

## Monthly Position Status Report

Last Updated: September 2015



The **Monthly Position Status Report** is a report that should be run by the Agency Position Specialists to verify position counts within pertinent funding and organizational categories within their agency. This report may be run by any current or historical “as of date” from October 17, 2003 to present. Keep in mind that the Monthly Position Status Report may change if you have entered data with a retroactive effective date and rerun a report for the same “as of date”. This report may also be run either in “Summary Mode” to give a total of the positions by Fund, Class(SID) and Position Type (e.g. Permanent Full time) or in “Detail Mode” to list each position within those categories. Agency HR Specialists may access the report by navigating to:

***Main Menu> Core-CT HRMS> Organizational Development> Position Management> Position Reports> Monthly Position Status Report***

Although an Agency may run the report at any time, **the Office of Policy and Management (OPM) is instructing that Agencies MUST run the Monthly Position Status Report on the 10<sup>th</sup> of the month and include the “as of date” as the first of that month.** This will ensure that both OPM and agencies are reviewing the same data for any given reporting period. Agencies do not need to send a copy of this report to OPM; OPM will produce a copy for their records and will review the fields with the agency on an as needed basis.

### Running the Report

The Agency Position Specialist navigates to:

***Main Menu> Core-CT HRMS> Organization Development> Position Management> Position Reports> Monthly Position Status Report***

A screenshot of the "Monthly Position Status Report" web interface. The title "Monthly Position Status Report" is at the top in blue. Below it is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a section titled "Search Criteria" with a dropdown arrow. Under "Search Criteria", there is a "Search by:" label followed by a text input field containing "Run Control ID begins with". Below this is a checkbox labeled "Case Sensitive". Further down is a label "Limit the number of results to (up to 300):" followed by a text input field containing "300". At the bottom of the search criteria section are two buttons: "Search" and "Advanced Search". At the very bottom of the form, there are links "Find an Existing Value" and "Add a New Value".

At the Run Control Page for the report enter the same run control you usually enter for reports or click on [Add a New Value](#) if you need to create a new run control for this report. After you click Add or [Search](#), the parameter page will appear so you can set the proper criteria for the report you wish to run. In the below screen print the report will be run as of 04/01/2012 in Detail Mode for AES48000.

## Monthly Position Status Report

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**Monthly Position Status Rpt**

Run Control ID 45053209 [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameter(s)**

\*As Of Date: 04/01/2012 \*Fiscal Year: 2013 ☐ Check for Excel Output Format  
Select Type - WEB, Format - LP on Process Scheduler Request

☒ Summary Mode  
☐ Detail Mode

Set ID: AGENCY Department: AES48000

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

After the report criteria are selected the user clicks the [Run](#) button and the process scheduler request page appears. This report runs from server PSUNX. As specified in the previous screen the report has been selected to run in PDF rather than EXCEL format. Therefore, the Type should be set to Web and the Format should be set to PDF. If this report is for a large agency and you wish to run this at night when fewer users are in the system, reset the **Run Time** on this page for the time that would be more suitable. Click [OK](#) to initiate processing.

**Process Scheduler Request**

User ID ACC\_DOBBSNG Run Control ID 45053209

Server Name PSUNX Run Date 07/20/2015  
Recurrence Recurrence Run Time 3:54:29PM [Reset to Current Date/Time](#)  
Time Zone Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CTHRR005	CTHRR005	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

The process returns to the parameter page and shows the process instance that has been created. To view the report and/or check on the progress or processing status click on the [Report Manager](#) or [Process Monitor](#) links provided. If you have 'scheduled' a different time to run the report, the process will indicate that it is in Queued status.

