

Position Management: Creating an Academic Position (AAPM)

The **AAPM form** can be used by the Human Resource Representative or Financial Officer to **add an academic standing or fixed-term multi-year position.**

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12/10/98          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
09:25:00.5                                             DAM3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System      M2VA             Vendor System
M2BG             Budgeting System              BAMM             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System             CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION:  aapm_1          PREV MENU:  NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END    .    .    .    .    .    .    KEYS  PRNT  .
  
```

1. At **Next Function** on **M1M1**, type **AAPM**.

Press **Enter**.

> Note:

If you do not know the function to fast path, type in **M3PM** for a list of the Position Management functions.

```

COMPLETE REQUIRED FIELDS AND PRESS ENTER KEY
12/10/98                               POSITION MANAGEMENT FORM          Screen 1.0
09:41:51.2                             ADD ACADEMIC POSITION              AAPM
                                                                              DAM3
Form Action:  ___ ① Document #:          Unit:          Confidential: Y
Effective Date:  __ / __ / ___ ②        Document Status:
H Admin Area:  ___                      Pos #:  ___ - 000    ③ Pos Type: P
④ Home Budget:  __ - __ - __          UP ⑤ App Salary:  ___          Pos Status: UN
⑥ Class:  ___                          ⑦ Pos Apt Type:  ___          Rank:  ___
Grade:  ___                             Job Desc #:  ___ - ___      Pos FTE:  ___
Sal Plan:  ___                          ACAM/EXEC T1:  ___
Per Rep #:  ___                          ACAM/EXEC T2:  ___
Work Loc:  ___ - 000                     Acad Title:  _____

Collapse Pos: N                        Adm Pos Hld: N              Mult-apt Pos: N
Cen Pos Hld: N                         Clsf Pos Hld: N            Sal Red Crcl: N

Pos Stat Dte:  /  /

```

Enter the following information:

1. At **Form Action**, type in the form action.

> Note:

If you are not the home budget area for this position but have received the form because you are providing some of the funding, enter **CHG** at Form Action and go to the **Salary Budget Distribution** screen to enter your funding.

2. At **Eff Date**, type in the position begin date.

> Note:

The position begin date must be the same or earlier than the appointment begin date of the employee filling the position.

3. At **Pos Type**, type in a **P** for a **permanently funded** position *or* a **T** for a **temporary funded** position.

> Note:

Standing and fixed-term multi-year positions must be permanently funded.

4. At **Home Budget**, type in the budget number that is the administrative home of the

position.

- 5. At **App Salary** (if funding is to be committed at this time), type in the annual salary.
- 6. At **Class**, type in the personnel class.

> Note:

Press **PF1** to view the appropriate class codes.

- 7. At **Pos Apt Type**, type in the budget position appointment type.

> Note:

Press **PF1** to view the appropriate appointment type codes.

Press the **Enter** key to establish the edits for the position being created.

Required fields may vary depending upon the class and appointment type:

Academic Administrators:

```
COMPLETE REQUIRED FIELDS AND PRESS ENTER KEY
12/10/98                               POSITION MANAGEMENT FORM           Screen 1.0
09:47:39.6                             ADD ACADEMIC POSITION                 AAPM
                                                                              DAM3
Form Action: ADD      Document #:          Unit:          Confidential: Y
Effective Date: 01 / 01 / 1999          Document Status:

H Admin Area: 004                      Pos #: _____ - 000          Pos Type: P
Home Budget: 02 - 004 - 08 UP          App Salary: 32000.00__          Pos Status: UN

      Class: ACAD                      Pos Apt Type: STN                1 Rank: ____
      Grade: ____                      Job Desc #: _____ - ____    Pos FTE: ____
2 Sal Plan: ____                      3 ACAM/EXEC T1: ____
4 Per Rep #: 020                      5 ACAM/EXEC T2: ____
6 Work Loc: UP - 000                  Acad Title: _____

