

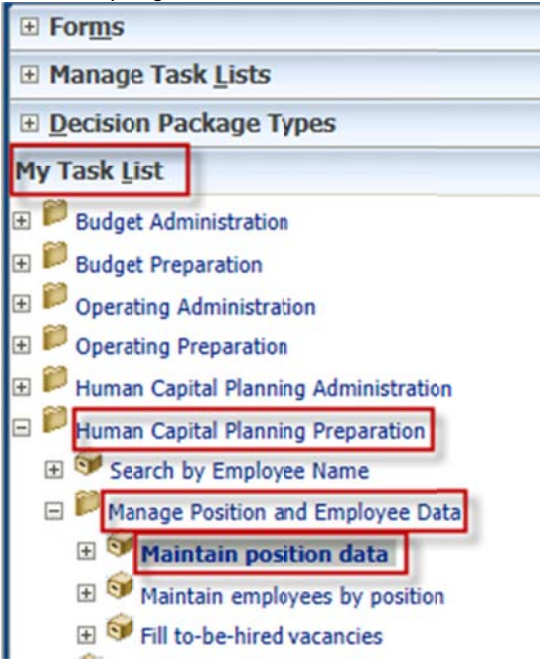
Activity 5: Add a Position to an Index Code

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

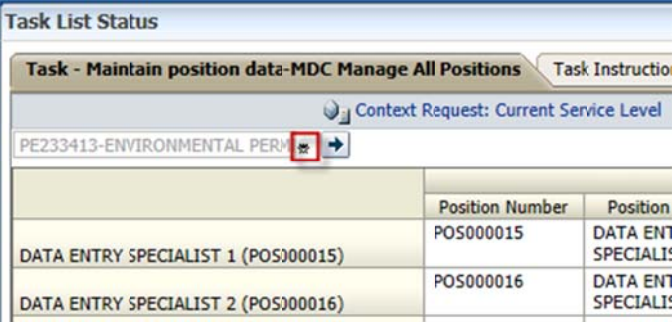
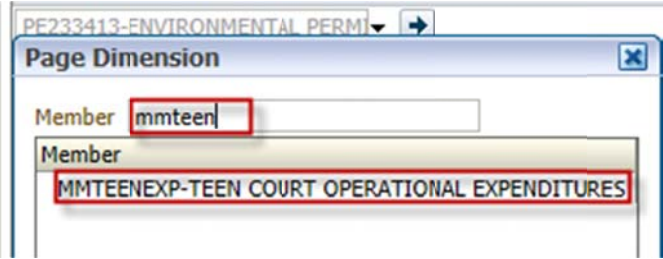
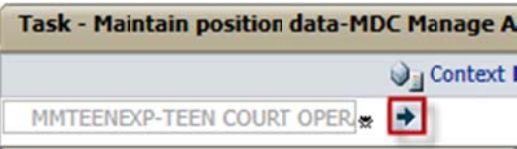
If you need to add a Position to an Index Code – and that Job Code already exists in BAT, you may add that Position, using the Job Code (and all of its characteristics) to a current Index Code.

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.

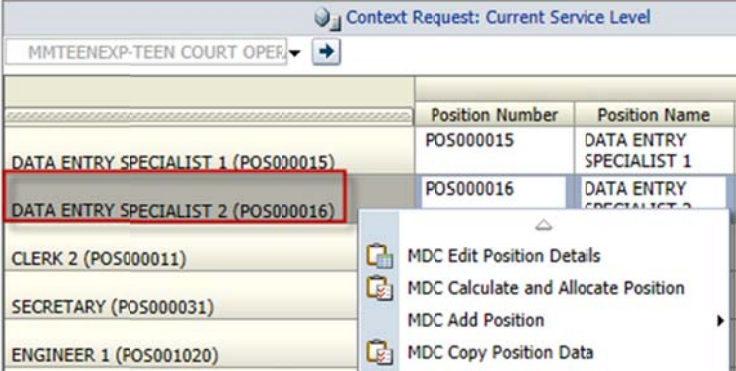
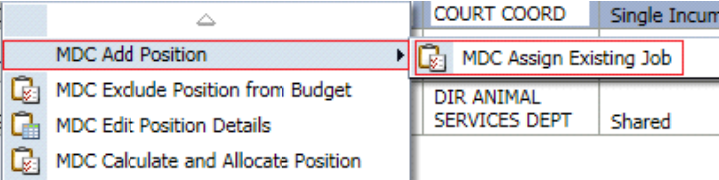

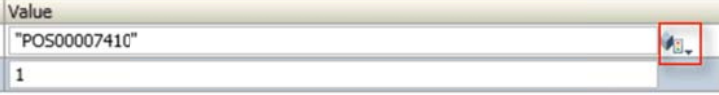
Follow the steps below to complete the process.

