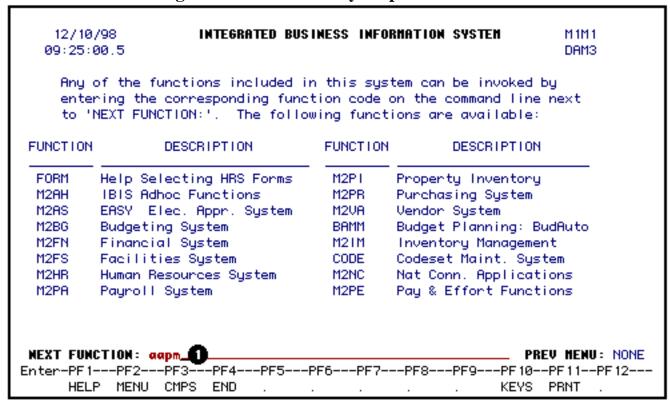# Position Management:
Creating an Academic Position
(AAPM)

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**.

```
    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___❶_____    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: ___❶   Document #:            Unit:         Confidential: Y
  Effective Date: __ / __ / ___❷                        Document Status:

   H Admin Area: ___              Pos #: _____ - 000   ❸Pos Type: P
  ❹Home Budget: __ - __ -    UP ❺App Salary: _____    Pos Status: UN

        ❻Class: ____        ❼Pos 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        ❶ Rank: __
          Grade: _               Job Desc #: ___ - ___    Pos FTE: _____
       ❷ Sal Plan: ___         ❸ ACAM/EXEC T1: __
       ❹ Per Rep #: 020         ❺ ACAM/EXEC T2: __
       ❻ Work Loc: UP - 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:    /    /
```

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          ❶Rank: ___
          Grade: __                 Job Desc #: ____ - ____   Pos FTE: _____
       ❷Sal Plan: ___             ACAM/EXEC T1: __
       ❹Per Rep #: 020            ACAM/EXEC T2: __
        Work Loc: UP - 000        ❼Acad 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:    /    /
```

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=BOTTOM, 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


          ❶  Budget   ❷ Fund  AA# Trn Cd  Sal %     Sal Amnt  I  Net Change
    1.      0200408 UP ❷10010  004 ❸ 10 ❹ 46.8    ❺ 15000  I
    2.      0400408 UP   10010  004   10   26.6      8500  I
    3.      _____  _____ ❻021   10   26.6  ❼   8500  I
    4.      _____  _____ ___   __   ____      _____  I
    5.      _____  _____ ___   __   ____      _____  I
    6.      _____  _____ ___   __   ____      _____  I
    7.      _____  _____ ___   __   ____      _____  I
    8.      _____  _____ ___   __   ____      _____  I
    9.      _____  _____ ___   __   ____      _____  I
   10.      _____  _____ ___   __   ____      _____  I
       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:**

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

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

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

  If this position is not split with another area, press **PF8** to go to the **Source/Destination of Funds** screen.

- **For budget distribution(s) not under your financial responsibility:**

  6. At **AA#**, type in the administrative area number providing the funding.

  7. At **Sal Amnt**, type in the amount of funding to be provided by the administrative area.

  This form must then be forwarded to each Financial Officer funding the position before the final approval of the home budget Financial Officer.

- **Non-home budget area:**

```
PF5=TOP, PF6=BOTTOM, 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


            Budget      Fund   AA# Trn Cd  Sal %   Sal Amnt  |  Net Change
    1.    0200408 UP   10010   004    10   _46.8    _15000   |
    2.    0400408 UP   10010   004    10   _26.6     _8500   |
    3.      ①            ②     021   ③10   _26.6  ⑤ _8500   |
    4.    _____      ____    ___    __    _____   _____   |
    5.    _____      ____    ___    __    _____   _____   |
    6.    _____      ____    ___    __    _____   _____   |
    7.    _____      ____    ___    __    _____   _____   |
    8.    _____      ____    ___    __    _____   _____   |
    9.    _____      ____    ___    __    _____   _____   |
   10.    _____      ____    ___    __    _____   _____   |
        NEXT KEY:
   NEXT FUNCTION:                                    (HELP, MENU, END)
```

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                     POSITION MANAGEMENT                    Screen 3.0
09:59:31.2               SOURCE/DESTINATION OF FUNDS                    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

GENERAL FUNDS: 23500                                              BA#:
AG FED. FUNDS:                    Fndg Eff Dte: 01 / 01 / 1999    BA#:
AUXILIARY ENT:                                                    BA#:
   UNIV SERV:                     Auto/Bat BA(A/B): A             BA#:
   P.L.94-482:                                                    BA#:
SOURCE/DESTINATION           Obj  Trn    Incr /           Position   Pos      BA
         Budget    Fund  Cd   Cd   (-)Decr    AA#    #   Suf  Amount   Typ
  1.   ①0202164 U②10010③ 1B④10  ⑤__-8500   021  ____  __            P
  2.     0200408 UP 10010 11B  10  -15000__        ____  __            P
  3.     0400408 UP 10010 105  10  -8500__       ⑥00 000            P
  4.   _____ ____ ___ __ _____       ____  __            P
  5.   _____ ____ ___ __ _____       ____  __            P
  6.   _____ ____ ___ __ _____       ____  __            P
  7.   _____ ____ ___ __ _____       ____  __            P
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.

Last Revised: 05/03/2004