Position Management: Creating a Position Transaction (ATPM)

The ATPM transaction can be used by the Financial Officer to add (fast) all standing or fixed-term positions.

> Note:
If the position is split with another administrative area that you are not responsible for, you must use one of the forms (AAPM or AEPM) to create the position.

1. At Next Function on M1M1, type ATPM.

Press Enter.

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

If this position is split with another administrative area that you are not responsible for, you must use one of the forms (AEPM or AAPM) to create the position.
Enter the following information:

1. 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.

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

3. At **App Salary** (if funding is to be committed at this time), type in the annual salary.

4. At **Class**, type in the personnel class.

   > **Note:**
   
   Press **PF1** to view the appropriate class codes.

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

   > **Note:**
   
   Press **PF1** to view the appropriate appointment type codes.

6. At **Ex/Nonex**, if Class = STFF, type in an **E** for Exempt or an **N** for non-exempt.
Press the **Enter** key to establish the edits for the position being created.

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

**Executive/Academic Administrators:**

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

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

2. At **Acam/Exec T1**, type in the code for the primary University title.

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

3. At **Sal Plan**, type in the number of months for executive (ex. 12M) or the number of weeks for academic administrators (ex. 36W).

4. 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 **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.

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

   > **Note:**
   
   Press **PF1** to list the valid location codes.

11. At **Pos Beg Dte**, 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.

1. At **Rank**, type in the rank.
> Note:
Press PF1 for a list of valid rank codes.

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

6. 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.

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

> Note:
Press PF1 to list the valid location codes.

9. At **Acad Ttl**, type in the discipline.

11. At **Pos Beg Dte**, 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.

**Administrators, Staff and Technical Service:**
1. At **Rank**, type in the rank for Agricultural Extension Agents and Administrators, if applicable.

   > **Note:**
   Press **PF1** for a list of valid rank codes.

2. At **Bud Grade**, type in the grade requested.

   > **Notes:**
   - For Administrators, type **NA**.
   - Press **PF1** to list the valid grades.

4. At **Sal Plan**, type in the appropriate monthly plan for Administrators and Staff. For Technical Service, type in the weekly plan (ex. 52W).

6. 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 **Bud Job Titl**, type in the requested personnel job title.
8. At **Work Loc**, verify the physical work location. If it is incorrect, type in the correct location code.

   **Note:**
   Press PF1 to list the valid location codes.

10. At **Work Unit**, verify the work unit. If it is incorrect, type in the correct work unit.

   **Note:**
   Press PF1 to list the valid work unit codes.

11. At **Pos Beg Dte**, 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.

12. At **Submit Clsf**, if you want the classification to begin, type in a Y. This will create a **UEPY** form and submits it to the approval path for **UEPY**. If you do not want the position classified at this time, type in an N.

   Press PF8.

If funding is going to be committed, the Salary Budget Distribution and Source/Destination of Funds screens must be completed.

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.
For each budget distribution, 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.

2. At **Fund**, type in the fund number associated with the budget for this distribution.

3. At **Trn Cd**, type in the transaction code indicating the source of funds.

   > Note:
   For miscellaneous funds, leave this blank for they do not require a budget amendment.

4. At **Sal%**, **DO NOT** type in this column.

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.

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 screen is completed.

> Note:
This screen will not appear for miscellaneous funds.

This screen is the decrease side of the budget amendment.

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

- 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 **PF12** to complete the transaction and update the database. A budget amendment will be created via a batch process that evening and submitted to your approval path for **AABP**. The **AABP** will appear as an item on the **BAFM** screen for the first approver.

The following message will appear:

"**POSN # created and Budget Amendment submitted.**"

To ensure that your position was created, use **IQPM** to view the position and **IQBA** to view the budget amendment information.

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.

Last Revised: 10/26/2003