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.

   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.

5. Click the ➤ arrow to refresh the data form data.

6. 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 time 3%).
7 Continue entering lump dollar amounts in the **Other Position Types** rows as needed.

8 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.

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