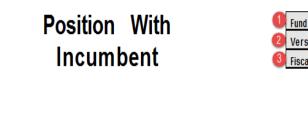
### POSITION WITH INCUMBENT (PWI) REPORT JOB AID

Displays details of all budgeted positions, including related Human Resources data, such as position control number, employee name, and job title



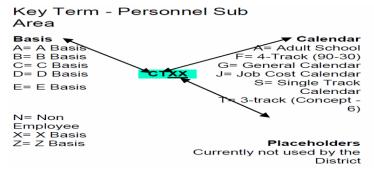
0	Fund Center		
2	Version	CM0	Current Modified Version
3	Fiscal Year	2016	

Italics = HR Data O = Obsolete

	4	(5)	6	7	8		9	10	•	12	13	14
F	Position	Position Description	PSA	PS Grp	Person #/ID	Incumbs	Employee Subgroup	Emp Status	Start	Hrs/Day	FTE	Salary Amount
J	Job	Job Title	Prog	PS Level	Last Name, First Name		Description	Pos Status	End	Days/Wk	Fund %	(w/ Benefits)

### **Report Field Descriptions**

- 1. Fund Center Description Fund Center and Fund Center Name
- 2. Version:
  - a. CM0 = Current Modified Version (Current Maintenance)
  - b. FN0 = Adopted Final Version (Budget Development)
- 3. Fiscal Year
- 4. Position & Job
  - a. Position 8 digit number that represents the position number.
  - b. Job –8 digit number that identifies the job code of the position.
- 5. Position Description & Job Title
  - a. Position Description identifies the position name.
  - b. Job Title identifies the job name of the position.
- 6. PSA & Program
  - a. PSA –Personnel Sub Area defines the pay basis (number of days worked per year) and track.

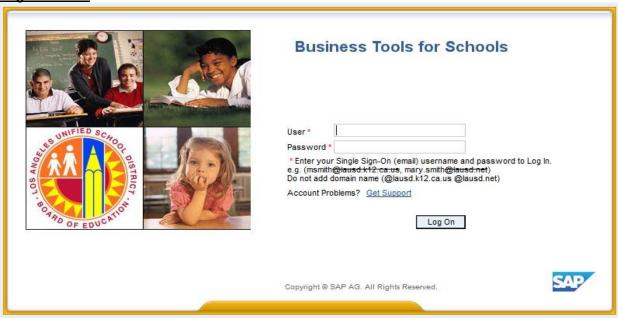


b. Program – Identifies the program code used to fund the position.

#### 7. PS Grp & PS Level

- a. PS Grp The pay scale group is either the class code for a classified salary table or the schedule for a certificated salary table.
- b. PS Level The pay scale level represents the step or level from the salary table.
- 8. Person #/ID, Last Name, First Name, and Incumbs
  - a. Person #/ID Person # identifies the PersNo used for the specific position number.
    Person ID is the employee's original employee number. An employee with multiple assignments/jobs will be assigned a different PersNo for each assignment/job.
  - b. Last Name, First Name is the name of the employee filling the position.
  - c. Incumbs identifies the number of incumbents in the positon.
    - i. 1 of 1 = one position/one incumbent
    - ii. 1 of 2 = one position/two incumbents
- 9. Employee Subgroup & Description Identifies the status of employee's assignment, i.e. probationary, regular, and temporary, intern, retiree, and substitute.
- 10. Emp Status & Pos Status
  - a. Emp Status is the status of the employee.
  - b. Pos Status Position Status is the status of the position.
    - i. Active
    - ii. Closed
    - iii. Suspend
- 11. Start & End is the Start and End date of the position.
- 12. Hrs/Day & Days/Wk Is the number of hours and days assigned to a position.
- 13. FTE & Fund %
  - a. FTE Full Time Equivalent
    - i. Classified 1 FTE = 8 hours
    - ii. Certificated 1FTE = 6 hours
  - b. Fund % is the % budgeted for a position within a program. For multi-funded positions you will have multiple lines with the same position number but different program codes and %. The percentage on a position must always total 100%.
- 14. Salary Amount (w/Benefits) is the salary amount budgeted for the position based on the PS Grp/Level.

