



# Long Term Vacancy Report Online Manual

## **Preformatted Long Term Vacancy Report Step-by-Step Guide**

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Prepared by the Office of Strategic Business Management

### **Abstract**

This step-by-step guide provides instructions for log-in, registration, and data entry into the Long Term Vacancy database. It also depicts how reports are affected by data entry and where specific data are pulled from.

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## **Using this Manual**

Please note the following icons that will be used throughout the manual to highlight important issues.



**Tip:** Tips provide suggestions that simplify, shorten, or improve the process



**Important:** Key notes and essential points



**Warning:** Common errors and/or problems

## User Log-in

Prior to Log-In to the LTVR program it is important the Department liaison contact their OSBM Business Analyst to verify access to the system.

To access the online LTVR program, enter the following address into the explorer address bar and press the enter key.

<http://intra/ltvr>

Figure 1 below depicts the log-in challenge screen for users. Enter your Department User Id and Password and click the logon button.

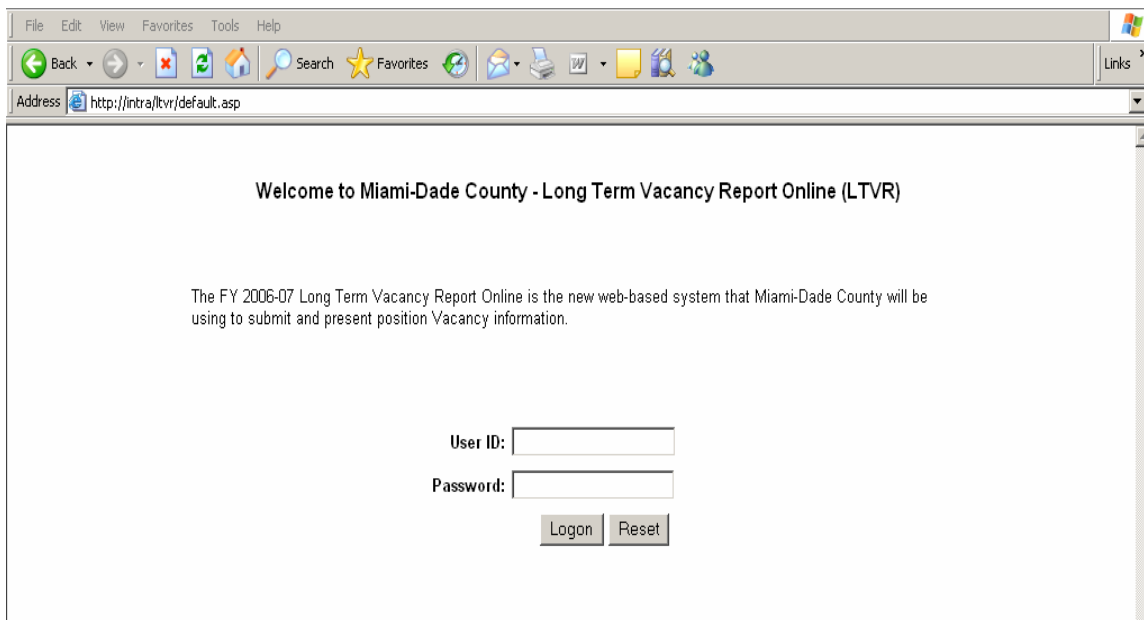


Figure 1.

Figure 2 depicts a successful log-in to the LTVR program and the main dashboard for inputting data and report requests.