Collapse Pos: N                        Adm Pos Hid: N                    Mult-apt Pos: N
Cen Pos Hid: N                        Clsf Pos Hid: N                    Sal Red Crcl: N

Pos Stat Dte:   /   /
```

- 1. At **Rank**, type in the rank if applicable.

> Note:

Press **PF1** for a list of valid rank codes.

2. At **Sal Plan**, type in the number of weeks for academic administrators (ex. 36W).
3. At **Acam/Exec T1**, type in the code for the primary University title.

> Note:

Press **PF1** for a list of valid title codes.

4. At **Per Rep#**, verify that the Human Resource Representative number is correct. If it is incorrect, type in the correct Human Resource Representative number.

> Note:

Press **PF1** for a list of Human Resource Representative numbers.

5. At **Acam/Exec T2**, type in the code for the secondary or dual University title.

> Note:

Press **PF1** for a list of valid title codes.

6. At **Work Loc**, verify the physical work location. If it is incorrect, type in the correct location code.

> Note:

Press **PF1** for a list of valid location codes.

Academic:

```

COMPLETE REQUIRED FIELDS AND PRESS ENTER KEY
12/10/98          POSITION MANAGEMENT FORM          Screen 1.0
09:47:39.6      ADD ACADEMIC POSITION              AAPM
                                                    DAM3
Form Action: ADD   Document #:                   Unit:           Confidential: Y
Effective Date: 01 / 01 / 1999                 Document Status:

H Admin Area: 004                               Pos #: _____ - 000   Pos Type: P
Home Budget: 02 - 004 - 08 UP   App Salary: 32000.00___   Pos Status: UN

      Class: ACAD                               Pos Apt Type: STN         1 Rank: ____
      Grade: ____                               Job Desc #: _____   Pos FTE: ____
2 Sal Plan: ____                               ACAM/EXEC T1: ____
4 Per Rep #: 020                               ACAM/EXEC T2: ____
      Work Loc: UP - 000                       7 Acad Title: _____

Collapse Pos: N                               Adm Pos Hid: N           Mult-apt Pos: N
Cen Pos Hid: N                               Clsf Pos Hid: N         Sal Red Crcl: N

Pos Stat Dte:   /   /

```

1. At **Rank**, type in the rank.

> Note:

Press **PF1** for a list of valid rank codes.

2. At **Sal Plan**, type in the number of weeks in the contract (ex. 36W).

4. At **Per Rep#**, verify that the Human Resource Representative number is correct. If it is incorrect, type in the correct Human Resource Representative number.

> Note:

Press **PF1** for a list of Human Resource Representative numbers.

7. At **Acad Ttl**, type in academic discipline (ex. Ag Economics).

Press **PF8** to continue.

If funding is going to be committed, the Salary Budget Distribution and Source/Destination of Funds screens can be completed anywhere in the approval cycle. However, they must be completed before final Financial Officer approval.

You can bypass this screen by pressing **PF8** and the Financial Officer will complete this screen.

This screen is the increase side of your budget amendment.

To complete the Salary Budget Distribution screen, do the following:

If a position has split budget distributions, a line must be completed for each budget and fund.

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
12/10/98                               POSITION MANAGEMENT                               Screen 2.0
09:54:41.0                             SALARY BUDGET DISTRIBUTION                               AAPM
                                                                                               DAM3
H Admin Area: 004                       Pos #: 02752-000                               Pos Type: P
Home Budget: 02-004-08 UP               New Pos Salary: 32000.00                       Pos Status: UN

Temp Pos BA: N                           Old Pos Salary:                               Obj Code: 104

   1.  Budget Fund AA# Trn Cd Sal % Sal Amt | Net Change
   2.  0200408 UP 10010 004 10 46.8 15000 |
   3.  0400408 UP 10010 004 10 26.6 8500 |
   4.  _____  _____ 6 021 10 26.6 8500 |
   5.  _____  _____ |
   6.  _____  _____ |
   7.  _____  _____ |
   8.  _____  _____ |
   9.  _____  _____ |
  10.  _____  _____ |

NEXT KEY:
NEXT FUNCTION:                               <HELP, MENU, END>

```

- For each budget distribution that you have financial responsibility for complete as follows:

1. At **Budget**, type in the budget number for this distribution. The first distribution line must be the home budget and general funds. If there is no general fund charge to this budget and fund, enter a zero in the salary amount column or leave it blank.

