Position Management

Position Management is used to organize, establish, and track positions. KAR 1-2-59 defines a “Position” as a group of duties and responsibilities, assigned or delegated by an appointing authority, requiring the services of an employee on a full-time basis or, in some cases, on a less than full-time basis.

Focusing on the position itself allows you to track information related to the position, regardless of whether it is vacant or if an employee is assigned to that position.

Position Data is the main table used in Position Management. This is where each position’s information is stored.

There are many things an agency must consider when performing position management activities. They must know:

- if you have Delegated Classification Authority,
- what types of positions are you allowed to add or reallocate,
- if you have FTE available to create a new regular position,
- whether the position will be classified or unclassified,
- whether it will be regular or temporary,
- what the FLSA status is, and if you have the authority to determine FLSA status

There are numerous other things to consider when determining positions an agency will need. Agencies should also be familiar with Human Resource policies and procedures in order to correctly create and allocate positions.

Position Management

Classified and Unclassified Positions

Classified positions are all positions in state service, except those which are specifically placed in unclassified service by KSA 75-2935 or other agency specific statutes. Classified positions are covered under Civil Service laws and have certain protections that unclassified positions lack.

When adding an unclassified position, you need to determine first if it is regular or temporary.

Unclassified positions in the Executive Branch are appointed and pay rate changes are approved by the governor.

- The job code of an unclassified position may be changed to reflect a change in duties or responsibilities, but cannot be reallocated since unclassified positions do not have job classes

There are two types of position designations:

- A regular position is defined in KAR 1-2-70 as any position other than a temporary position
- A temporary position is one that does not affect agency FTE limits. Classified temporary positions are limited to a total of 999 hours of work in a 12 month period

Position Management

Pay Grade and Step

Pay Grade is the wage matrix for classified employees. Each job class has a specified pay grade. Classified employees are paid within the pay grade for their job code.

Pay Step is where on the pay grade an employee is being paid. Current pay grades include pay steps 1-24. When funding is provided for step movement, employees move up the steps based upon time on the previous step.

Steps 25 and 26 are reserved for the purposes of providing market based wage adjustments and no employee may be placed on step 25 or 26 unless authorized to do by executive directive. These steps are not used for hires, promotions, demotions, etc.

Position Management

Full-time/Part-time and FTE (Full Time Equivalency)

FTE or Full Time Equivalency indicates whether a position is full-time (1.0) or part-time (<1.0).

Employees in benefit eligible positions whose:

- FTE is .90 or greater are considered full-time for benefits
- FTE is .50-.89 are considered part-time for benefits
- FTE is .49 or less are not benefit eligible

Some agencies have an FTE limit where others have an FTE target.

When the FTE field, located on the Specific Information page of Position Data, is less than 1.0, the Standard Hours field on the Description page must also be updated as well.

Position Management

Delegated Classification Authority

Another thing to consider when adding or reallocating positions is whether you have Delegated Classification Authority. Delegated Classification Authority (DCA) gives agencies the authority to add and reallocate regular positions, with the exception of restricted classes as stated under KSA 75-2938 (c). The Secretary of Administration may delegate DCA to an agency.

The current classes that agencies are restricted from adding or reallocating are Information Technology (IT) job classifications. The Office of Personnel Services adds or reallocates all positions that are assigned to IT job classifications.

Additionally, the following classes are restricted if the position duties include Information Technology responsibilities:

- Public Service Administrator
- Public Service Executive

Examples of IT duties: administering/coordinating IT services, installing and maintaining computer systems, and/or training end users to use computer systems.

All agencies have the authority to add temporary positions (classified and unclassified).

Agencies without Delegated Classification Authority should request assistance from the Office of Personnel Services to add or reallocate regular positions.

Position Management

Fair Labor Standards Act

All positions must be given an FLSA Status under the Fair Labor Standards Act (FLSA). FLSA is a federal law that covers the issues of overtime pay, hours of work and compensable travel time. It requires a position to be examined carefully for the following:

- Is the position covered by FLSA?
- If covered, is the position exempt, non-exempt, or partial exempt?

FLSA defaults have been established for every job code and should only be changed at the position level by those who have Delegated Classification Authority.