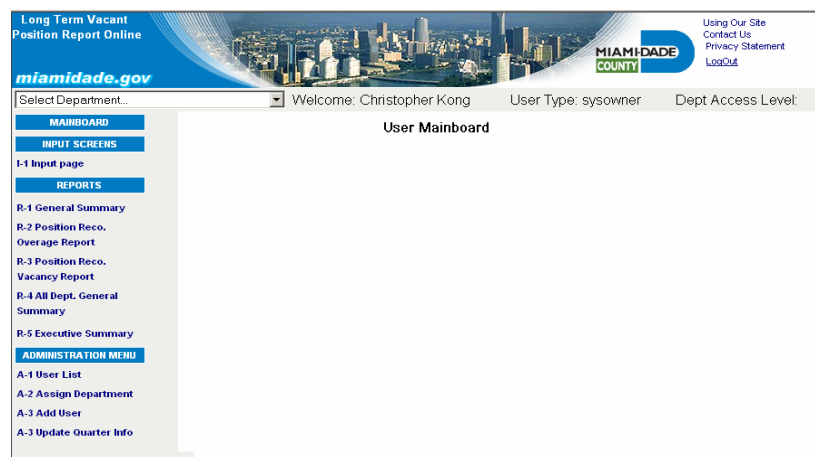
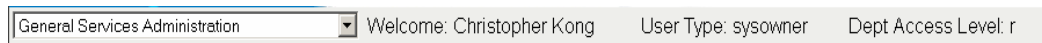
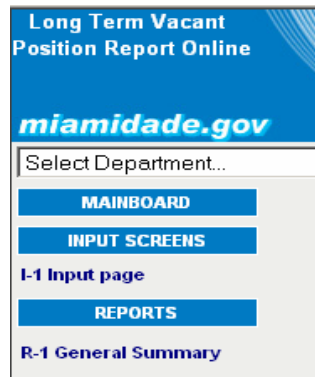


Figure 2.

The active user's department is depicted in the program's welcome bar on the upper left above the mainboard.



The mainboard provides a link to the input screen and to the Departmental reports. The main body of the page remains blank until at least one of the highlighted mainboard links has been clicked.



## Input Page

### How and where to input data

The Department liaison will be able to input data thru the input page depicted below.



Click the hyperlink “I-1 Input page” on the User Mainboard to bring up the departments input page for both Overage Positions and Long Term Vacancy. The page contains three main parts. The first section of the page is the Department summary containing the Long Term Vacancy report summary for the quarter.

MIAMI-DADE COUNTY

Using Our Site  
Contact Us  
Privacy Statement  
LogOut

Administration Welcome: Christopher Kong User Type: sysowner Dept Access Level: r

<< Menu Off

**Long Term Vacant Positions Report**  
**Current Quarter State: (UPDATE)**  
**Quarter Ending Sunday, September 30, 2007 (Fourth Quarter of FY 2006-07)**

General Services Administration - Department Summary	
Total Number of Positions in FY 2006-07	802
Total vacant positions remaining at the end of this quarter	64
Number of long term vacant positions filled during this quarter	0
Number of long term vacant positions remaining at the end of this quarter	12

General Services Administration - Department Summary	
Number of new positions (overage) added during this quarter	0
Number of new positions added during this year, that were filled during this quarter	0
Number of new positions added during this year, that were not filled during this quarter	0
Number of new positions added during this year, that were filled during this year	0
Number of new positions added during this year, that were not filled during this year	0
Number of new positions added during this quarter, that were filled during this quarter	0
Number of new positions added during this quarter, that were not filled during this quarter	0
Total Numbers of positions (Overage) added during this year	0

ReCalculate

The second section is the Overage input section located just below the Department’s summary section. An **Overage** is a position that has been added to the total budgeted count after the adopted budget has been finalized.

General Services Administration

View Positions Added(Overage Positions) During FY 2006-07 (fled or not)

[Open window](#)

No.	ID	Position Title	Occ. Code	New Position Added(Date)	Req. Appr.(Date)	Position Filed(Date)	Annual Cost			Annual Cost			Desc. of Other Funding Source	Just for New Position/Notes	Status	Action
							Position Filed(Date)	Salary Annual Cost	Fringe Annual Cost	CountyWide Annual Cost	UNGA Annual Cost	General Annual Cost				
0	#			Month Day Year	Month Day Year	Month Day Year	Month Day Year									

The third and final section is the Long Term Vacancy input section located below the Overage input section. A **Long term vacancy** is any position that has been vacant more that 365 days as of the end of the quarter.

