POSMA
ECU’S ANSWER TO POSITION CONTROL

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Presentation Topics

- What is PosMan?
- What are ECU’s business needs?
- What are the requirements for PosMan?
- What is included in the design of PosMan?
- PosMan demo
- What is the PCF (Position Change Form) and how does it interact with PosMan?
- Technical Aspects of PosMan
- Shortcut to PosMan on Desktop

What is PosMan?

- PosMan is ECU’s answer to Position Control in lieu of using just Banner-HR or spreadsheets
- PosMan uses ODS to join together many production tables as well as other ECU created tables to present position data in a very useful manner for our end users
- Designed in-house based on specifications from ECU’s Position Management Team
- PosMan is updated at night after the ODS refresh
ECU’s Business Needs
- The need for an easy to use, on-line tool to track and manage position budgets and FTE’s
- The data has to be easily accessible by the entire campus community
- To provide one central source for all position information

ECU’s Requirements Document
- The ability to accurately capture Lapsed Salaries
- To accurately project Position Budget Availability
- The ability to incorporate Temporary Budget changes
- The ability to accurately track Vacant Positions

The Design
- Includes all permanent positions except those with zero dollars and FTE
- Excludes certain earnings codes (for example: Vacation Bonus Payout, Regular Vacation Payout, Severance, etc.)
- Pulls data from many Banner-HR production tables and several ECU created tables
- The ability to inquire by Position or FOAP
The Most Frequently Used PosMan Reports

- PosMan Report #1 – Single Position Listing
- PosMan Report #2 – Multiple Positions Listing
- PosMan Report #3 – Position Details - Filled or Vacant

This presentation shows 5 different sections of data.

- Section 1: Position Budget
- Section 2: Projected Pay
- Section 3: Pay History
- Section 4: Redistribution History
- Section 5: Temporary Position Changes

Position is required.
Press enter or click on “View Report” to execute
Have requested Home Organization search criteria
The “Export” feature allows the user to export the report to an excel spreadsheet.

Select “Excel” from the drop down menu
The Export Feature (cont.)

The Position Change Form (PCF) allows end users to change position information.

- Permanent or Temporary Budget Transfers
- Position FTE Changes
- Position E-Class Changes
- Position Funding Changes
- Owner Org or Location Changes

Enter the position that needs an update.
The PCF allows users to make permanent and temporary position budget changes.
How to add a Shortcut to PosMan on your Desktop

(Cont.)

Questions?

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