



Activity 5: Add a Position to an Index Code

In this activity you will add a Position by assigning an existing Job Code to an Index Code.

If you need to add a Position to an Index Code – and that Job Code already exists in BAT, you may add that Position, using the Job Code (and all of its characteristics) to a current Index Code.

No employees are transferred in the Assign Existing Job business rule. Once the Assign Existing Job process is complete, you may use the Single Step Employee Transfer (Lateral or Reclass) process to move employees into the target position. Once the employee is transferred to the new position, all compensation expenses end for that employee (in the source position) based on the transfer date.

Follow the steps below to complete the process.

Step	Action	Notes
1.	From the Task List, navigate to My Task List > Human	
	Capital Planning Preparation > Manage Position	
	and Employee Data > Maintain Position.	
	Manage Task Lists	
	<u>Decision Package Types</u>	
	My Task <u>L</u> ist	
	표 🏁 Budget Administration	
	표 뛛 Budget Preparation	
	🗉 뛛 Operating Administration	
	🕀 뛛 Operating Preparation	
	🕀 뛛 Human Capital Planning Administration	
	🖃 🏁 Human Capital Planning Preparation	
	E Search by Employee Name	
	🖃 🏁 Manage Position and Employee Data	
	🛨 🞯 Maintain position data	
	Maintain employees by position	





2.	From the Page drop-down list, select the Index Code where the new position needs to be added.						
	Task List Status						
	Tack - Maintain parition data MDC Managa All Paritians Tack Instruction						
	PE233413-ENVIRONMENTAL PERM						
	Decition Number Decition						
	DATA ENTRY SPECIALIST 1 (POS)00015) POS00015 POS00015 POS00015						
	DATA ENTRY SPECIALIST 2 (POS)00016) POS000016 DATA ENT SPECIALIS						
3.	PE233413-ENVIRONMENTAL PERMI Page Dimension Member Member Member Member Member Member Member Member Member Member Member Member Member Member						
4.	Click the Go arrow. Task - Maintain position data-MDC Manage A Context I MMTEENEXP-TEEN COURT OPER *						





5.	From the list, right-click any Posit			
	🔪 Context			
	MMTEENEXP-TEEN COURT OPER			
		Position Number	Position Name	
	DATA ENTRY SPECIALIST 1 (POS000015)	POS000015	DATA ENTRY SPECIALIST 1	
	DATA ENTRY SPECIALIST 2 (POS000016)	PO5000016	DATA ENTRY	
	CLERK 2 (POS000011)	MDC Edit Position De	tals	
	SECRETARY (POS00031)	MDC Calculate and A	llocate Position	
	ENGINEER 1 (FOS001020)	MDC Copy Position D	ata	
6.	Click MDC ADD Position > MD	C Assian E	xistina	
	Job.	J	5	
		Single Incum		
	MDC Add Position			
	MDC Exclude Position from Budget			
	MDC Edit Position Details	SERVICES DEPT	Shared	
7.	At the confirmation screen, click O			
	Launch Confirmation Message			
	After assigning the Position, review the new Positi information then calculate compensation expenses			
0				
0.	for the 2 available fields:			
	Existing Position			
	Enter FTE			
9.	To change the Existing Positio Icon located on the right side of the	If you know the Job Code Number (or name) name, you may simply		
		type it in the lield.		
	"PO500007410"	Ø.,	Jobe Code numbers are equivalent	
	1			







10.	To display the Job description	s click the Description	
	Icon and select Member Na	ime:Alias.	
	Members Variables		
	Tempera		
	Member Name	Member Name	
	Position P	Alias	
		Alias	
		Alias:Member Name	
	■ POSICO00013	Additional Display Properties	
	B POSICO00015		
		ATA ENTRY SPECIAL Remove	
		ATA ENTRY SPECIAL	
11.	In the Search Field , type any	y part of the job number or	
	name.		
	Members Variables		
	Tembers Vanables		
	000832 🗸 🔾 🤦	s 🔝 🗔 🗸 🖾 🖉 🔊	
	000052		
	Member Name	Alias	
	Position	Position	
	POSIC000832	SPEC PROJECTS ADMINI	
		Breen tobeens Abrian	
12	Click the Search icon		
	Cher the Scaren leon.		
	Members Variables		
	000822	s s = 🗸 🖾 🖾 🕹	
	000652		
	Member Name	Alias	
	Position	Position	
	E POS1000832	SPEC PROJECTS ADMINI	
	E 1035000052	SPEC PROJECTS ADMINI	
10	Olight the late from the list and		
13.	Click the Job from the list and	click the Add Arrow.	
	Members Variables		
	000832 👻 🔍 🌮 💸	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Member Name A	Alias	
	Position F	Position	
	POSJC000832	SPEC PROJECTS ADMINI	
		>	
		Add	
		Domesia	
		Kemove	
		**	
		Remove All	
		I	