						Annual Cost			Annual Cost								
FY No.	ID.	* Position Title	* Occ. Code	Position Vacant Since(Date)	Req. Approved(Date)	Position Filled(Date)	* Temp Employee Substitute (Yes or No)	* Salary Annual Cost	* Fringe Annual Cost	TAC	* CW Annual Cost	* UMSA Annual Cost	General Annual Cost	Desc. of Other Funding Source	Notes	Status	Action
0	#			Month Day Year	Month Day Year	Month Day Year	No	0	0	0	0	0				A	Save
1	35	Console Security Specialist 1	00465		5/16/2005		No (False)	24,100	13,200	37,300	22,800	14,500	37,300		Pending approval to hire	A	Edit
2	38	Executive Secretary	00085		7/11/2005	06/20/05	No (False)	32,700	15,200	47,900	0	0	0	Internal Service	Pending recruitment of an Assistant Director	A	Edit

For a full view of the screen without the mainboard menu screen simply click the “Menu Off” link at the top of the main body of the page.

[<< Menu Off](#)

## Required input areas

Department liaisons are required to update the following sections of the page:

1. Number of long term vacant positions filled during this quarter.
  - (Figure 3.a)

General Services Administration - Department Summary	
Total Number of Positions in FY 2006-07	802
Total vacant positions remaining at the end of this quarter	64
Number of long term vacant positions filled during this quarter	0
Number of long term vacant positions remaining at the end of this quarter	12

**Figure 3.a** Input form section requiring update

2. New Positions Added (Overage Positions)

### General Services Administration

New Positions Added(Overage Positions) During FY 2006-07 (filled or not)

No.	ID.	* Position Title	* Occ. Code	* New Position Added(Date)	Req. Appr.(Date)	Position Filled(Date)
0	#			Month Day Year	Month Day Year	Month Day



### Tip

Use the slide bar at the base of the field to scroll to the other required fields. The full input page is depicted below in Figure 3.b.





**Tip:**

When entering financial numbers (Figure 4) users are required to input whole numbers within the cost section, otherwise the system will not update and freeze.



**Warning:**

If you enter numbers with decimals in the system and try to save the entry, it will cause the system to freeze and all your work will be lost.

Annual Cost					
* Salary Annual Cost	* Fringe Annual Cost	TAG	* CW Annual Cost	* UMSA Annual Cost	General Annual Cost
0	0		0	0	
24,100	13,200	37,300	22,800	14,500	37,300
32,700	15,200	47,900	0	0	0

Figure 4. Areas requiring whole number entry.

**Justifications**

**Justification for New Positions/Notes:**

When entering information to justify a new position, be brief in your explanation. Consult with your assigned Business Analyst to ensure that the appropriate explanation has been provided.

\* Just. for New Position/Notes

**Explanation of Long Term Vacancy/Notes:**

The Long Term Vacancy/Note field should be used to explain why a position has been vacant for more than one year.

Notes

Here are some examples of explanations for Long Term Vacant positions.

- Unable to recruit qualified candidate
- Pending departmental reorganization
- Pending reclassification
- Position to be eliminated
- Position held for departmental savings
- Held vacant pending determination of grant funding

Always consult with your assigned Business Analyst to assure that the appropriate explanation has been provided.

## **Reports**

Department users have access to run the departments General Summary report. This report uses the “Total Number of Positions” in the fiscal year of the report from the information in the Resourcing for Results Online (RFRO) web application.



**Figure 5.** Located on the left portlet below the input screen

## **Summary**

The LTVR online system was designed to streamline problems that have occurred in the past and provide users with a complete listing of Overages and Long term vacancies the County continues to experience.