

Position Management: Inquiry and Reporting Functions (IQPM)

Inquiry Function

IQPM (Inquiry Position Management)

The **IQPM** is a **transaction** that displays human resource data and budget distributions for a position.

```
12/11/98          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
09:01:24.7                                             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              BMM1             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: iqpm 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 **IQPM**.

Press **Enter**.

> **Note:**

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

```

PLEASE ENTER ADMN AREA AND POSITION NUMBER OF POSITION AND PRESS ENTER
12/11/98                               POSITION MANAGEMENT TRANSACTION          Screen 1.0
09:11:11.2                             POSITION INQUIRY                               IQPM
                                                DAM3

H Admin Area:  ___ ①                    Pos #:  ___ - 000 ②                    Pos Type:  _
Home Budget:  _ - _ - _                    App Salary:  _____                    Pos Status:
Annualz Sal:                                     Name:
Class:  _____                    Pos Apt Type:  _____                    Rank:  ___
Ex/Nonex:  _                    Job Desc #:  ___ - ___                    Pos FTE:  _____
Grade:  ___                    ACRM/EXEC T1:  _____                    Clsf Rvwd:
Sal Plan:  _____                    ACRM/EXEC T2:  _____
Per Rep #:  _____                    Job Desc Ttl:  _____
Work Loc:  _ - _                    Acad Title:  _____
Work Unit:  _____
Collapse Pos:  _                    Adm Pos Hid:  _                    Mult-apt Pos:  _
Cen Pos Hid:  _____                    Clsf Pos Hid:  _____                    Sal Red Crcl:
Pos Beg Dte:  ___ / ___ / _____                    Pos End Dte:  / /                    Fndg Hid:

Prt Form:  _                    Pos Stat Dte:  / /                    Submit Cls:  _

NEXT KEY:
NEXT FUNCTION:  _____ (HELP, MENU, END)

```

Enter the following information:

1. At **H Admin Area**, type in the administrative area of the position.
2. At **Pos#**, type in the position number you want to inquire about.

Press the **Enter** key to retrieve the balance of information about this position.

```

12/11/98          POSITION MANAGEMENT TRANSACTION          Screen 1.0
09:12:58.0      POSITION INQUIRY                          IQPM
                                                         DAM3

H Admin Area: 004          Pos #: 114 - 000          Pos Type: P
Home Budget: 04 - 004 - 99 UP  App Salary: 76428.00__  Pos Status: UN
Annualz Sal: 101904.00    Name:
Class: ACAD              Pos Apt Type: STN          Rank: A10
Ex/Nonex: E              Job Desc #: AA10 - ____  Pos FTE: 1.000
Grade: NA                ACAM/EXEC T1: NA_        Clsf Rvwd: N
Sal Plan: 36W            ACAM/EXEC T2: NA_
Per Rep #: 020           Job Desc Ttl: PROF_____
Work Loc: UP - ____      Acad Title: PROF _____
Work Unit: NA_

Collapse Pos: _          Adm Pos Hid: N            Mult-apt Pos: N
Cen Pos Hid: N          Clsf Pos Hid: N          Sal Red Crcl: N
Pos Beg Dte: 01 / 01 / 1900  Pos End Dte: 12 / 31 / 2099  Fndg Hid: N

Prt Form: _            Pos Stat Dte: 10 / 31 / 1992  Submit Cls: _

NEXT KEY:
NEXT FUNCTION: _____ (HELP, MENU, END)

```

To view the budget distributions, press **PF8**.

```

09/14/99          POSITION MANAGEMENT          Screen 2.0
13:38:21.0      SALARY BUDGET DISTRIBUTION          IQPM
                                                         DAM3

H Admin Area: 004          Pos #: 02754-000          Pos Type: P
Home Budget: 02-004-66 UP  New Pos Salary: 12000.00  Pos Status: UN

Temp Pos BA:          Old Pos Salary:          Obj Code: 105

      Budget      Fund      AA# Trn Cd      Sal %      Sal Amt      |      Net Change
1.      0200466 UP      10010 004      _      .50.0      ___5000      |
2.      0400466 UP      10010 004      _      .25.0      ___3000      |
3.      0500466 UP      12120 004      _      .25.0      ___3000      |
4.      _____      _____      _____      _____      _____      |
5.      _____      _____      _____      _____      _____      |
6.      _____      _____      _____      _____      _____      |
7.      _____      _____      _____      _____      _____      |
8.      _____      _____      _____      _____      _____      |
9.      _____      _____      _____      _____      _____      |
10.     _____      _____      _____      _____      _____      |

NEXT KEY:
NEXT FUNCTION: _____ (HELP, MENU, END)

```

> Note:

If you want to view another position, press **PF7** to return to the **IQPM** screen.

Reports

PAAN (Positions by Admin. Area Report)

The **PAAN function** is an on-line report that will list the positions within an administrative area and/or home budget.

```
12/11/98          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
09:13:51.7                                             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              BAMB             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: paan.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 **PAAN**.

Press **Enter**.

