QSS/OASIS

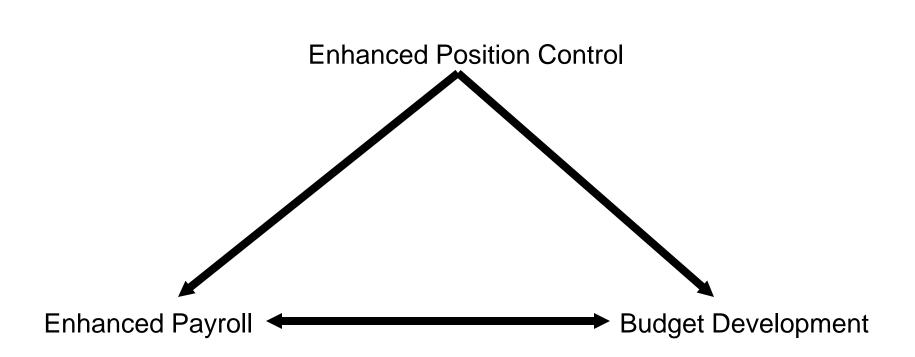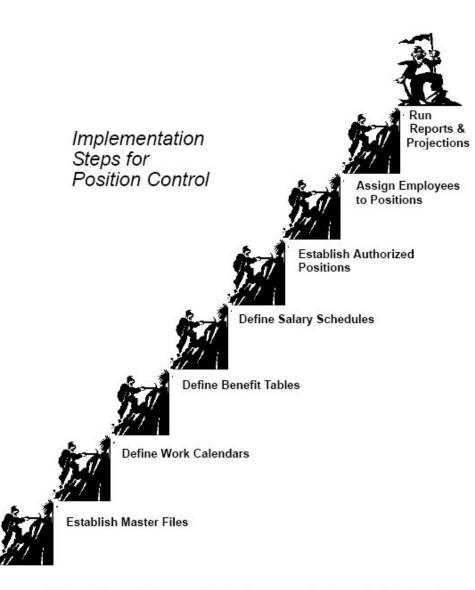Introduction to Enhanced Position Control

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

- Run Reports & Projections
- Assign Employees to Positions
- Establish Authorized Positions
- Define Salary Schedules
- Define Benefit Tables
- Define Work Calendars
- Establish Master Files

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

Job Code

Bargaining Unit

Degree Type

Contract Type

Experience Type

Seniority Class

Position Control Bonus Codes

Payroll Bonus Codes

Work Calendars

Work Calendars (continued)

Work Calendars (continued)

Customize Color Legends

▢ Regular Work Day (RW)	Change	Apply
▢ Half Day (HW)	Change	
▢ Non work Day (NW)	Change	Cancel/Close
▢ Paid Holiday (PH)	Change	Restore Defaults
▢ Special non work day (SN)	Change	

Benefit Tables

Benefit Tables (continued)

Benefit Tables (continued)

Benefit Tables (continued)

Salary Schedules
Schedule Calculation Factors

Salary Schedules
Payroll Interface Rules

Salary Schedules
Bonuses

Salary Schedules
Steps and Ranges

Salary Schedules
Benefits

District Authorized Positions
Description

District Authorized Positions
Requirements 1

District Authorized Positions
Requirements 2

District Authorized Positions
Account Distribution

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.)

Projection Reports/Processes Common Dataforms (cont.)

Salary Projection Report Parameters

Benefit Projection Report Parameters

Scattergram Projection Report Parameters

Create Budget Transfers Job Parameters