproved for posting.

- **Overrides for Availability Control (AVC) Errors**
    - For AVC errors related to job code changes or crosswalks of an existing position number, please send an email to Rebecca Ta (rebecca.ta@lausd.net) with the document number and a screenshot of the AVC error message for review.
    - For AVC errors related to a funding change for an existing position (e.g., from 13027 to 7S046) or for any 2OTHS or 3OTH lines, an override request must be approved by a Deputy Budget Director or designee.
        - Please send an email with the COFE document number, supporting documents if applicable, and a screenshot of the message error details to the designated staff in each Deputy's unit for review.
        - Once approved by a Deputy or designee, please forward the email and document number to Tina Liu (tina.liu@lausd.net) or Rebecca Ta (rebecca.ta@lausd.net) for posting.

- **Position Validation Errors**
    - All COFE users should have access to the Position Validation Error Report. The report identifies positions and temporary IDs with validation errors that need to be corrected before they can interface from COFE to HR to update position attributes (e.g., 1018 cost distribution) or generate new position numbers.

    - At the end of Budget Development, positions remaining on the Position Validation Error are subject to closure by Budget Services. As such, it is imperative that users review and clear any errors. The only exceptions are errors related to approved zero basis positions multi-funded by at least one program with dollars and one program without dollars (the latter being zero basis to be funded by carryover).

- For all other COFE or SFE validation errors, please send a screenshot of the error to Tina Liu (tina.liu@lausd.net) or Rebecca Ta (rebecca.ta@lausd.net) for assistance.

ACCOUNT CODE MAINTENACE

FORMS

ACCOUNT CODE MAINTENANCE FORMS	
ORAR REQUEST FORM	Attachment 5
PROGRAM REQUEST FORM	Attachment 6
PROGRAM/OBJECT REQUEST FORM	Attachment 7
PROGRAM/COST CENTER REQUEST FORM	Attachment 7

CARRYOVER TYPES

Attachment 8

Every program is assigned a carryover type to determine which formulas are used in calculating estimated and actual carryover, if applicable.

To modify the carryover type of a program, please complete and submit the Program Request Form.

- **Funds Center, Cost Center, and Organizational Unit**
    - In SAP, location codes are assigned to three different types of "units": funds center, cost center, and organizational unit.
    - In general, budgets are assigned to funds centers. Positions are assigned to organizational units. Expenditures post to cost centers.
    - To request a new location code or change the attributes of an existing location code, including the chief designation of an organizational unit, please complete and submit an ORAR Request Form.

- **Program or Functional Area Substring 3**
    - To request a new program or change the attributes of an existing program, please complete and submit the Program Request Form.

- **SACS Validation Tables**
    - Various combination tables in SAP are maintained for SACS validation, including the following:
        - Program/Fund – Added by Budget Services when a program is created.
        - Program/Object – Please complete and submit the Program/Object request form to add or deactivate objects for a program.
        - Program/Org – Please complete and submit the Program/Org request form to add or deactivate cost centers for a program.
        - Fund/Org – Added by Budget Services based on Program/Org request.

SAP SECURITY ACCESS

- SAP security access is managed on-line through GRC-CUP (Governance, Risk, and Compliance – Compliant User Provisioning), which can be found under the "Access Request" tab.

- SAP access requests are routed to various business owners for approval based on the selected security roles. For example, COFE related roles are routed to Budget Services for approval whereas shopping cart or purchase order related roles are routed to Procurement for approval. If one access request contains roles routed to multiple role owners, the access request is not processed until all role owners approve or disapprove the request. As such, it is recommended that separate access requests be submitted based on role ownership.

- Attachment 9 is a job aid describing the business process procedures to request SAP security roles.

- The following page contains the recommended COFE roles for Central Office and School Fiscal staff.