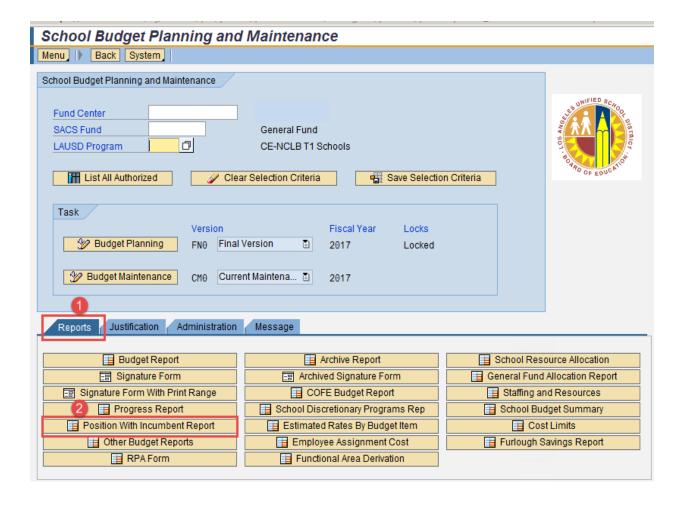
#### Log on to BTS



## From SAP Home Page, click "SAP Budget - Schools Front End"



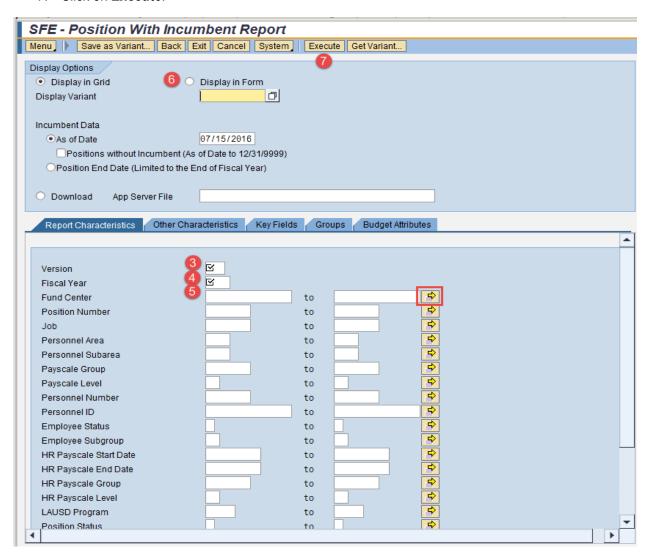
- 1. Click on the **Reports** tab.
- 2. Click on Position With Incumbent Report.



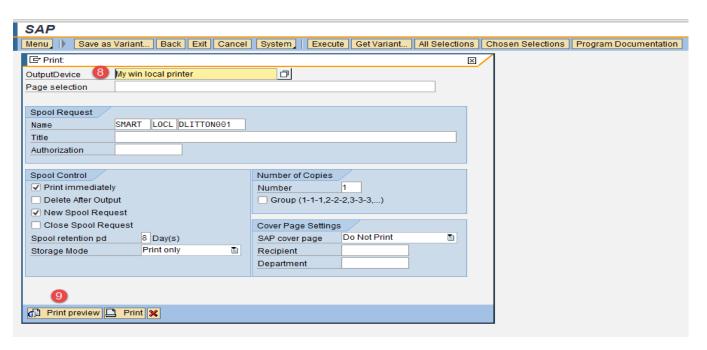
- 3. Enter **Version**. Click on matchbox to display a list of available versions.
  - a. FN0 = Budget Development
  - b. CM0 = Current Maintenance
- 4. Enter Fiscal Year.
- Enter Fund Center.
  - a. Leaving this field blank will run the report for all schools in the system.
  - b. Clicking on will allow you to enter multiple Fund Centers.
- 6. Select Display in Form.

#### **Display Options:**

- a. Display in Form Displays a formatted report
- **b.** Display in Grid Allows for the report to be downloaded as a spreadsheet.
- 7. Click on *Execute*.



- 8. The print menu displays. Check your Output device. If BTS printing has not been set up, type in LPDF.
- 9. Click Print preview to display report.



- 10. SFE will display a PDF document that can be printed and saved.
- 11. Click **Back** to return to the previous screen.