OPS can assist with an FLSA determination for agencies who do not have Delegated Classification Authority.

Position Management

Maximum Headcount

Most positions in PeopleSoft should be set up so that one employee fills a single position. This allows for more accurate reporting and better system performance. In a few cases, an agency may choose to hire up to 10 employees to a single position:

- Resident Workers
- Student employees at Regents institutions
- Acting assignments
- Overlapping appointments

Position Management

Table Relationships

When making changes to positions, be aware that a change on one table may affect the data in another table. Use the following guidelines when making data changes:

- If the change affects Job Data only, such as a Hire or Rehire, enter the change in Job Data only
- If the change affects Position Data only (changing a Department ID, Location Code, or Position Pool ID) enter the change to Position Data only. PeopleSoft will automatically update the Job Data by adding a new row if the Update Incumbents field on the Position Data page is clicked ON
- If the change affects both position and employee data, such as a Reallocation Promotion, enter the change in Position Data first, and then enter the promotion change in Job Data
- Position numbers are also used in the Job Data and Recruiting modules

Position Management

Set-Up Tables

There is one major table and three setup tables used in Position Management. All position data is stored on Position Data, while setup tables store information that defines standard codes to be used throughout the PeopleSoft system.

There are 3 major codes that are used in every row of Position Data:

- Department ID
- Job Code
- Location Code

These codes can be found on three set-up tables that are maintained centrally by staff in the Department of Administration. The codes are also used on other pages in SHARP.

Position Management

Set-Up Tables – Departments Table

The Departments table defines all the Department IDs in each agency. **Each Department ID is a 10-digit number corresponding to a particular organizational structure within your agency hierarchy.** Department IDs are used throughout PeopleSoft for associating information to a particular organizational structure. Some examples include Position Data, Job Data, and Paycheck Data.

A Department ID is broken down where the first 3 digits designates your “Agency Number”, the next 2 numbers designate a division, and the last 5 designate an additional level in your agency. Agencies do have flexibility in how they use digits following the 3-digit agency number.

For example, the Department ID 1730502000 is a department in Department of Administration (173), Office of Human Resources (05), HR Information Services unit (02000).

Position Management

Set-Up Tables – Departments Table

Every agency is on the Department Table, therefore it is quite large. When searching by Department ID, to receive your results more quickly and limit your search, you should use your 3-digit agency number as a starting point. The more digits you provide, the more you will narrow your search results.

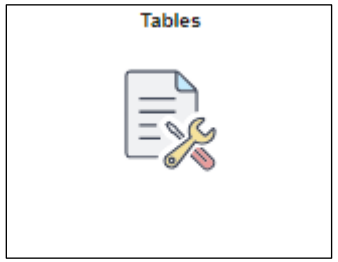
Department IDs are also used in the Statewide Management Accounting and Reporting System (SMART). Therefore, agency human resource and fiscal staff should work together when requesting updates to this table. Agencies requesting new Department IDs or changes to existing Department IDs should fill out form GL F003 Department ID Change Request. Located at https://admin.ks.gov > For State Agencies > Agency Information Center > Document Center.

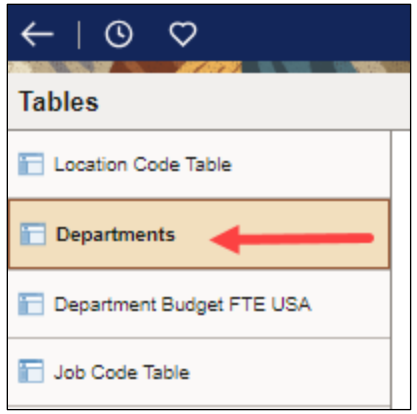
The Departments Table consists of two pages. The Department Profile and Comm Acctg and EG pages. These pages are entered and maintained by central staff.

