

# Position Control System & Processes

The Position Control System (PCS) is part of the university's Financial Records System. The PCS is a series of Excel spreadsheets, one for each Budget Area, which utilizes the same secured, file sharing approach as the Budget Network System.

The PCS tracks the budget value of each employee position, with the exception of part-time faculty and students, by general ledger account within each Budget Area. The PCS also tracks salary savings when positions become vacant.

Each University position is assigned a Position Number. The Position Number is made up of the 13-digit general ledger number plus two numbers (assigned sequentially) to make the overall 15-digit Position Number unique for each position. It has been helpful to incorporate the general ledger number into the Position Number so that it can be sorted by department, expense type (object code), and by Budget Area.

The PCS is updated by the Budget Office each time an approved, completed Personnel Action Form (PAF) is submitted to the Budget Office. The PCS facilitates the development of payroll budget projections by showing the amount of authorized payroll expenses (salaries and wages) for the current year and the annualized amount. The annualized amount is used as a resource in projecting future fiscal year's payroll expenses and budgets.

The PCS is secure and can be accessed and viewed by each authorized Budget Area Officer and Budget Manager for their own budget area of control. The access is controlled and maintained by the Budget Office through the use of passwords. The Budget Officers and Budget Managers can access the PCS at anytime through their desktop personal computer.

The PCS has advantages and disadvantages. The PCS is cumbersome to roll to a new fiscal year. However, it is easy to maintain and train budget administrators to access it because it uses Excel spreadsheets and the same secure, file sharing approach as the Budget Network System. It is not meant to be a long-term solution to track and monitor payroll expenses but currently meets our needs. However, given the enormous cost and complexity to implement and maintain a different, more robust Position Control System, we have decided to use it longer than originally expected.