Step	Action	Notes
1.	<p>From the Task List, navigate to My Task List > Human Capital Planning Preparation > Manage Position and Employee Data > Maintain Position.</p>  <p>The screenshot shows a navigation tree with the following items: Forms, Manage Task Lists, Decision Package Types, My Task List (highlighted), Budget Administration, Budget Preparation, Operating Administration, Operating Preparation, Human Capital Planning Administration, Human Capital Planning Preparation (highlighted), Search by Employee Name, Manage Position and Employee Data (highlighted), Maintain position data (highlighted), Maintain employees by position, and Fill to-be-hired vacancies.</p>	

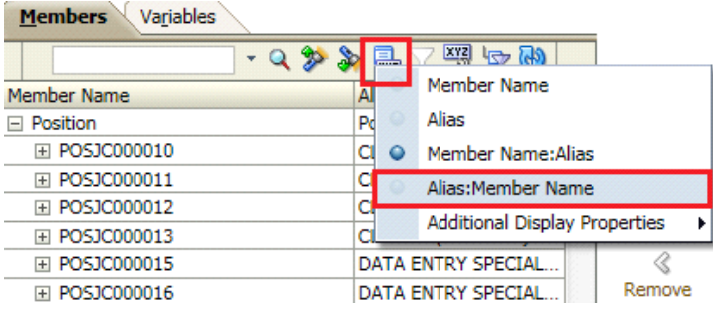
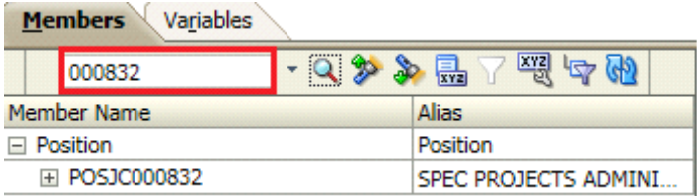
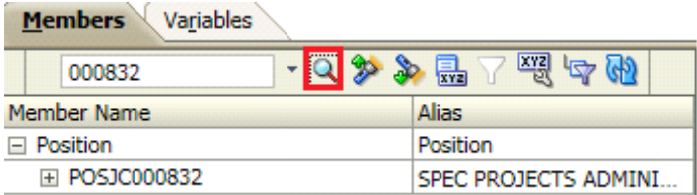
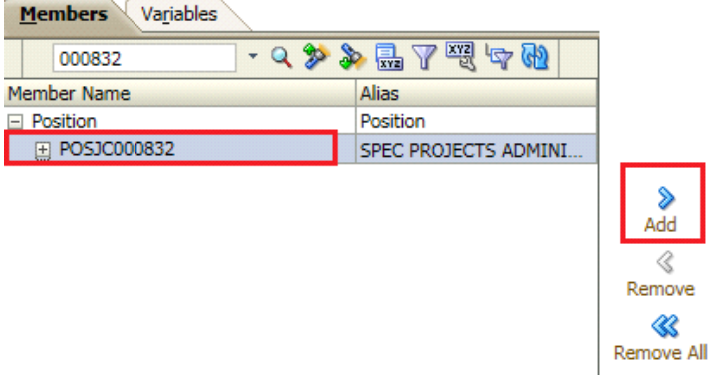
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<p>2.</p>	<p>From the Page drop-down list, select the Index Code where the new position needs to be added.</p> <p>Click the down-arrow next to the Index Code field.</p> 	
<p>3.</p>	<p>Type any or all of the Index Code name in the Search field and click the resulting name.</p> 	
<p>4.</p>	<p>Click the Go arrow.</p> 	