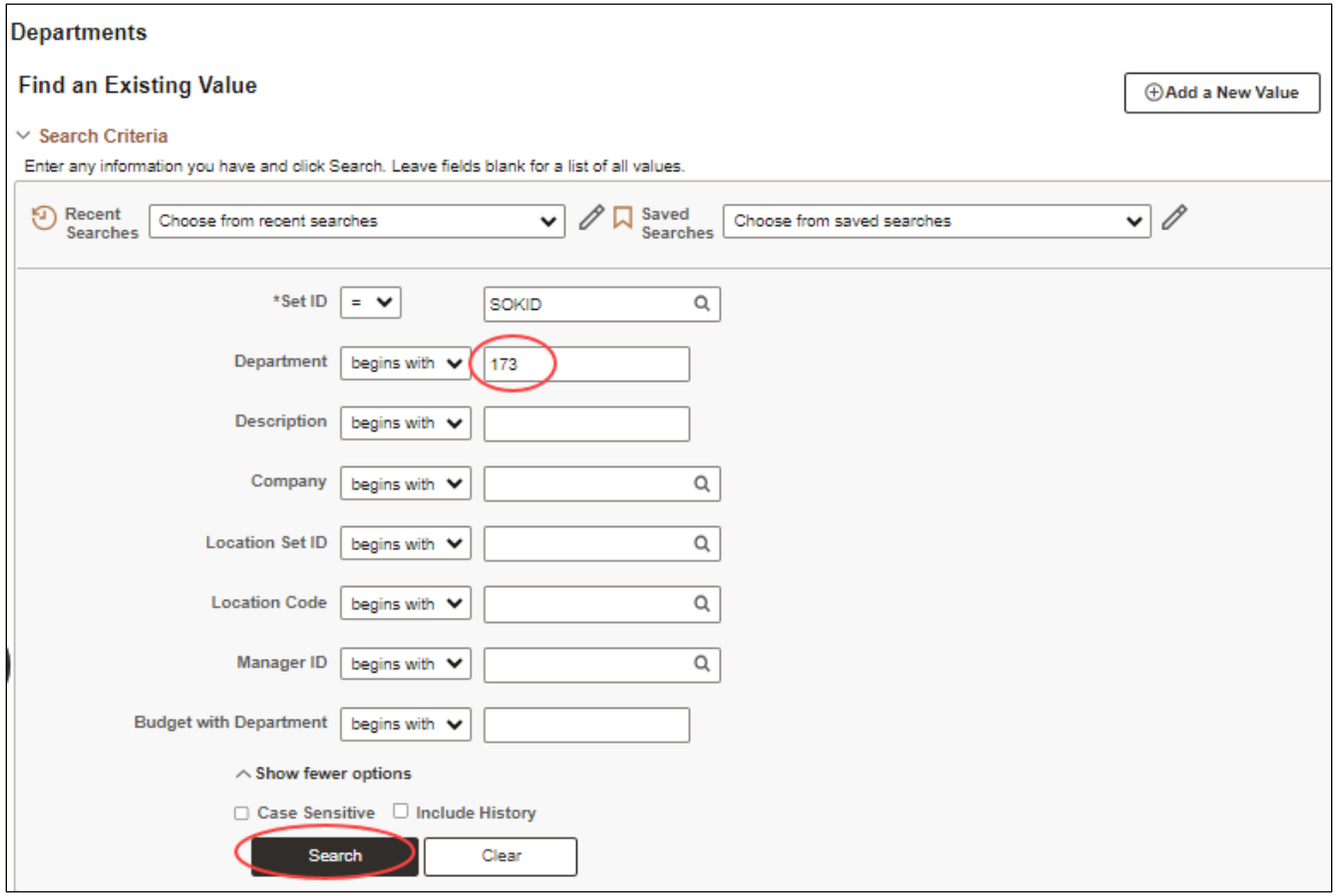
Position Management

Set-Up Tables – Departments Table

From the Workforce Administration Homepage click the Tables Tile and then the Departments page.