14.	At the bottom right corner of	f the screen. click OK .	
	3		
	Member Name	Alias	
	Position	Position	
	PO5JC000832	"SPEC PROJECTS A	
		OK Cancel	
15	In the Enter ETE field two	e the total number of ETEs for	ETE – Full Time Equivalent
10.	the Position		
	Runtime Prompts - MDC Assign E	xisting Job	
	Promot Taxt	Value	_
	et * Existing Position	POSJC000832	-
	120 * Enter FTE	1	=
40			
16.	Once the fields are populate	ed, click Launch.	
	Launch Cancel		
17.	Once the rule has been laur		
	Position has been added to		
	PO500	015450 MDEAT TEEN	
	MDEAT TEEN COURT COORD (00015450) TRAINING SPECIALIST 2 (00015454) POS000	COURT COORD Single Incumbent MDEAT TEEN CO 115454 TRAINING SIDECIM IST 2 Single Incumbent TRAINING COORD	
	SPEC PROJECTS ADMINISTRATOR 2 (JC000832)	00832 SPEC PROJECTS ADMINISTRATOR Shared ▼ SPEC PROJECTS	an
	DIR ANIMAL SERVICES DEPT (JC001168)	001168 DIR ANIMAL SERVICES DEPT Shared ▼ DIR ANIMAL SER	





18.	Right-click the new Position Number and select MDC Edit Position Details .	
	Position Number Position Name I	
	ACCOUNTANT 2 (00000303) POS00000303 ACCOUNTANT 2 Sh	
	PO500007403 CLERK 4	
	CLERK 4 (00007404) MDC Edit Position Details	
	ADMINISTRATIVE OFFICER 2 (0000741 MDC Calculate and Allocate Position MDC Add Position	
	New Position 2 ID MDC Copy Position Data	
19.	All of the characteristics of the existing Position are displayed in the Position Details. Click the FTE tab and it will display the number you selected in step 15 above.	Click the following tabs to view the copied characteristics of the Position: Additional Earnings Benefits
	General Employee FTE Status Changes Salary Grades Additional Earnings Benefit Proposed FTE FTE Start Date FTE End Date Current Service Level 1st Assignment 1 1/1/90	Tax Details
20.	Click the Salary Grades tab. You will see the Salary Grade is populated based on the Job Code.	If you need to change the Grade Step number for the Position, simply right-click the detail line and
	FTE Status Changes Salary Grades Additional Earnings Benefits Tax Details Allocations	delete the Salary Grade Line.
	Salary Grade Type Grade Salary Basis Grade Step Option Value LERK 4 (SG000013) 1st Element Change Grade Step Biweekly Step5 1,538.53	Grade line with the correct Grade Step information.
21.	Click the Allocations Tab. You will notice that the fields are populated based on the Entity defaults for the position no Charges Salary Grade Additional Earnings Benefits Tate Details Additional Control Segment Additional Control Segment Additional Control Segment Additional Se	





22.	In order to view the compensation for the Position, you must perform the calculation. Go to the lower portion of the screen and right-click the words Year Total and from the list, click MDC Calculate and Allocation Position .	
	Current Service Level ► Ecit > gm Current Service Level ► Comments XP. *= Supporting Detail Supporting Detail Supporting Detail	
	Show Change History Show Change History Comment Attachments Lock/Unlock Cells Filter Sort Fiter Fiter Sort Fiter Fiter Fiter Fiter Fiter Fiter Fiter Fiter Fiter Fite	
	Total Position Analyze New Ad Hoc Grid Show member in outline Right-click and calcula	
23.	Once the calculation is complete click OK .	
	Information MDCCalcAllocPosition was successful.	
24.	The position has now been calculated. You may click the Vacancy Tab to view the compensation calculation for the number of FTEs you selected.	





E Expense						
Total Position Vacancy						
	YearTotal	Oct	Nov	Dec	🖃 Q1	
Basic Salary Expense	99870.42	8322.54	8322.54	8322.54	24967	
Benefits Expense	31440.10	2620.01	2620.01	2620.01	7860.02	
Total Taxes	7640.09	636.67	636.67	636.67	1910.02	
Total Compensation Expense	138950.61	11579	11579.	11579.	34737.	
Gross Earnings	99870.42	8322.54	8322.54	8322.54	24967.	
Taxable Compensation	99870.42	8322.54	8322.54	8322.54	24967.	





25.	Now that the Position is complete, you may begin transferring employees into the Position using the MDC Employee Transfer (Lateral or Reclass) business	See the Activities 10 and 12 for instructions on MDC Employee Transfers.
	Tule.	

--End Activity--