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<p>5.</p>	<p>From the list, right-click any Position.</p> 	
<p>6.</p>	<p>Click MDC ADD Position > MDC Assign Existing Job.</p> 	
<p>7.</p>	<p>At the confirmation screen, click OK.</p> 	
<p>8.</p>	<p>The MDC Assign Job Screen displays: Make selection for the 2 available fields:</p> <ul style="list-style-type: none"> Existing Position Enter FTE 	
<p>9.</p>	<p>To change the Existing Position field, click the Search Icon located on the right side of the field.</p> 	<p>If you know the Job Code Number (or name) name, you may simply type it in the field.</p> <p>Job Code numbers are equivalent to the Occupational Code Number</p>

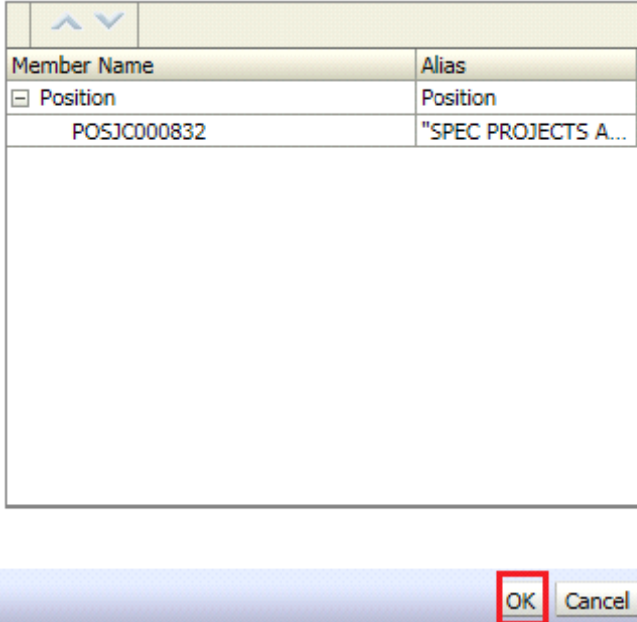
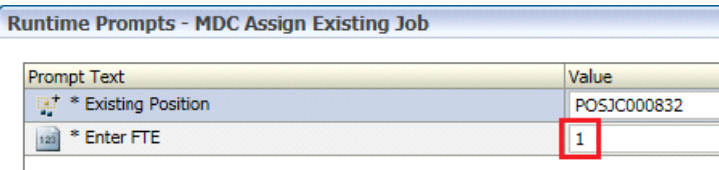

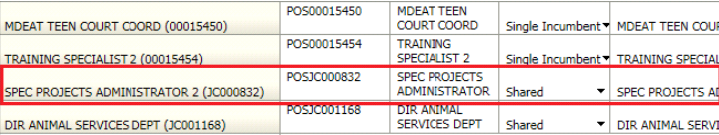
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10. To display the Job descriptions, click the Description Icon and select Member Name:Alias.
- 
- | Member Name | Position | Alias |
|-------------|-------------|-----------------------|
| + | POSJC000010 | |
| + | POSJC000011 | |
| + | POSJC000012 | |
| + | POSJC000013 | |
| + | POSJC000015 | DATA ENTRY SPECIAL... |
| + | POSJC000016 | DATA ENTRY SPECIAL... |
11. In the Search Field, type any part of the job number or name.
- 
- | Member Name | Position | Alias |
|-------------|-------------|-------------------------|
| + | POSJC000832 | SPEC PROJECTS ADMINI... |
12. Click the Search icon.
- 
- | Member Name | Position | Alias |
|-------------|-------------|-------------------------|
| + | POSJC000832 | SPEC PROJECTS ADMINI... |
13. Click the Job from the list and click the Add Arrow.
- 
- | Member Name | Position | Alias |
|-------------|-------------|-------------------------|
| + | POSJC000832 | SPEC PROJECTS ADMINI... |
- Buttons: Add, Remove, Remove All