SAP SECURITY ACCESS

RECOMMENDED COFE ROLES FOR CENTRAL OFFICE FISCAL STAFF				
Role name	**Role**	**Role Type**	**General Description**	**Role Owner**
Budget Services Staff Only				
COFE Budget Services Viewer	RF102_0000	Composite	Display access to various COFE, FM, and BW reports	Budget
COFE Budget Services Adjuster	RF103_0000	Composite	Ability to enter COFE documents Display access to various COFE, FM, and BW reports	Budget
COFE Budget Services Approver	RF104_0000	Composite	Ability to enter and post COFE documents Display access to various COFE, FM, and BW reports	Budget
COFE PWI Reporter	RF752_0000	Single	Display access to Position With Incumbent Report	Budget
Non-Budget Services Staff Only				
COFE Central Office Viewer	RF108_0000	Composite	Display access for various COFE, FM, and BW reports	Budget
COFE Central Office Adjuster	RF109_0000	Composite	Ability to enter COFE documents Display access to various COFE, FM, and BW reports	Budget

- A composite role contains multiple single roles which have been grouped together based on function, as recommended by the business owner.

- For COFE composite roles, select only one composite role. Multiple composite roles will not be approved.

SAP SECURITY ACCESS

- In addition to COFE roles, fiscal staff may need access to other roles which are not directly budget- related. The following chart provides a list of other commonly requested security roles for Central Office fiscal staff.

OTHER USEFUL ROLES FOR CENTRAL OFFICE FISCAL STAFF				
Role name	**Role**	**Role Type**	**General Description**	**Role Owner**
Time Data Displayer	RH013_0000	Single	Display access to various time data screens, including CAT3 (Time Sheet) and ZCATS_DA (Display Working Times)	Payroll
Time Approver	RH009_0000	Single	Time approver access	BASE-Security
AP General Display	RF806_0000	Single	Display access to various AP screens, including MIGO (Display Document) and ME23N (Display Purchase Order)	AP
FI Reporter	RF556_0000	Single	Display access to SACS combination tables (ZLAUSD001 Program-Fund, ZLAUSD002 Pro-gram-Object, ZLAUSD003 Program-Org, ZLAUSD004 Fund-Org)	Accounting
FI Display	RF557_0000	Single	Display access to various FI screens, including FMSC (Funds Center), ZFUND (Fund and Fund Name), and ZFUNCAREA (Functional Areas)	Accounting
OM Displayer	RH140_0000	Single	Display access to various OM screens, including PPOSE (Organization and Staffing) and PO13D (Position).	PC
HR Master Data Display - Fiscal	RH159_0000	Single	Display access to PA20 (Personnel Assignment)	PC
Shopping Cart Request Creation	SC100_0000	Composite	Ability to create shopping carts	Procurement
P-Card Shopping Cart Travel Approver	SC200_0000	Composite	Ability to create and approve shopping carts, travel requests, and P-card requests	Procurement
Shopping Cart Request Displayer	SC300_0000	Composite	Display access to various shopping cart screens	Procurement
BW - FI Central Site Administrator	BF710_0000	BW	Access to BU041 Payroll Expenditures (unrestricted access - for users in Budget Services, General Accounting, and Payroll only)	Accounting
BW – FI School Site Administrator	BF711_0000	BW	Access to BU042 Payroll Expenditures (restricted by fund center - for users outside of Budget Services, General Accounting, and Payroll)	Budget