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Monthly Position Status Rpt

Run Control ID 45053209

Report Manager

Process Monitor

Run

Process Instance:7126817

Report Request Parameter(s)

\*As Of Date: 04/01/2012 \*Fiscal Year: 2013 ☒ Check for Excel Output Format  
Select Type - WEB, Format - LP on Process Scheduler Request  
☒ Summary Mode  
☐ Detail Mode  
Set ID: AGENCY Department: AES48000 Agricultural Exp Station

Save

Return to Search

Notify

Add

Update/Display

In [Report Manager](#) the reports run will be listed in order of most recent run and when completely processed will include a blue link with the process name [CTHRR005](#)

List Explorer Administration Archives

View Reports For

Folder: to Refresh

Name Created On Last 1 Days

Reports

Personalize Find View All First 1-4 of 4 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTHRR005	CTHRR005	General	07/20/15 3:56PM	4443889	7126817
2 CTHRR908	POSITION APPROVAL HISTORY	General	07/20/15 3:30PM	4443888	7126816
3 CTHRR908	POSITION APPROVAL HISTORY	General	07/20/15 3:29PM	4443887	7126815
4 CTBN002A	ENROLLMENT STATEMENTS	General	07/19/15 9:54PM	4443877	7126805

In Process Monitor the view is slightly different: the process should display “Success” in the Run Status dropdown and the **Distribution Status** should display a dropdown of “Posted” to allow you to view the report. In either mode, you can click 

Refresh

 every 30 seconds or so to update the page.

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- The [Instance](#) number shown below is unique to each report run.

[Process List](#) | [Server List](#)

**View Process Request For**

User ID  Type  Last   Days

Server  Name  Instance  to

Run Status  Distribution Status  ☒ Save On Refresh

**Process List** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7126818		SQR Report	CTHRR005	ACC_DOBBSIN	07/20/2015 3:58:37PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7126817		SQR Report	CTHRR005	ACC_DOBBSIN	07/20/2015 3:54:29PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7126816		SQR Report	CTHRR908	ACC_DOBBSIN	07/20/2015 3:28:56PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7126815		SQR Report	CTHRR908	ACC_DOBBSIN	07/20/2015 3:26:19PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7126805		SQR Report	CTBN002A	ACC_DOBBSIN	07/19/2015 9:54:31PM EDT	Success	Posted	<a href="#">Details</a>

☒ Select All ☐ Deselect All

[Delete Request](#) [Cancel Request](#) [Hold Request](#) [Restart Request](#)

[Go back to Monthly Position Status Report](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

In [Report Manager](#), after clicking on the blue report name link, the report distribution page displays with the results. The middle link which reads [CTHRR005 7126817 1.PDF](#) is the actual report result and has the PDF notation at the end to indicate the type of report which has been produced.

**Report**

Report ID 4443889 Process Instance 7126817 [Message Log](#)

Name CTHRR005 Process Type SQR Report

Run Status Success

CTHRR005

**Distribution Details**

Distribution Node PRODRPTFTP Expiration Date 08/19/2015

**File List**

Name	File Size (bytes)	Datetime Created
SQR_CTHRR005_7126817.log	2,107	07/20/2015 3:56:07.527457PM EDT
cthr005_7126817.out	33	07/20/2015 3:56:07.527457PM EDT
cthr005_7126817_1.PDF	3,309	07/20/2015 3:56:07.527457PM EDT

**Distribute To**

Distribution ID Type \*Distribution ID

User ACC\_DOBBSIN

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The report is now run. In order to reach the report distribution page to print, you now have to navigate to:  
**Main Menu > Core-CT HRMS > Reporting Tools > Report Manager**

This page below will appear.

- Click the [CTHRR005](#) report that corresponds to the correct [Process Instance](#).

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

**View Reports For**

Folder:  Instance:  to  [Refresh](#)

Name:  Created On:  [By](#) Last  1 Days

**Reports** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTHRR005	CTHRR005	General	07/20/15 3:59PM	4443890	7126818
2 CTHRR005	CTHRR005	General	07/20/15 3:56PM	4443889	7126817
3 CTHRR908	POSITION APPROVAL HISTORY	General	07/20/15 3:30PM	4443888	7126816
4 CTHRR908	POSITION APPROVAL HISTORY	General	07/20/15 3:29PM	4443887	7126815
5 CTBN002A	ENROLLMENT STATEMENTS	General	07/19/15 9:54PM	4443877	7126805

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

The page below will then appear.