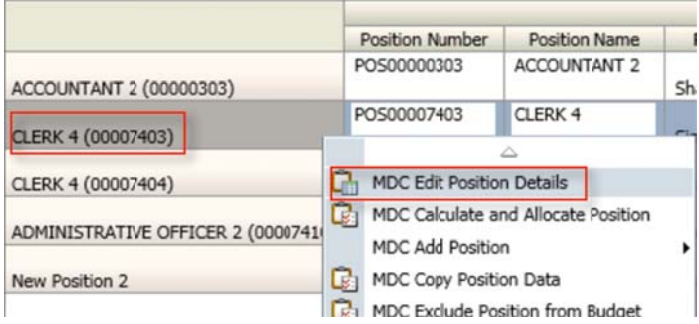
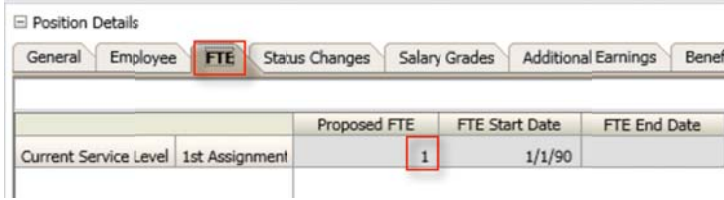
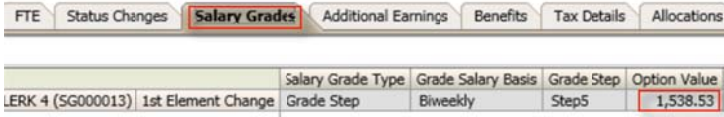
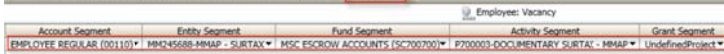


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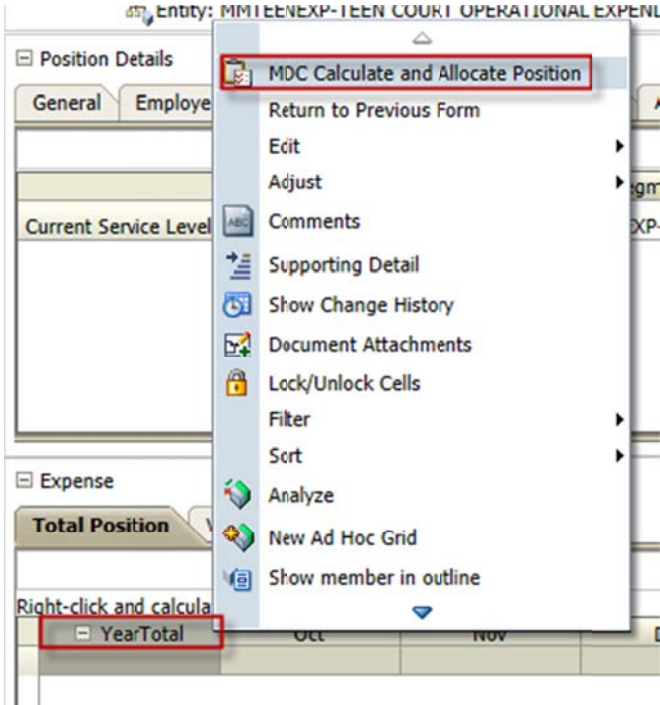
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<p>14.</p>	<p>At the bottom right corner of the screen, click OK.</p> 	
<p>15.</p>	<p>In the Enter FTE field, type the total number of FTEs for the Position.</p> 	<p>FTE = Full Time Equivalent.</p>
<p>16.</p>	<p>Once the fields are populated, click Launch.</p> 	
<p>17.</p>	<p>Once the rule has been launched you will see the new Position has been added to the current Index Code.</p> 	

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<p>18.</p>	<p>Right-click the new Position Number and select MDC Edit Position Details.</p> 	
<p>19.</p>	<p>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.</p> 	<p>Click the following tabs to view the copied characteristics of the Position:</p> <ul style="list-style-type: none"> • Additional Earnings • Benefits • Tax Details
<p>20.</p>	<p>Click the Salary Grades tab. You will see the Salary Grade is populated based on the Job Code.</p> 	<p>If you need to change the Grade Step number for the Position, simply right-click the detail line and delete the Salary Grade Line. You will then add a new Salary Grade line with the correct Grade Step information.</p>
<p>21.</p>	<p>Click the Allocations Tab. You will notice that the fields are populated based on the Entity defaults for the position</p> 	

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<p>22.</p>	<p>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 Allocate Position.</p> 	
<p>23.</p>	<p>Once the calculation is complete click OK.</p> 	
<p>24.</p>	<p>The position has now been calculated. You may click the Vacancy Tab to view the compensation calculation for the number of FTEs you selected.</p>	

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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..

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