> **Note:**

ARL is an exception to the general funds requirement.

- At **Fund**, type in the fund number associated with the budget for this distribution.
- At **Trn Cd**, type in the transaction code indicating the source of funds.

> **Note:**

If this position is split with another area and you are the receiver of the forwarded form, complete as follows:

Go to the line with your administrative area number listed

1. At **Budget**, type in the budget number for this distribution.

> Note:

If you are going to split the amount that your area is responsible for between 2 or more budget/fund combinations, go to the next available blank line and fill in the information as appropriate.

- At **Fund**, type in the fund number associated with the budget for this distribution.
- At **Trn Cd**, type in the transaction code indicating the source of funding.

5. At **Sal Amnt**, type in the amount to be budgeted to this budget and fund.

Press **PF8**.

> Note:

A funding hold will be placed on this position if the Salary Budget Distribution and Source/Destination of Funds screens are not completed before the Financial Officer approves the form.

If the Salary Budget Distribution screen has been completed, the Source/Destination of Funds screen will appear. This screen must be completed when the Salary Budget Distribution screen is completed.

> Note:

This screen will not appear for miscellaneous funds.

This screen is the decrease side of the budget amendment.

12/10/98 09:59:31.2	POSITION MANAGEMENT SOURCE/DESTINATION OF FUNDS		Screen 3.0 AAPM DAM3
H Admin Area: 004 Home Budget: 02-004-08 UP	Pos #: 02752-000 New Pos Salary: 32000.00	Pos Type: P Pos Status: UN	
GENERAL FUNDS: 23500 AG FED. FUNDS: AUXILIARY ENT: UNIV SERV: P.L. 94-482:	Fndg Eff Dte: 01 / 01 / 1999 Auto/Bat BA(A/B): A	BA#: BA#: BA#: BA#: BA#:	
SOURCE/DESTINATION	Obj Trn	Incr /	Position
Budget	Fund Cd Cd	(-)Decr	AA# # Suf
1. ① 0202164 U	② 10010 ③ 1B ④ 10	⑤ -8500	021 _____
2. 0200408 UP	10010 11B 10	-15000	_____
3. 0400408 UP	10010 105 10	-8500	⑥ 00 000
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

MORE BUDGETS : N
NEXT KEY :
NEXT FUNCTION :

(MENU, KEYS, END)

To complete the Source/Destination of Funds screen, do the following:

- Fill in this screen only for your area of financial responsibility.
- Enter one line for each budget, fund and object category funding source.
 1. At **Budget**, type in the budget number to be decreased.
 2. At **Fund**, type in the fund number to be decreased.
 3. At **Obj Cd**, type in the University object code to be decreased.
 4. At **Trn Cd**, type in the transaction code. This code must be the same transaction code entered on the previous screen - Salary Budget Distribution.
 5. At **Incr/(-)Dec**, type in the amount. This amount will be a decrease to this budget, fund and object code.
 6. At **Position #**, if you are reducing an unfilled position to fund this position, type in the position number your are reducing.

Press **PF8** if you would like to enter information in the **Note Pad** *or* press **PF12**.

> General Notes:

- If you are the home budget area, submit (**SUB**) the form for approval.
 - If you are not the home budget areas, the form will return to the home budget area when you approve (**APP**) the form.
 - When this form has completed the approval cycle, a budget amendment will be created via a batch process. This form will be submitted to the first approver for **AABP**. This will be an item on the **BAFM** screen.
 - If you are reducing a position to provide the funding for the position being created, the position being reduced will be updated when the budget amendment has completed the approval cycle.
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Last Revised: 05/03/2004