> Note:

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

ENTER REPORT DATA AND PRESS PF8 TO VIEW ONLINE REPORT		Screen 1
12/11/98	POSITIONS BY ADMIN AREA REPORT	PARN
09:14:34.1		DAM3
REPORT OPTIONS:		
Fin Ofcr #: ___		(Enter FO number OR Admin Area, not both)
or		
1 H Admin Area: ___		
2 Pos #: _____ - 000		(Leave blank to view all)
3 Home Budget: ___ - ___ -	UP	(Leave blank to view All Home Budgets)
4 Pos Type: B		(P, T, S, or B for Both P and T)
Report Option: 0		(0=Online, B=Batch)
Sort Option: 2		(1 or 2)
NEXT KEY:		
NEXT FUNCTION: _____		

To get a position listing report, select one of the following:

1. At **H Admin Area**, type in the administrative area you want to see.

>> **or** <<

3. At **Home Budget**, type in the home budget of the positions you would like to view.

You may make changes to the following fields:

2. At **Pos#**, leave this field blank to view all positions or type in the position number you want the report to start at.
4. Select the type of positions you want to view by filling in **Pos Type** as follows:
 - o To view **both permanent and temporary** positions, type in a **B**.
 - o To view **only permanent** positions, type in a **P**.
 - o To view **only temporary** positions, type in a **T**.

Press **PF8**.

> Notes:

- The inquiry option by Fin Ofcr # has not been developed at this time.
- The option to view the system positions has not been developed at this time.

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD
. 12/11/98          POSITION MANAGEMENT REPORT OPTIONS          Screen 3
09:18:32.3        POSITION LISTING BY ADMIN AREA                          PAAN
                                                           DAM3

Home Budget:      -      -      UP      Admin Area: 004          Fin Ofcr #:

Pos
Typ  Pos #      Name                          Soc Sec #      Pos Title          Class
-  -----  -----  -----  -----  -----
P  00078-000  L0131LASTNAME,F0131F  914-01-0131  PROF              ACAD
P  00089-000                          508-56-6314  PROF              ACAD
P  00096-000                          138-20-4135  ASST PROF        ACAD
P  00102-000                          151-32-3503  SR EXT AGT       STFF
P  00105-000                          224-40-7393  AST DEAN         ACAM
P  00114-000                          042-24-8736  PROF             ACAD
P  00124-000                          172-30-6241  SR EXT AGT       STFF
P  00128-000                          161-30-3582  PROF             ACAD
P  00130-000                          161-32-9366  HORT TECHN       TECH
P  00152-000  L0245LASTNAME,F0245F  914-01-0245  EXT AGT          STFF
P  00200-000                          165-32-9733  EXT AGT          STFF
P  00207-000  L0611LASTNAME,F0611F  914-01-0611  STF ASST VI      STFF

MORE
```

For **filled positions**, the name field will contain the name of the employee filling the position.

For **unfilled positions**, the name field will contain the name of the employee last filling the position enclosed in parenthesis.

For **collapsed positions**, the name field will contain the name of the employee last filling the position preceded by an asterisk (*).

PSCH (Position Schedule)

The **PSCH function** will create a batch report listing positions by budget distribution.

12/11/98
09:19:56.8

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1
DAM3

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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: psch. **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 **PSCH**.

Press **Enter**.

> Note:

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

```

PLEASE PRESS PF 12 TO SUBMIT BATCH REPORT
12/11/98                               Position Management          Screen 1
09:21:02.2                             Position Schedule              PSCH
                                                                              DAM3

      Fin Ofcr #: ①                      (Enter FO number or
      or
      H Admin Area: ②                    Admin Area OR Home
                                                                              Budget)

      Home Budget: ③ - UP

      Detail/Summary?: D                  (Enter D or S)

      Base to be Used: ④ Current (Live Database)
      - Latest-as of monthly payroll
      - April-as of monthly payroll
      - July-as of monthly payroll

      Name: ⑤ _____
      Mailing Address: ⑥ _____
      Telephone #: (⑦ ) _____
      Job Name: #BORP003

NEXT KEY: _____
NEXT FUNCTION: _____

```

To get a position schedule, complete as many of the following fields as is applicable:

1. At **Fin Ofcr #**, type in the Financial Officer number. This will produce a schedule of administrative number with that Financial Officer number.
2. At **H Admin Area**, type in the administrative area number. This will produce a schedule of all positions in the administrative area requested.
3. At **Home Budget**, type the home budget of the positions you would like the report for. Only those positions with the home budget requested will be on the report.
4. At **Base to be Used**, type an **X** in front of the base you would like your position schedule produced for.
5. At **Name**, type in the name of the individual to receive the position schedule.
6. At **Mailing Address**, if you want the position schedule mailed to the individual specified in #5, type in the mailing address of that individual.

> Note:

If you want to pick up the schedule at the Administrative Information Services (AIS), put a note in this area for them to not mail the report but that you are picking it up.

7. At **Telephone #**, type in the phone number of the individual listed in #5.

Press **PF12** to submit the batch report.

Last Revised: 10/26/2003