- Click on the .PDF file to display the status report

**Report**

Report ID 4443889 Process Instance 7126817 [Message Log](#)

Name CTHRR005 Process Type SQR Report

Run Status Success

CTHRR005

**Distribution Details**

Distribution Node PRODRPTFTP Expiration Date 08/19/2015

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CTHRR005_7126817.log</a>	2,107	07/20/2015 3:56:07.527457PM EDT
<a href="#">cthrr005_7126817.out</a>	33	07/20/2015 3:56:07.527457PM EDT
<a href="#">cthrr005_7126817_1.PDF</a>	3,309	07/20/2015 3:56:07.527457PM EDT

**Distribute To**

Distribution ID Type \*Distribution ID

User ACC\_DOBBINS

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OUTDATED – need to validate that this is no longer the correct method

This is the **Process Detail** page where you click on the [View Log/Trace](#) link.

**Process Detail**

Process

Instance 7126817

Type SQR Report

Name CTHRR005

Description CTHRR005

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID 45053209

Location Server

Server PSUNX

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 07/20/2015 3:55:25PM EDT

Run Anytime After 07/20/2015 3:54:29PM EDT

Began Process At 07/20/2015 3:55:53PM EDT

Ended Process At 07/20/2015 3:56:07PM EDT

Parameters

Transfer

Message Log

Batch Timings

[View Log/Trace](#)

OK

Cancel

Click on the link [CTHRR005\\_7126817\\_1](#). The PDF report displays:

**View Log/Trace**

Report

Report ID 4443889

Process Instance 7126817

[Message Log](#)

Name CTHRR005

Process Type SQR Report

Run Status Success

CTHRR005

Distribution Details

Distribution Node PRODRPTFTP

Expiration Date 08/19/2015

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CTHRR005_7126817.log</a>	2,107	07/20/2015 3:56:07.527457PM EDT
<a href="#">cthr005_7126817.out</a>	33	07/20/2015 3:56:07.527457PM EDT
<a href="#">cthr005_7126817_1.PDF</a>	3,309	07/20/2015 3:56:07.527457PM EDT

Distribute To

Distribution ID Type

\*Distribution ID

User

ACC\_DOBBINS

Return

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The PDF report displays as shown below. All but three columns, employee id, name and position numbers have been displayed above. The sections below will explain how the report is structured, how data is captured and displayed and how errors in position and job data will affect the report data.

State of Connecticut MONTHLY POSITION STATUS REPORT AES48000 - Agricultural Exp Station : Summary Mode Fiscal Year: 2013										Page No. 1 Run Date 07/06/2015 Run Time 16:13:34
Report ID: CTHR005	Run ID: 45053209	As Of Date: 04/01/2012	SetID: AGENCY	Agency Business Unit						
Fund Cls(SID)	Pos Type	Approp	Non Approp	Fill Pd	Fill NonPd	Vac				
11000 10010 Perm.-Full Time		69.000	1.000	58.000	0.000	12.000				
11000 10010 Perm.-Part Time		0.000	2.500	2.470	0.000	0.040				
Class Total:		69.000	3.500	60.470	0.000	12.040				
11000 12056 Perm.-Full Time		2.000	0.000	2.000	0.000	0.000				
11000 12056 Temp. - Full Time		0.000	1.000	0.000	0.000	1.000				
Class Total:		2.000	1.000	2.000	0.000	1.000				
11000 12288 Perm.-Full Time		1.000	0.000	1.000	0.000	0.000				
Class Total:		1.000	0.000	1.000	0.000	0.000				
Fund Total:		72.000	4.500	63.470	0.000	13.040				
12060 20244 Perm.-Full Time		0.000	0.800	0.800	0.000	0.000				
Class Total:		0.000	0.800	0.800	0.000	0.000				
12060 20402 Perm.-Full Time		0.000	2.000	2.000	0.000	0.000				
Class Total:		0.000	2.000	2.000	0.000	0.000				
12060 20463 Temp. - Full Time		0.000	6.000	3.000	0.000	3.000				
Class Total:		0.000	6.000	3.000	0.000	3.000				
12060 20731 Perm.-Full Time		0.000	6.700	6.700	0.000	0.000				
12060 20731 Temp. - Full Time		0.000	1.000	0.000	0.000	1.000				
Class Total:		0.000	7.700	6.700	0.000	1.000				
12060 20737 Perm.-Full Time		0.000	2.000	2.000	0.000	0.000				
Class Total:		0.000	2.000	2.000	0.000	0.000				
12060 21501 Perm.-Full Time		0.000	0.700	0.700	0.000	0.000				
Class Total:		0.000	0.700	0.700	0.000	0.000				
12060 21798 Perm.-Full Time		0.000	0.300	0.300	0.000	0.000				
Class Total:		0.000	0.300	0.300	0.000	0.000				
12060 21968 Perm.-Full Time		0.000	2.000	2.000	0.000	0.000				
12060 21968 Temp. - Full Time		0.000	1.000	1.000	0.000	0.000				
Class Total:		0.000	3.000	3.000	0.000	0.000				

