UA
Position Management

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Overview

This document serves as a quick reference guide for UA's position management practices. Major Administrative Units (MAU) will implement procedures that meet the intent of this guidance based on their individual business needs.

This document is owned by the UA Budget Workteam and will be reviewed at least annually to ensure it remains aligned with current business practices.

This document should align with the Board of Regent Policy and Regulation. If there is a conflict between the documents, BOR policy/regulation takes precedence.

Definitions

Position Descriptors

Authorization
> The six-digit number used to identify positions authorized to be included in the annual compensation budget request to the state (see below for additional information). The authorized number will be the same as the PCN or "POOL".

> Note: UAF has nine firefighter position numbers that are crossed-reference PCNs. Their 4-PCN is authorized by their regular 2-PCN. This is due to travel regulations in their CBA.

Budget Profile
> - ADDL = position is pooled with a regular ECLS, and a PCLS of 2110, 2115, 2120, or 2125 if it is a faculty additional assignment, or a PCLS of 07001, 07002, 07003, 07004, 07005, 07006, 09701, 09702, 09703, 09704, 09705, or 09706 if it is a Regular employee taking additional Temporary position.
> - REG = position is continually funded, used for ECLSs: EX, FR, F9, FN, CR, NR, XR
> - RSRVD = to be held for future continuity
> - TERM = position funding is not guaranteed from year to year, used for ECLSs: EX, FR, F9, FN, CR, NR, XR
> - POOL = temporary positions, used for ECLSs: FT, FW, CT, NT, XT, GN, GT, SN, ST.
> - UNBUD = positions outside the state's budget system (e.g. UA Foundation).

Employee Class (ECLS)
> The employee class is assigned to the position, job, and employee. Except for rare circumstances, the ecls for the employee's primary assignment should match in all three records.

Finance Position Budget Records
> BD11, BD12, BD13, and BD14 entries from the FGA2BDQ form, once they have been posted.

HR Position Budget Records
> NBAPOSN and NBAPBUD records. See "NBAPOSN & NBAPBUD Data Entry Standards Chart" (Appendix A).

Position Control Number (PCN)

> The six-digit number is used to identify a position based on the job attributes. See "PCN Sequencing by University" (Appendix B) for the range of PCNs that each MAU manages.

Position Type

- Single = one incumbent
- Pool = may have more than one incumbent

Position Status Definitions

Active

> When salary budget information is entered for a position, the position automatically becomes Active. A job can be assigned (via NBAJOBS) only to a position whose status is Active. The budget for an Active position will be rolled based on the budget roll rules defined.

Frozen

> A Frozen position has not been filled for a period of time, there is no specific intent to recruit for it, and it may be reactivated in the future. This status is used, for example, if there is a hiring freeze, or if a position is deliberately left vacant to utilize salary savings. Budget dollars will be rolled for the position based on the budget roll rules defined.

Cancelled (DO NOT USE)

> A cancelled position will no longer be used, for example, a discontinued department's staff position. The position can be reactivated at a later time if desired. The cancelled status can be assigned to a position only if all employee job records assigned against the position have been terminated. No budget amounts will be rolled for cancelled positions. Information for historical purposes only, not currently being used.

Inactive (DO NOT USE)

> When a position is created on NBAPOSN, its status is Inactive. This status may be used if the position is not intended to be budgeted or filled for an indefinite period of time. It can, however, be used in Applicant Processing or for other specialized purposes. As soon as salary budget information is entered for a position, its status changes to Active. Once a position has a status other than Inactive, its status cannot be changed back to Inactive. No budget amounts will be rolled for Inactive positions. Information for historical purposes only, not currently being used.

Position Budget Status Definitions

Approved

> Status of all positions with budget, after the fiscal year budget roll is complete.

Working

> Only used during fiscal year budget transition, as all budgets are set to zero and the new budget is put in place.

When a new position is activated after the budget load, the MAU budget offices will be directed by HR if they need to change the Status under the Salary Budget tab inside NBAPBUD from "Working" to "Approved".

Closed (DO NOT USE)
Transferred (DO NOT USE)

Position Budget Request and Vacancy Management

Position Budgeting Guidelines
- PCN and AUTH PCN will be the same except when:
  - A pooled budget is used, AUTH PCN = "POOL"
  - UAF has nine firefighter position numbers that are crossed-reference PCNs. Their 4-PCN is authorized by their regular 2-PCN. This is due to travel regulations in their CBA.
- Non-Pool PCNs will have only one incumbent except when:
  - Multiple incumbents are allowed for shared positions (total work percent = 100)
  - Incumbent overlap with Job End Date entered for one of the incumbents
- PCNs with incumbents must have an "Active" status
- No PCNs budgeted in account codes 1001 or in 1970 or above
- Account codes 1101-1501 must have a PCN
- No PCNs should have an end date in NBAPBUD
- PCN total work % must = 100%
- PCNs split across MAUs cannot have a 50/50 work % split (PCN will be counted in the MAU with the highest work %)
- PCN with $0 budget, with or without an incumbent, will be excluded from the budget request file.

Budget Funding Requests
The annual State of Alaska compensation budget request is based on authorized positions currently filled or expected to be filled in the upcoming year.

Includes the positions with the following attributes in NBBPOSN:
- Budget Profile = "REG" or "TERM"
- Authorized PCN field <> "POOL"
- Position status = "Active"
- Position Budget > $0

Position Vacancy
As the budget request is for the upcoming fiscal year, it is prudent to include positions that are currently vacant but expected to be filled in the upcoming budget year. Position vacancies will be identified as budgeted positions without an incumbent. Each MAU's position budget will have a vacancy level of not more than 7% of the total position budget.

