

Date: 09-21-07
o:\ssa\ps\pos mod 072407.doc

Modify PeopleSoft position panels.

Description Panel:

1. Status (Active or Inactive): If Reason Code = Abolish, then automatically change to Inactive.
2. Position Status: Hide

(current possible options: Approved, Disapproved, Frozen, Status Pending, Returned without Action, Proposed)
3. Status Date: Hide
4. Key Position: change to a click box and change field name to "Return Rights."
5. Ret Rts UH No (new field): Add a new field near the "Return Rights" click box for field units to add UH number of person this position is reserved for. Once field unit enters UH Number, display name of employee.

Ex: John Smith, UH # 12345678, is currently an Executive employee in position 0089678. However, he is tenured and has return rights to faculty position 0082111. On 0082111, the Return Rights click box will be clicked, and the field unit will enter UH # 12345678; the system will automatically display "John Smith". Nothing will be indicated on position number 0089678.
6. Reg/Temp: Hide (Hide same field on Job Information panel on the person side): this information can be retrieved from UH Position Data4 panel.
7. Full/Part Time: Hide: this information can be derived from Position FTE.
8. Functional Code: limit to APT positions only. If any non-APT positions reflects a functional code, these will be mass blanked out. This field will be made a required field for APT positions. If non-APT position, an error message will display: "Required for APT positions only."

Specific Information Panel:

1. Budgeted Position: hide: this information can be derived from UH Position Data4 panel.

Budget and Incumbents Panel:

1. Vacancy Comment: New field, with the following options

Offer made and/or accepted
Interviewing
Position Advertised
Developing PD
Pending Reorganization
Not yet established
Not recruiting – insufficient funds
Not recruiting-funds reallocated

UH Position Data 4:

1. UOH, Org Code (information/derived field), and BD TP: no change
2. MOF:
Make this field required for all positions:

Current selection:
A (General)
B (Special)
N (Appropriated Federal)
W (Revolving)

Add:
F (Extramural Federal)
P (Trust)
X (Agency)
3. If MOF = A, B, N, or W, then make the Appropriation Symbol field in the account code field required
If MOF = F, P, or X, then Appropriation Symbol in the account code field not required.
4. Account Code:

For all campuses, account code will be in the format Fund-Appropriation codes only (no fiscal year):
example = G024.

There will be a one-time mass change on PeopleSoft with effective date of xx-xx-xx to shorten the
account codes to the above format.
5. % of Distribution must total 100.000. If it doesn't, display an error message, similar to the error
message on the person account code: "Total of distribution must be 100.000. Transaction is not
accepted."
6. GL/Type and NTE date: no change

UH Position Data 5:

No change

Position Information Find | View All First 1 of 11

Position Number: 0083943

Headcount Status: Open ① Current Head Count: 0 out of 1

*Effective Date: 08/01/2004 31 *Status: Active 31 NTE Date

Reason: UPD Q POSITION DATA UPDATE

*Position Status: Approved 31 ③ hide Status Date: 07/01/2003 31 ④ Action Date: 06/23/2004 31 ⑤ Ret Rts

② hide Return Rights UH No. Name displayed

Key Position

Job Information

*Business Unit: UHPSS Q Univ of Hawaii PeopleSoft Sys

Job Code: I5M11 Q PROFESSOR, UHM, 11-MO ① hide

*Reg/Temp: ⑥ hide Regular Full/Part Time: Full-Time

*Regular Shift: N/A Union Code: 07 Q Included Faculty & Lect

Working Title: ⑧ Functional Code: Q

Detailed Position Description

Work Location

*Reg Region: USA Q United States

Department: 22146300 Q ECONOMICS DEPT *Company: UH - Board of Regents

Location: UH Q University of Hawaii

Reports To: Q Dot-Line: Q

Supervisor Lvl: Q

Salary Plan Information

Salary Admin Plan: M11 Q Grade: I5M11 Step:

Standard Hours: 40.00 Work Period: W Q Weekly

Mon Tue Wed Thu Fri Sat Sun

USA

FLSA Status: Nonexempt

Position Number: 0083943

Headcount Status: Open

Current Head Count: 0 out of 1

Specific Information Find | View All First 1 of 11 Last

Effective Date: 08/01/2004 Status: Active

Job Profile ID:

Max Head Count: 1

Mail Drop ID:

Work Phone:

① hide

Budgeted Position

Education and Government

	Position FTE: 1.00000
*Classified Indicator: Classified	

CS Data

Exempt:	
BU Exclusion: <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Special Working Condition
Selective Certification:	

Position Number: 0083943

Headcount Status: Open

Current Head Count: 0 out of 1

Current Incumbents			Customize	Find	First	1 of 1	Last
EmplID	Empl Rcd#	Name	Job Data				
0			Job Data				

① New field: Vacancy Comment

Position Number 0083943



Scroll Area Find | View All First 1 of 11 Last

Department:	22146300	Effective Date:	08/01/2004	<input type="button" value="+"/> <input type="button" value="-"/>
Job Code:	I5M11	Action Reason:	UPD	

Account Codes Find | View All First 1 of 1 Last

UOH Cd	Org Cd	MOF	BD tp	Account Code	% of Dist	GL/Type	NTE Date:
101	AB	A	J1	G04024F120B214	100.000	BASER	
①	①	②	①	④	⑤	⑥	⑥

Position Number: 0083943
Open/Filled: 0 **Position Headcount:**

Scroll Area		Find View All		First	1 of 11	Last
Effective Date:	08/01/2004	Status:	Active			
Action Reason:	UPD	Position FTE:	1.00000			
Department:	22146300	ECONOMICS DEPT				
Job Code:	I5M11	PROFESSOR, UHM, 11-MO				
Position Status:	Approved					
Title:		Short:				
Sal Plan/Grade/Step:	M11 I5M11					
	Position Number:	Pseudo Num:				
	0083943					
	Switch Pseudo					