### Report Format:

The report is now available as a downloadable file to Excel to allow additional analysis on active positions. (See job aid titled Monthly Position Status Report (Excel Format) at [http://www.core-ct.state.ct.us/hr/human\\_resources/hr\\_jobaids.htm](http://www.core-ct.state.ct.us/hr/human_resources/hr_jobaids.htm)). When selecting this format the file will revert to all column headings with no subtotals within the report. This will allow agencies to use the results much like a query file from EPM, but the data will be exactly the same as the official report.

### Sort order of report:

The Detail report will be arranged first by Department Code, Location Code, then by Fund, Class (SID), and Position Type. Within those sort categories, the Detailed Report will list the Position Number, Job Title, Job Code, Program Chartfield, and the proportional FTE (Full Time Equivalent) value of the position in relation to the funding source or sources. This report will Sub Total the sort categories in the order of Position Type, Class (SID), Fund and Location.

The Summary report will summarize by Fund, Class (SID), and Position Type and will provide subtotals of those groupings in reverse order.



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The following is a listing of interpretations of the data fields in the “Detailed Mode” report:

- The Monthly Position Status Report should reflect all positions which have an Effective Status of “Active” where the position has ever had a Position Status of “Approved”, including both appropriated and non-appropriated positions.
- New positions still in workflow (not yet with a Position Status of “Approved”) will not appear on the report.
- Positions will continue to appear on the report until they have an Effective Status of “Inactive”.
- Positions undergoing some sort of change will appear as they did prior to the proposed action in process. This includes recycled and rejected positions which have not yet been returned to approved position status.
- If the position is part of your agency’s authorized count (Appropriated by General Assembly), the FTE (Full Time Equivalent) value – which must always be populated in Position Data – will appear in the *Approp* position column. (i.e. this occurs for Permanent (Regular) Full time positions when the position is attached to one of the following appropriated funds: 11000, 12001, 12003, 12004, 12006, 12007, 12010, 12013). Also, the “Adds to FTE Actual Count” flag needs to be checked in Position Data, located in the Specific Information tab, under the Education and Government section. All positions in your authorized count should be permanent full time positions. This will be the case even if you are partially funding the position with non-appropriated funds, however only the appropriated portion will appear under the *Approp* column.
- If the position is **NOT** part of your agency’s authorized count (i.e. not appropriated by General Assembly), the FTE value from Position Data will appear in the *Non-Approp* position column. This occurs when the position is attached to **ANY** funding source other than those listed above. The “Adds to FTE Actual Value” flag should be left blank for these positions. This also can occur when one of the other criteria is not met (i.e. Not Regular, not Full Time, not checked as Adds to FTE Actual Value)
- When funding is split between appropriated and non-appropriated funding sources for a permanent full time position, the report will separate the portions of the FTE attached to each funding source to the correct column. Any positions funded even partially through appropriations should have the “Adds to FTE Actual Value” flag checked if it meets the other criteria of being full time and permanent. Any positions in the three other Position Types (Permanent Part time, Temporary Full time and Temporary Part Time) as well as some Permanent full time positions, depending on the funding source, may not be part of your authorized count.
- The *FillPd* (*Filled Paid*) and *FillNonPd* (*Filled Non Paid*) columns provide a detailed summary of the Job (Job data) FTE values. Therefore, depending on discrepancies between the Position FTE and the actual Job FTE for filled positions, agencies may find that the report does not produce expected totals. By ensuring that all incumbent (Job data) FTE values are exactly the same as the positions the incumbents are filling, agencies will be able to reconcile the totals correctly. If Position and Job data FTE values are the same, you may add the *Approp* and *Non-Approp* column values and deduct the *Vac* (*Vacant*) column value to compare to the sum of the *FillPd* and *FillNonPd* values. Discrepancies between the position FTE and the actual incumbent (Job data) FTEs will affect this analysis. If an agency has appointed more than 1 incumbent to a particular position, the *FillPaid* (Job FTE) will equal 2.00 but the position FTE may equal 1.00 under the *Approp* or *Non-Approp* column. This is a source of possible error which should be reviewed and/or corrected.
- If the position has multiple funding sources, the FTE of the position will be divided into the percentages specified for each *Fund* and *Cls* (*SID*) field combination used by the position. (See bullet above regarding split funding for appropriated positions)
- The *Dis %* (Funding Percentage) column is the Percent of Distribution listed on the Position Data, Combination Code Information tab, for each specified combination code. The *Dis %* is multiplied by the Position FTE value (located in Position Data) to determine the *Approp*, *Non-Approp* or *Vac* FTE