SAP SECURITY ACCESS

RECOMMENDED ROLES FOR FISCAL SPECIALISTS School Front End (SFE) and Fund Center/Cost Center Restricted Roles Role Owner: School Fiscal Services			
Role Name	**Role**	**Role Name**	**Role**
Local District Central		**Local District East**	
School Budget Adjuster	RF705_CENTRAL	School Budget Adjuster	RF705_EAST
School Budget Submitter	RF706_CENTRAL	School Budget Submitter	RF706_EAST
School Budget Approver	RF708_CENTRAL	School Budget Approver	RF708_EAST
Employee Assignment Cost Reporter	RF718_CENTRAL	Employee Assignment Cost Reporter	RF718_EAST
FundCenter Restricted Role For	FC_CENTRAL	FundCenter Restricted Role For	FC_EAST
MastCostCenter Restricted Role For	MC_CENTRAL	MastCostCenter Restricted Role For	MC_EAST
FundCenter Restricted Role For	FC_1044401	FundCenter Restricted Role For	FC_1044401
MastCostCenter Restricted Role For	MC_1044401	MastCostCenter Restricted Role For	MC_1044401
BW - FI School Fiscal Services	BF718_0000	BW - FI School Fiscal Services	BF718_0000
Local District Northeast		**Local District South**	
School Budget Adjuster	RF705_NORTHEAST	School Budget Adjuster	RF705_SOUTH
School Budget Submitter	RF706_NORTHEAST	School Budget Submitter	RF706_SOUTH
School Budget Approver	RF708_NORTHEAST	School Budget Approver	RF708_SOUTH
Employee Assignment Cost Reporter	RF718_NORTHEAST	Employee Assignment Cost Reporter	RF718_SOUTH
FundCenter Restricted Role For	FC_NORTHEAST	FundCenter Restricted Role For	FC_SOUTH
MastCostCenter Restricted Role For	MC_NORTHEAST	MastCostCenter Restricted Role For	MC_SOUTH
FundCenter Restricted Role For	FC_1044401	FundCenter Restricted Role For	FC_1044401
MastCostCenter Restricted Role For	MC_1044401	MastCostCenter Restricted Role For	MC_1044401
BW - FI School Fiscal Services	BF718_0000	BW - FI School Fiscal Services	BF718_0000
Local District Northwest		**Local District West**	
School Budget Adjuster	RF705_NORTHWEST	School Budget Adjuster	RF705_WEST
School Budget Submitter	RF706_NORTHWEST	School Budget Submitter	RF706_WEST
School Budget Approver	RF708_NORTHWEST	School Budget Approver	RF708_WEST
Employee Assignment Cost Reporter	RF718_NORTHWEST	Employee Assignment Cost Reporter	RF718_WEST
FundCenter Restricted Role For	FC_NORTHWEST	FundCenter Restricted Role For	FC_WEST
MastCostCenter Restricted Role For	MC_NORTHWEST	MastCostCenter Restricted Role For	MC_WEST
FundCenter Restricted Role For	FC_1044401	FundCenter Restricted Role For	FC_1044401
MastCostCenter Restricted Role For	MC_1044401	MastCostCenter Restricted Role For	MC_1044401
BW - FI School Fiscal Services	BF718_0000	BW - FI School Fiscal Services	BF718_0000

SAP SECURITY ACCESS

- In addition to SFE roles, fiscal specialists may need access to other COFE, BW, HR, and Finance-related roles. The following are commonly requested roles.

COFE Roles for All Fiscal Specialists			
Role Name	**Role**	**General Description**	**Role Owner**
COFE School Fiscal Approver	RF101_0000	Ability to enter and post COFE documents	Budget
COFE Authority Doc Between SFP Programs & Funds Centers	RF721_0000	Authorization access for SFP programs	Budget
COFE PWI Reporter	RF752_0000	Access to the Position with Incumbent Report	Budget
BW - FI School Site Administrator	BF711_0000	BU042 Payroll Expenditures and FM010 Budget Availability	Budget
BW - Central Office ONLY FI Reporter	BF745_0000	PC010 Purchase Order History	Budget
BW - HR Norm Reporter	BH153_0000	BW Norm Reports (HR080, HR081, HR039, HR046, HR038)	Budget
BW - School Only Site Administrator	BH161_0000	HR070 School Position Detail	PC/HR
OM Displayer	RH140_0000	Display access to various OM screens, including PPOSE (Organizational and Staffing) and PO13D (Position)	PC/HR
HR Master Data Display - Fiscal	RH159_0000	Display access to PA20 (Personnel Assignment)	PC/HR
AP General Display	RF806_0000	Display access to various AP screens, including MIGO (Display Document) and ME23N (Display Purchase Order)	AP
FI Display	RF557_0000	Display access to various FI screens, including FMSC (Funds Center), ZFUND (Fund and Fund Name), and ZFUNCAREA (Functional Areas)	Accounting
Time Data Displayer	RH013_0000	Display access to various time data screens, including CAT3 (Time Sheet) and ZCATS_DA (Display Working Times)	Payroll
Shopping Cart Request Displayer	SC300_0000	Display access to various shopping cart screens	Procurement
Travel Display for All Cost Centers	RT108_0000	Display access to Travel screen	Procurement
P-Card Display Reporter	RP103_0000	Display access to P-Card screen	Procurement

