

## POSITION TRACKING

The **Position Tracking Module** maintains active and inactive position records. The information maintained includes position class; location, service area, FTE total and FTE filled. Assign positions to multiple budgetary accounts as well as support multiple employees. Track the skill requirements and associated responsibilities by position to assist in employee assignments. Track negotiating groups and supervisors for each position. The vacancy management function assists in fulfilling vacancies with qualified applicants. Powerful and flexible user-defined salary schedules or formulas allow you to calculate simple and complicated gross salaries for positions. Supports three dimensional salary scales and salary ranges The **Position Tracking Module** integrates with the **Payroll, Personnel, Leave Management, and Budget Preparation** modules.

### **Features:**

- User-defined matrix of position statistics including:
  - *Position Class*
  - *Location*
  - *Supervisor*
  - *Deduction Class*
  - *Negotiating Group*
  - *Gross Identification*
  - *Service Area*
  - *Contract*
- Track employees by positions
- Maintain required and/or desired position skills
- Define job addenda's by positions
- Track all vacancies by position with user defined vacancy types
- Maintain vacancy history
- Assign positions to an unlimited number of budgetary accounts
- Assign unlimited number of employees to one position
- Maintain Position start and stop dates
- Define three dimensional salary scales including years of service, education, and student population, etc.

### **Standard Reports**

Position Master Report  
Vacancy Report  
Position Class Report  
Supervisor Report  
Position Criteria

Employee Position Report  
Vacancy History Report  
Position Account Report  
FTE Report  
Addenda Report

In addition, **User Defined Reports** are available using the **Report Generator**.