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from each funding source. (Normally the position FTE is the same as the *JbFTE* but if this has been overridden on job data you will need to check the position itself or EPM reports to verify this value.) The same procedure can be used with the *JbFTE* and the *Dis %* to determine the *FillPd* and *FillNonPd* FTE values. For example:

- An appropriated position which is filled half time and has one (1) funding source will show .50 FTE in the *Approp*, *FillPd* and *JbFTE* columns and 100.00 in the *Dis %* column.
- A position which is filled full time and has funding split between two (2) sources will show .50 in the *Approp* or *Non-Approp* column, .50 in the *FillPd* column, 50.00 in the *Dis %* column, and 1.00 under *JbFTE* column for each fund.

Reviewing the funding percentage will allow you to identify positions with multiple funding sources. For filled positions, the *Name* and the *Emplid* of the incumbent will also be printed next to each line to make these easier to identify.

- The *JbFTE* column will contain the total Job Data FTE value for each employee. This column is meant to show the actual total FTE value in Job data with all funding sources combined. Therefore, if an employee is listed multiple times due to many funding sources but they are a full time employee, the *JbFTE* value will be listed as 1.00 on **each** line.
- The report is position driven, not employee driven. This means that if an employee is a permanent half time employee, but is filling a permanent full time position, for the purposes of the report, the employee will be listed within the *Perm. - Full Time* position type but the *JbFTE* will indicate 50%. This report may help you to identify areas where position and Job FTE values are inconsistent and need to be adjusted.
- It is important to review particular fields to determine whether data errors are causing problems with your totals. On Position Data, check Regular/Temporary indicator against the positions with Position End Date values; check the Full Time/Part Time indicator against the position FTE value. If the position indicates "Regular" but has an end date it will appear in the section for regular positions rather than temporary. If the position is coded as part time but with a FTE value of 1.00 the report will place it with the part time positions but the full time FTE value will be reported.

All agency reports should identify special conversion positions with a Jobcode title of ConvNoAPS. These positions were included to allow for special payments such as contract settlements and arbitration awards to employees who no longer work for the agency but are entitled to payment. Unlike the legacy system, these payments must be made against an active position number. These positions provide this flexibility but in no way add to an agency's position count.

### Appropriated Positions

Agency Position Specialists must work closely with their Agency Budget Specialists and OPM Budget Analyst in order to correctly maintain their agency's "Appropriated" count. Appropriated positions are those that are authorized by the General Assembly. **As a general rule, appropriated positions are Permanent, Full Time, General and Special Appropriated Funded positions within the fund codes listed above.** However, exceptions are made and should be reviewed with your OPM Budget Analyst. In addition, if agencies are splitting appropriated positions by partially funding these from other non-appropriated sources, it is crucial that these appropriated positions remain correctly identified as indicated above.