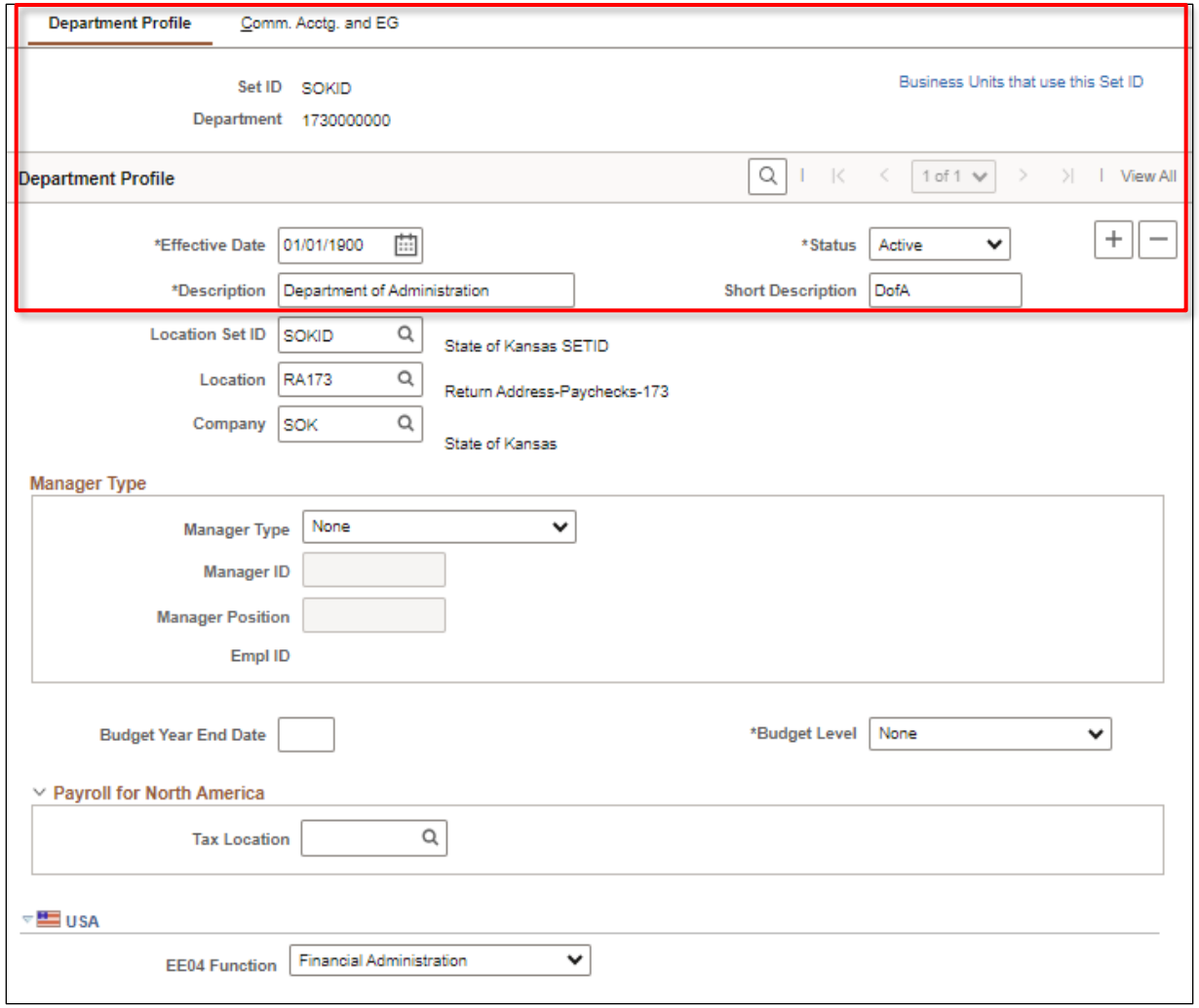






Position Management

Set-Up Tables – Departments Table

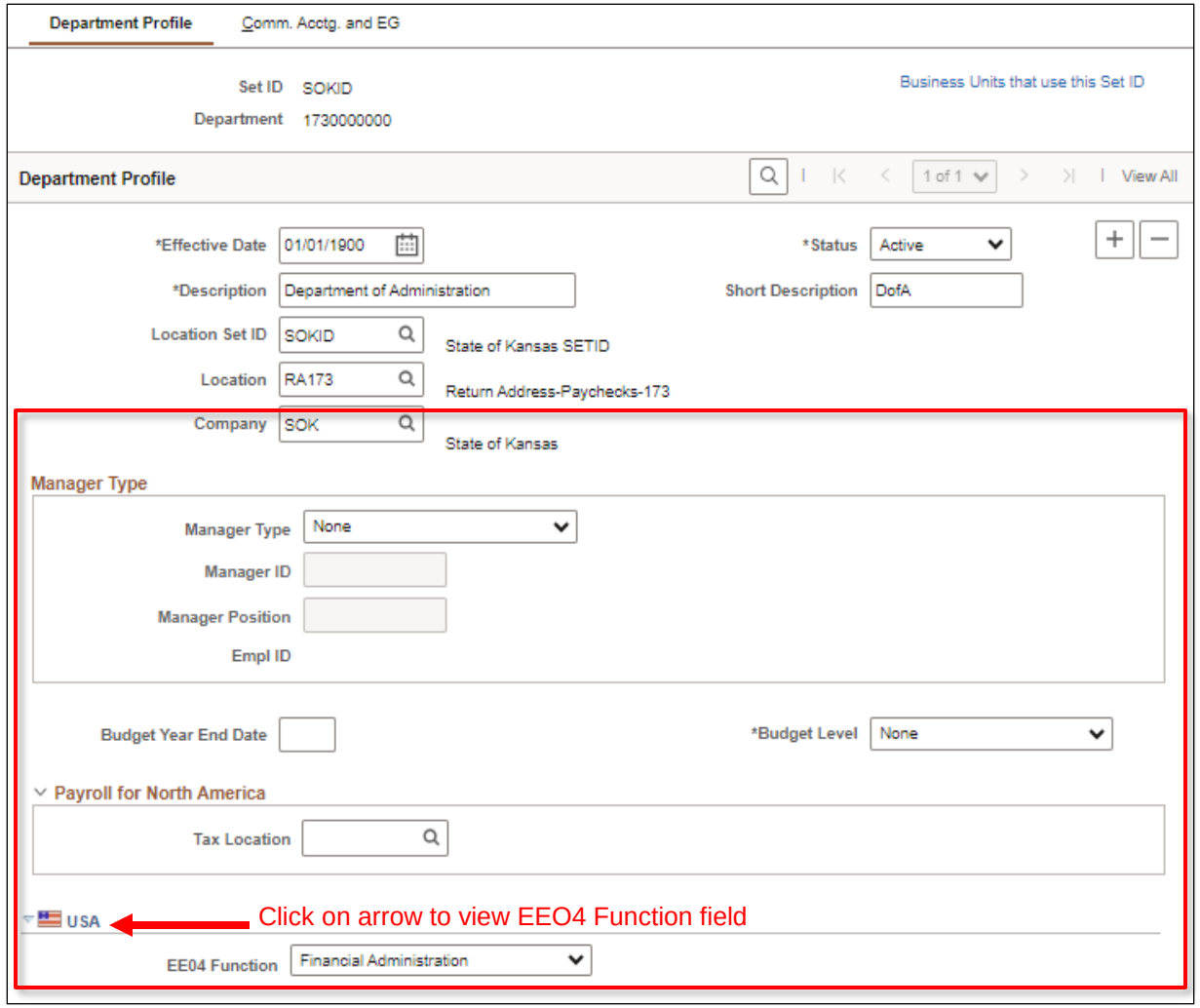


Key Field Definitions:

SetID: The SetID for the State of Kansas will always be SOKID
Department: Unique ten-digit number associated with a particular unit of an agency organizational hierarchy
Effective Date: Indicates the date that the data goes into effect
Status: Indicates whether the Department is Active, Hold, or Inactive
Description: A descriptive name used to identify the unique 10-digit department ID; this field is limited to 30 characters
Short Desc: 10 character abbreviation of the Description

Position Management

Set-Up Tables – Departments Table



Key Field Definitions:

Company: The State of Kansas always uses SOK

EEO4 Function: Defines the EEO4 Category of the agency for federal EEO4 reporting

Position Management

Set-Up Tables – Job Code Table

A Job Code is a 6 character code that identifies a job or group of jobs. The Job Code Table defines each code. In Position Management, you will enter a Job Code whenever you are adding a new position or reallocating an existing position. Job Codes are primarily viewed in Position Data, Job Data, and Recruiting.

Unclassified job codes begin with the number zero (0), where classified job codes begin with a number and tend to end with two characters that identify the job family. These are just examples of a few formats job codes are created in.

