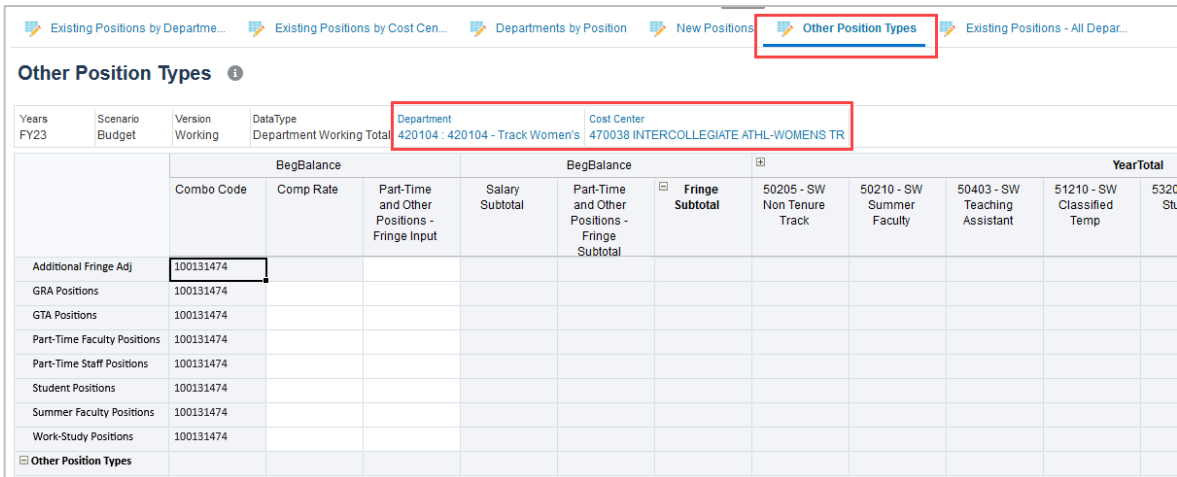


Update Other Position Types

The purpose of this job aid is to explain how to update salary budgeting not specifically associated with position IDs but as a whole number along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA's, etc.

Note: Changes are updated in real-time and will be visible on the other forms.

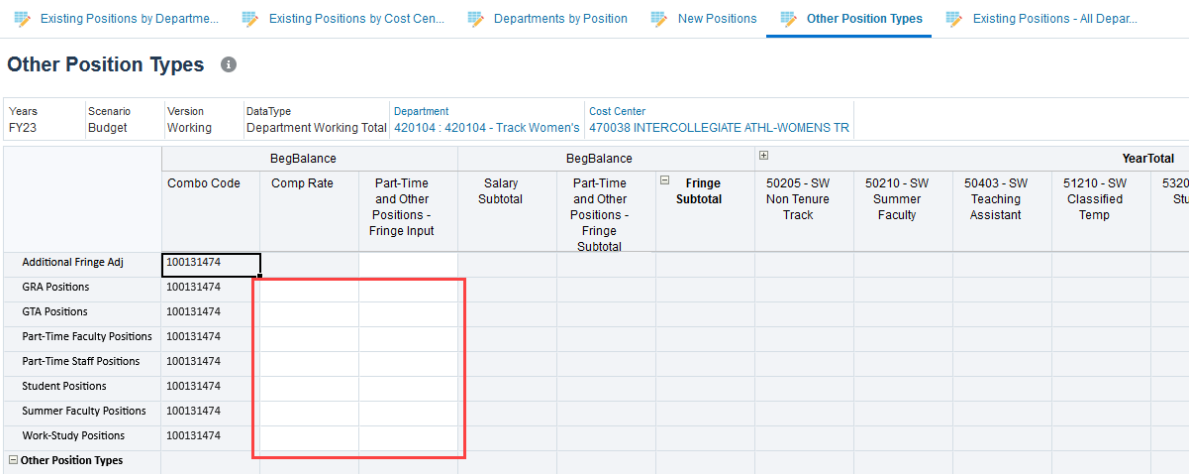
1. From the PBCS homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Other Position Types** on the menu.
4. Verify the correct **Department** and **Cost Center** are displayed.



Years	Scenario	Version	Data Type	Department	Cost Center	BegBalance						Year Total				
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR	Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320
						100131474										
						100131474										
						100131474										
						100131474										
						100131474										
						100131474										
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						100131474										

- a. If necessary, click the Department name and/or Cost Center name to find the correct Department and/or Cost Center. Once the department and/or cost center is found, select the department or cost center name from the list and click **OK**.
- b. Click the "Go" arrow to refresh the data form data.

5. Locate the **Other Position Type** row you want to update and enter the **Comp Rate** (Calculated as a total dollar amount.) and **Part-Time and Other Positions – Fringe Input** (Calculated as the total dollar amount times the percentage used by the department).



Years	Scenario	Version	Data Type	Department	Cost Center	BegBalance						Year Total				
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR	Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320
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						100131474										

- 6 Continue entering lump dollar amounts in the **Other Position Types** rows as needed.
- 7 The **Additional Fringe Adj** cells are for those departments wishing to budget additional fringe dollars not associated to any salary specification. Enter as a whole dollar amount.

Existing Positions by Departme... Existing Positions by Cost Cen... Departments by Position New Positions **Other Position Types** Existing Positions - All Depar...

Other Position Types ⓘ

Years	Scenario	Version	Data Type	Department	Cost Center						Year Total	
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR							
		BegBalance			BegBalance							Year Total
		Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320 St
Additional Fringe Adj		100131474										
GRA Positions		100131474										
GTA Positions		100131474										
Part-Time Faculty Positions		100131474										
Part-Time Staff Positions		100131474										
Student Positions		100131474										
Summer Faculty Positions		100131474										
Work-Study Positions		100131474										
Other Position Types												

- 8 Click the Save button, and a confirmation message will be displayed. Click **OK**.