QSS/OASIS

Introduction to Enhanced Position Control
Position Control Basics

- Part of the Human Resources System within QSS/OASIS
- District setup/managed system
- Focus is on Authorized Positions rather than number or names of employees
- Helps avoid hiring without an authorized position available
- Guards against over-assignment of a position beyond its authorized FTE limit
Position Control Basics (continued)

- Maintain Master Files, District Authorized Positions, and Employee Assignments
- Ability to project salaries and benefits using current data or “what-if” scenarios
- Interfaces with Budget Development
- Interfaces with Enhanced Payroll
Position Control Interfaces

Enhanced Position Control

Enhanced Payroll  ↔  Budget Development
Implementation Steps for Position Control

Establish Master Files

Define Work Calendars

Define Benefit Tables

Define Salary Schedules

Establish Authorized Positions

Assign Employees to Positions

Run Reports & Projections

The steps illustrated above must be taken in sequence to implement Position Control. Finish each step before you begin to work on the next step.
Position Control Master Files (HR Code Maintenance)
Position Control Master Files (HR Code Maintenance 2)
Personnel/Payroll Master Files for Position Control

- Work Location
- Job Category
- Job Code
- Bargaining Unit
- Degree Type
- Contract Type
- Experience Type
- Seniority Class
Personnel/Payroll Master Files for Position Control (continued)

- Subject Code
- Program of Graduation
- Certificate Type
- Certificate Level
- Credential
- Skill Code
- Test Code
- Position Control Bonus Codes
- Payroll Bonus Codes
Work Location
Job Category

Selected Codes: 0001: TEACHER
Code: 0001
Name: TEACHER
Abbreviation: TEACHER

Audit Information
ID: LC19    Date: 3/10/2003    Time: 14:33

Job Code
Bargaining Unit

![Image of a software interface for changing bargaining units, showing selected code 02: Classified School Employees with name and abbreviation]

Audit Information:
- ID: LCI9
- Date: 3/10/2003
- Time: 14:17

Yr: 2008, Dist: 39, Site: 1, 2/24/2009, 3:52 PM
Degree Type
Contract Type
Experience Type
Seniority Class
Position Control Bonus Codes
Payroll Bonus Codes
Work Calendars

Audit Information
ID: DEA1
Date: 11/03/2010
Time: 10:48:50 AM
Work Calendars (continued)
Work Calendars (continued)
## Benefit Tables

![Benefit Table Image]

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<th>Mask</th>
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Audit Information:
- ID: DAFP
- Date: 12/11/2008
- Time: 03:52:07 PM

*Year: 2008, District: 39, Site: 1*
Benefit Tables (continued)

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<td>00003301 - SOCIAL SECURITY</td>
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Audit Information:
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- Date: 03/22/2008
- Time: 02:46:03 PM
Benefit Tables (continued)
Benefit Tables (continued)

![Image of a computer screen showing a software interface with tables and data entry fields. The interface is used to input or edit benefit information.]
Salary Schedules

Schedule Calculation Factors
Salary Schedules
Payroll Interface Rules
Salary Schedules

Bonuses

![Screenshot of a software interface showing salary schedules and bonus calculations.](image-url)
Salary Schedules
Steps and Ranges
Salary Schedules

Benefits

![Salary Schedules and Benefits screenshot](image)
District Authorized Positions

Description
District Authorized Positions
Requirements 1
District Authorized Positions

Requirements 2
## District Authorized Positions

### Account Distribution

![Image of District Authorized Positions](image)

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<th>Req</th>
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District Authorized Positions
Employee List
Employee Maintenance
Main Demographic (MA)
Employee Maintenance
Position Assignment (EA)
Position Control

Base Salary Formulas

Schedule Type

- Hourly: Rate x Hours/Day x Days/Year
- Daily: Rate x Days/Year
- Monthly: Rate x Months/Year x FTE
- Yearly: Rate x FTE
Position Control Job Menu
Position Control Report Writer
Position Control Report Writer (cont.)
Position Control Report Writer (cont.)
Position Control Report Writer (cont.)
Position Control Report Writer (cont.)
Position Control Report Writer (cont.)
Position Control Projection Reports/Processes

- Salary Projection Report (PPS300)
- Benefit Projection Report (PPS400)
- Scattergram Projection Report (PPS200)
- Create Budget TFRs from Salary/Benefit Projection (PPS710)
Projection Reports/Processes
Common Dataforms
Projection Reports/Processes
Common Dataforms (cont.)
Projection Reports/Processes
Common Dataforms (cont.)
Projection Reports/Processes
Common Dataforms (cont.)

![Salary Projection Report](image)

<table>
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Projection Reports/Processes
Common Dataforms (cont.)
Salary Projection Report Parameters
Benefit Projection Report Parameters
Scattergram Projection Report Parameters
Create Budget Transfers Job Parameters

- Report Title: 
- Run Mode: Proof Report Only
- Compute Option: Salaries Only

Select Benefits To Project:
- STRS
- PERS
- FICA
- H/W
- SUI
- WCOMP
- PERS B/O
- MEDICARE
- CASH-OUT
- PERS RLR
- PERS-LS

- Rounding Rule: None
- Difference Threshold: 0.00
- Posting Date: 04/11/2011
- Maximum Detail Lines per BT: 120
- Approved/Unapproved Flag: Unapproved
- Create New BT for each Balance Sheet: 
- Create Balanced BT's: 
- Object to Balance Transaction: 9790 FUND BALANCE
- Zero Pay/Ben Accts if not Projected: 

[Image of the Create Budget Transfers interface]