If a position is part of the appropriated count, the "Adds to FTE Actual Count" flag is checked in Position Data, in the Specific Information tab, under the Education and Government section.

The Monthly Position Status Report is used by OPM Budget Analyst to review if an agency is under or over their appropriated count. When an agency is requesting an establishment or a refill of a position, OPM reviews the data provided in this report to help determine whether funding levels will be exceeded. The

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Monthly Position count totals for all agencies and funds is also reported to the Office of Fiscal Analysis on a regular basis to demonstrate whether appropriated funds are being maintained within Statutory levels. A summary version of the report provides some of this information directly from Core-CT. For your convenience, your agency's appropriated position FTE cap is printed on the report at the bottom of the appropriated column so you can compare this to the number of appropriated position FTEs and *filled* appropriated position FTEs.

Note: Durational positions with an ending date should NOT be coded as regular, especially when they are also appropriated funds and full time. These positions will be identified as appropriated even if not checked in the OPM extract. If positions which are durational are being coded regular due to benefits issues, agencies are advised to make the designation of regular on job data instead where the rest of the benefits setup is done. Otherwise, one of the other key criteria must be different for these not to be counted (i.e. not appropriated funds or not full time).


In addition, OPM is preparing more detailed analyses of agency trends using information from the report and from EPM. This analysis is using the Fill Paid column to compile the FTE's for filled appropriated positions. However, the report also calculates this value (from the position FTE perspective) and the total can be found below the Grand total for the agency in the Approp column. It is marked Filled/Approp to distinguish it from all appropriated positions whether filled or vacant. Differences may occur if a filled, permanent, full-time, appropriated funds position is unchecked in the "Adds to FTE actual Value" box in position data and OPM considers that position to be appropriated, or that FTE counts for incumbents are different than the value the position is coded for. Therefore, it is imperative that agencies take great care to ensure that their data is accurate within Core-CT and that updates to align position data with budgeted levels are done.

### Updating the "FTE and/or Adds to FTE Actual Count" field in Position Data.

The Agency Position Specialist navigates to:

***Main Menu > Core-CT HRMS > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info***

Search for the Position Number in the **Position Number** field

- At the **Description** tab, click on the  button to add a new effective dated row.
- Change the **Effective Date** to the appropriate date.
- Update the **Effective Sequence** if needed.
- Change the **Reason** code to '**PGC – Position General Change**'.
- Click on [the Detailed Position Description](#) hyperlink and enter the justification for the change. Justification should only be entered in this section, not the Long Description or Position Approval Comment sections. (If data currently exists on this page, please delete and start with a fresh text page.)
- Under **Job Information** subtitle, see if the position is set up as full or part time in the **\*Full/Part Time** dropdown. If part time, note the amount of standard hours that is indicated below in **Salary Plan Information**.
- In **Specific Information tab** under the '**Education and Government**' section, review the setup for the '**FTE**' field. If position is indicated as full time on the Description tab, Job Information section, then the FTE should be 1.00. If position is indicated as part time, you will need to calculate what the FTE (full time equivalent) will be. (Example: position is a part time Clerk (2007CL) and standard hours are set up as 25. Divide 25 (standard hours) by 40 (full time hours of salary plan) which would equal .625 FTE. You would enter .63 into the FTE field.)


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- Checkmark the **'Adds to FTE Actual Count'** field if the position is part of your established/appropriated count. If the position is not part of your established/appropriated count, then this box must be unchecked.
- Click on the  **Save** button

Note: Positions will not go through workflow if only the following fields are changed: Effective Date, Effective Sequence, Reason, Detailed Position Description (Justification), FTE and Adds to FTE Actual Count.

### **Fiscal Year End Changes**

During the fiscal year end transition to the new budget year, agencies will provide budget information and a roster of positions connected to their various funding sources. This process will provide agencies another opportunity to correctly identify positions which should be part of their authorized position count. The spreadsheet provided to OPM through the financial staff will update the FTE and adds to FTE actual value fields as well as many of the financial chart field values including budget reference, without the need for individual position actions. This process is an opportunity to “synch up” the existing positions with their respective funding sources. The Monthly Position Status Report can help to identify where discrepancies currently exist which need to be corrected.