FREQUENTLY ASKED QUESTIONS

FAQS

TEMPORARY ID NUMBERS

- Question: Can I create my own temporary ID number?

  Answer: No. Using a non-system generated temporary ID may result in an error. Click the "Get Next" icon for a system generated temporary ID number.

- Question: Can I recycle a temporary ID number that was closed?

  Answer: No. You will receive a hard error when trying to recycle a closed temporary ID number.

- Question: When I check the Temporary ID Replace Report, no results are found for my temporary ID number. How do I find the new position number for my temporary ID?

  Answer: Check if the temporary ID is on the Position Validation Error Report. If it is, correct the error. If it is not, please contact Position Management for assistance.

- Question: When I create a new temporary ID that is multi-funded, do I use the same temporary ID or a different temporary ID for each program?

  Answer: The same temporary ID.

FUNDING POSITIONS

- Question: Can I multi-fund one temporary ID or one position number in two different funds centers?

  Answer: No. One temporary ID or position number can only exist in one funds center. If an employee will be shared between two funds centers, then two different temporary IDs or position numbers should be funded, each representing the FTE to be assigned to each funds center (e.g., .50 FTE each).

- Question: How many decimal places can I use for a funding percentage?

  Answer: Only 2. Even though 3 decimal places are available in COFE or the SFE, the cost distribution for a position only holds 2. If you use 3, the position may either err out during the interface to HR or the system will round up or down to populate the cost distribution.

- Question: If I multi-fund a position, do the group and level have to be the same for every   program?

  Answer: No. If the position is classified, the group has to be the same but the level can be different. If the position is certificated, the group or level can be different. The differing pay scales should reflect program requirements to budget at the actual or at the average.

FREQUENTLY ASKED QUESTIONS

FAQS

- Question: I am creating a new, on-going position mid-year. How do I adjust the funding source so that next year it reflects an on-going, full year deduction?

  Answer: For Central Office, the adjustment should include two lines for the funding source or the "from" side: one on-going and one limited. Deduct the cost of the position for the full year from the on-going line. Credit the savings of the position created at mid-year to the limited line.

  Example: Create a new position at mid-year

BudLnTyp	Start Date	End Date	From	To	
1POSITN	1/1/2017	12/31/9999		50,000	Cost from January through June
2OTHS-O			-100,000		Full year, on-going cost
2OTHS-L				50,000	Limited savings for mid-year (difference between 2OTHS-O and 1POSITN)
Total			-100,000	100,000	

  For schools, resource allocations are generally re-set every year, so adjustments to on-going and limited lines are not necessary.

- Question: I am closing an on-going position mid-year. How do I credit the funding source so that next year it reflects an on-going, full year savings?

  Answer: For Central Office, the adjustment should include two lines for the "to" side: one on-going and one limited. Credit the savings of the position for the full year to the on-going line. Deduct the cost of the position closed at mid-year to the limited line.

  Example: Close a position at mid-year

BudLnTyp	Start Date	End Date	From	To	
1POSITN	7/1/2016	12/31/2016	-50,000		Savings from January through June
2OTHS-O				100,000	Full year, on-going savings
2OTHS-L			-50,000		Cost for mid-year closure (difference between 2OTHS-O and 1POSITN)
Total			-100,000	100,000	

  For schools, resource allocations are generally re-set every year, so adjustments to on-going and limited lines are not necessary.

