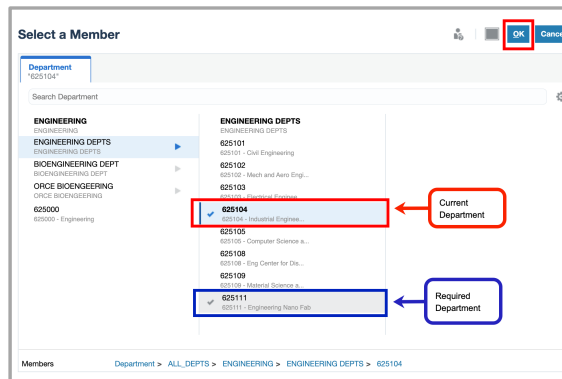
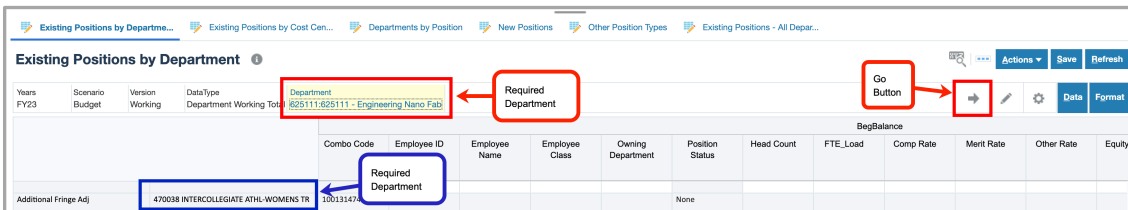


## Add a Position to the Budget

The purpose of this job aid is to explain how to add an existing Position or a new Position to the Budget.


**Note:** Changes are updated in real-time.

1. From the PBCS homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Existing Positions by Department** link.
4. Positions have been loaded by Funding Department tied to the funding cost center. This may be different than the Owing Department. Review the department number and name listed in the box marked "Department." If not selected, click on Department and search for the desired value. Once selected, click "Ok," choice will be highlighted in yellow. Click the "Go" arrow to update view.

| Years                 | Scenario | Version | Data Type                | Department                            | Working Total | Combo Code | Employee ID | Employee Name | Employee Class | Owning Department | Position Status | Head Count | FTE_Load | Comp Rate | Merit Rate | Other Rate | Equity |
|-----------------------|----------|---------|--------------------------|---------------------------------------|---------------|------------|-------------|---------------|----------------|-------------------|-----------------|------------|----------|-----------|------------|------------|--------|
| FY23                  | Budget   | Working | Department Working Total | 625111:625111 - Engineering Nano Fab  |               |            |             |               |                |                   |                 |            |          |           |            |            |        |
| Additional Fringe Adj |          |         |                          | 470038 INTERCOLLEGIATE ATHL-WOMENS TR |               |            | 10013147    |               |                |                   | None            |            |          |           |            |            |        |

5. Review positions listed. If the desired position to be added is not listed, click on the "New Positions" link. Review Department and Cost Center information. **Confirm you have selected the correct department and cost center combo first. If NO combo code loads automatically, the department/cost center do not currently tie together. The combo code is extremely important. Adjust as necessary.**



| Years          | Scenario | Version    | Data Type                | Department                    | Cost Center                           |                   |                 |            |          |
|----------------|----------|------------|--------------------------|-------------------------------|---------------------------------------|-------------------|-----------------|------------|----------|
| FY23           | Budget   | Working    | Department Working Total | 420103 : 420103 - Track Men's | 470038 INTERCOLLEGIATE ATHL-WOMENS TR |                   |                 |            |          |
|                |          | Combo Code | Employee ID              | Employee Name                 | Employee Class                        | Owning Department | Position Status | Head Count | FTE_Load |
| New Position 1 |          |            |                          |                               |                                       |                   | None            |            |          |
| New Position 2 |          |            |                          |                               |                                       |                   | None            |            |          |

6. Adding New Position 1, New Position 2, etc. is performed by clicking in the cells across the grid and completing the following fields:
- Employee ID
  - Employee Name
  - Employee Class – Select the entry from the drop-down menu (e.g. A&P, CLS, FAC)
  - Owning Department – Enter department number or click the drop-down menu. This is the department that owns the position and is not necessarily the same as the funding department.
  - Head Count
  - FTE Load
  - Comp Rate
  - Distribution (e.g. 1=100%, 0.75 = 75%, 0.50 = 50%, etc.)
  - Coverage Code (if known)\*\*
  - Benefit Plan (if known)\*\*  
\*\*If left blank, calculates as vacant.  
\*\*If known, use the drop-down to select.  
\*\*If not known but desired, contact your Budget Resource to add.
  - Add the UTShare Position ID, if it is known, as a comment for tracking purposes.

**NOTE:** If a new position is added incorrectly, it can be deleted if still highlighted in yellow or if already saved by clicking in the cell and deleting the information then saving.

7. After saving the data, Position Status changes to Vacant or Filled position (depending if a name and Empl ID are supplied); Fringe Subtotal calculates at the default unless updated to actuals using drop-down; FTE Subtotal and FTE Classified are calculated.
8. The New Position is displayed in the Existing Positions by Department and the Existing Positions by Cost Center data forms.