State of Alaska Reporting

Following the position management guidance outlined in this document, the UA System Strategy, Planning and Budget Office will provide necessary university position information to the State of Alaska. An annual review of MAU business practices will be important to ensure accurate State reporting.

Audit Reports

On the first Monday of each month, the UA HRIS Data Analyst will provide updated budget audit reports.

Audit Reports Google shared folder
Audit Reports descriptions
Filepath: BWT Shared Folders > Projects > Position Management Audit Reports
https://drive.google.com/drive/folders/17zS971tAHmjNdF_O3St_JeRU9Q_61exq?usp=drive_link

Vista Plus Reports
https://www.alaska.edu/financial-systems/vista-plus/

Positions with incumbents and open recruitment
    This report is an FYI, so that the Budget offices are aware of positions that may be double occupied in the near future due to training overlap.

FOAPAL Validation Report (nbrfoap)
    Denotes job records with a terminated Fund

    Corrective Action: Extend Fund, or be aware that an allocation change may be forthcoming.

Missing Occupational Codes (occ_code_list)
    The following messages are displayed in the "Comments" column for the employee record if the system encounters an error in the Occupation Code field in NBAPOSN
    - "Null AK Occupational Code" - displayed if the employee is missing an Occupational Code
    - "Invld AK OCC" - displayed if an employee was assigned an Occupational Code that is no longer accepted by the Alaska Dept of Labor and cannot be used

    Corrective Action: The recruitment/PD consultants must assign the appropriate occupational code in PageUp and then forward the information to their campus budget office. The budget office must then enter the code in the Regulatory Information block of NBAPOSN.

Positions in incorrect Salary Group
    Identifies position records that are open for the current year, but are not on the correct salary group designation.

    Corrective Action: Correct salary group on NBAPOSN as appropriate

Appendix A

Budget - NBAPOSN & NBAPBUD Data Entry Standards Chart

Employee Category	ECLS	Budget Profile	Posn End Date	Type	Authorization	Budget $ Entry	Acct Code	Benefit Eligible	PCN # starts with	Incumbent Expectations
Regular - Continuing or Term										
Executive, Faculty, Staff	EX, FR, F9, FN, CR, NR, XR	REG	No	Single	Same as PCN	Yes	See Acct Chart	Yes	Anything other than 9	If has Auth # and active status for FY, regardless of budget, it should have an incumbent or be recruiting.
		TERM	No	Single	Same as PCN **OR** "POOL" if using Pooled Budget	Yes **OR** No if "POOL"	See Acct Chart	Yes	Anything other than 9	If has Auth # and active status for FY, regardless of budget, it should have an incumbent or be recruiting. If Auth ="POOL" then N/A (may or may not have incumbent depending on dept need).
		RSRVD	No	Single	Same as PCN	No	See Acct Chart	Yes	Anything other than 9	N/A - Posn On Hold - No incumbent and No intention to recruit
		ADDL	Yes	Pool	POOL	POOL	See Acct Chart	Yes	9	Overload / Summer Assignment
		ADDL	Yes	Pool	POOL	POOL	See Acct Chart	Yes	9	Regular Employee taking additional Temporary Position
Temporary										
Faculty - Adjunct	FT, FW	POOL	No	POOL	POOL	Yes or No	See Acct Chart	No	9	N/A - may or may not have incumbent depending on dept need.
Staff - Temp	CT, NT, XT	POOL	No	POOL	POOL	Yes or No	See Acct Chart	No	9	N/A - may or may not have incumbent depending on dept need.
Student	GN, GT, SN, ST	POOL	No	POOL	POOL	Yes or No	See Acct Chart	No	9	N/A - may or may not have incumbent depending on dept need.

Budget Data Entry Chart January 2024

Appendix B
PCN (Position Control Number) Sequences by MAU/Campus

MAU/Campus		Regular	Term	Pool [2]
UAA	Anchorage Campus [1]	300xxx-309xxx	73xxx/731xxx	
	Kenai Peninsula Campus	500xxx	509xxx	
	Kodiak Campus	540xxx	549xxx	
	MatSu Campus	580xxx	589xxx	
	Prince William Sound CC	620xxx	629xxx	
UAF	Fairbanks Campus	2xxxxx	4xxxxx	
UAS	Juneau Campus	88xxxx	899xxx	
	Ketchikan Campus	52xxxx	529xxx	
	Sitka Campus	64xxxx	649xxx	
UASO	Systemwide/	100xxx-104xxx;	109xxx	
	Enterprise Entities	120xxx		
	UA SO OIT	1010xx		
	UA Temporary Staff [3]			931xxx-939xxx
	UA Student Staff			920xxx-925xxx
	UA Adjuncts			987xxx
	UA Affiliate			999000

1) Prior to FY13, UAA had some "Extended Temp" PCNs that were used only for internal reporting purposes.
2) In 2020 all UA pooled PCNs were centralized to the system office UA HR Pooled PCN listing
3) In FY11, UAF had a small group of PCNs beginning with 94,95, and 96; these were made "Inactive" as of FY12.

Note: One PCN is sometimes used for job assignments that are split between separate MAUs; the highest percentage of labor determines which MAU's PCN is used for the employee's job assignment.