FREQUENTLY ASKED QUESTIONS
FAQS

- Question: What happens when I fund a limited position with an on-going funding source?

  Answer: For Central Office, the overall amount in the program for the next fiscal year is reduced because the on-going funding source rolls over as is. A limited position should be funded with a limited funding source (2OTHS-L or 3OTH-L). An on-going position should be funded with an on-going funding source (2OTHS-O or 3OTH-O). A multi-year position should be funded with a multi-year funding source (2OTHS-M or 3OTH-M).

  For schools, resource allocations are generally re-set every year, so adjustments between on-going and limited budget lines do not impact the starting balance.

- Question: If I fund a position or move the budget between non-position commitment items after the rollover has occurred, is there a negative impact if the "from" and "to" side are limited, on-going, or multi-year?

  Answer: No because the preliminary budget (PR0) has already been populated. However, users may prefer to keep the "from" and "to" lines "clean" for reporting purposes or analyses, so they may choose to adhere to the basic rule of funding limited with limited, on-going with on-going, and multi-year with multi-year.

MISCELLEANOUS

- Question: When I fund a position on-going, can I use 6/30/9999 instead of 12/31/9999?

  Answer: No. Use 12/31/9999 only. Do not use 6/30/9999, 12/30/9999, or any other variant with "9999". The system may not recognize these other end dates, causing payroll postings to hit the suspense account.

- Question: When I create a new 2OTHS or 3OTH line, what start and end date should I use?

  Answer: The start date should be a date within the fiscal year. For a limited line, the end date should be a date within the fiscal year, either 6/30 or less. For an on-going line, the end date should be 12/31/9999. For a multi-year line, the end date should be greater than 6/30 of the current fiscal year but less than 12/31/9999.

- Question: How do I know when to use the various budget line types?
  Answer: 1POSTN = position
  2OTHS-O, 2OTHS-L, or 2OTHS-M = non-position salary items from commitment item 100000 to 399999
  3OTH-O, 3OTH-L, or 3OTH-M = operating expenses from commitment item 400000 to 699999

FREQUENTLY ASKED QUESTIONS

FAQS

- Question: I changed the funding start date of a position, but the assignment cannot be entered or changed to match the new start date. What do I do?

  Answer: The start date may need to be adjusted manually in OM. Please contact Position Management for assistance.

- Question: I budgeted a position in CM0 but can't find the position in PR0 or FN0. What happened?

  Answer: If the position ends before 6/30 or on 6/30 but with "C" status, it is dropped during the rollover. If the position is funded with a grant that ends 6/30 or earlier, it is dropped during the rollover. If the position is budgeted after the rollover has occurred, it will not exist in PR0 or FN0. In any of these scenarios, if the position is to be funded next fiscal year, it will need to be added as a new line in PR0 or FN0.

- Question: When I close a position with multiple lines, does every line have to be closed?

  Answer: Yes. If even one line remains active, the position remains open in OM, available for an assignment entry.

- Question: Is indirect cost included in availability control?

  Answer: No. Indirect cost uses commitment items starting with 7. Commitment items 700000 to 799999 are excluded in the derivation of the available budget for the AVC ledgers.

- Question: I changed the funding for a position but don't see any change to the payroll expenditures. How can I find out what happened?

  Answer: There are multiple possibilities:

  1. Check if the position is on the Position Validation Error Report. If it is, fix the error(s) so the position will interface to HR to update the cost distribution and trigger retroactive accounting.

  2. Check if a receiver cost center/fund/functional area was entered during CATS time reporting. If it was, it will need to be deleted if the expenditure is to post to the position's cost distribution.

  3. Retroactive accounting to move expenditures does not occur immediately. Changes are usually reflected after the next major payroll run.

  4. Check if the position's cost distribution (1018) was updated. If it was not, please contact Position Management for assistance.