- Unclassified Job Code – 011066
- Classified Job Code – 4083A6

Job Codes that end in ‘WS’ and ‘0J’ are only used by the Judicial Branch. Job Codes that start with ‘KU’ or ‘MC’ are only used by the University of Kansas or the University of Kansas Medical Center.

Position Management

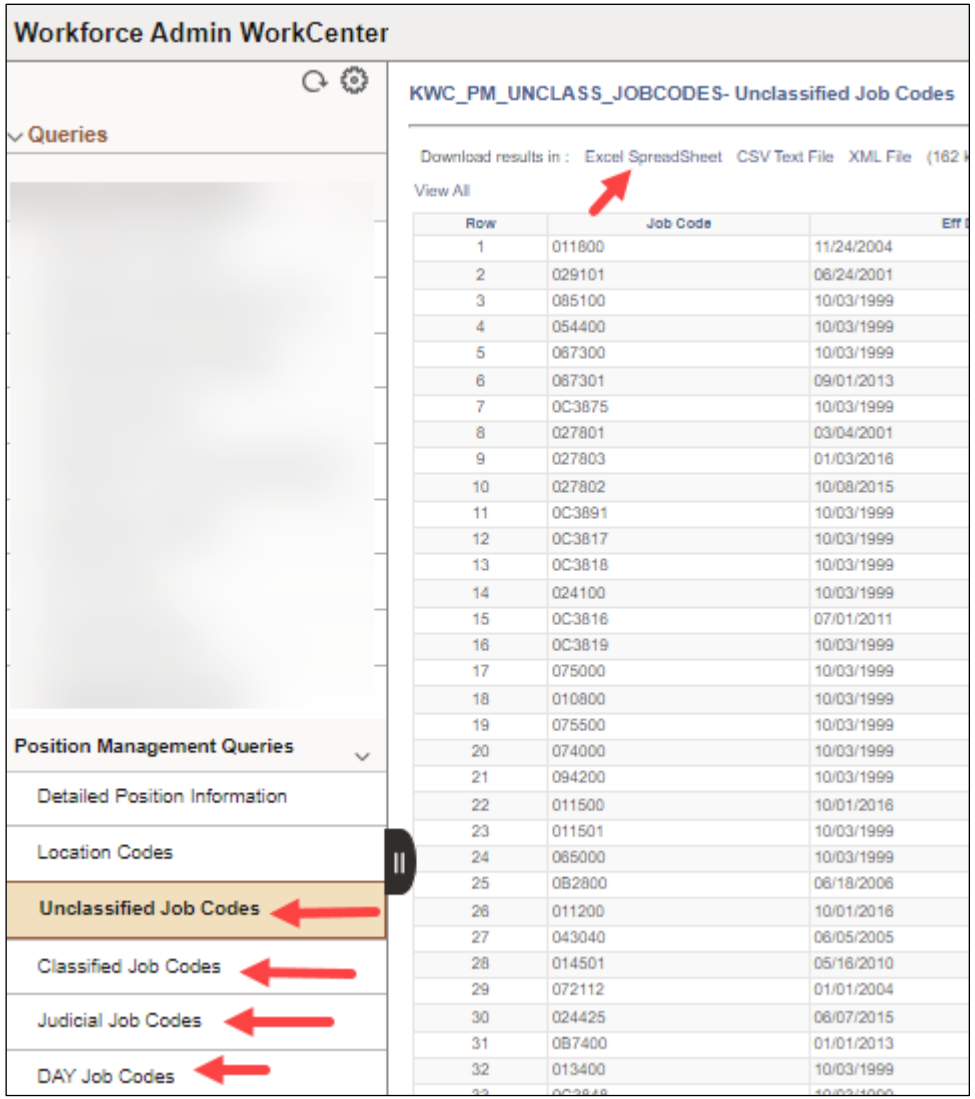
Set-Up Tables – Job Code Table

Contact the Office of Personnel Services about the possibility of having a new Unclassified Job Code created.

The Job Code Table consists of six different pages. The Job Code Profile, Evaluation Criteria, Market Pay Match, Default Compensation, Non-Base Compensation, and Kansas Information pages. The State of Kansas does not use the Evaluation Criteria, Market Pay Match, and Non-Base Compensation pages.

Field descriptions for key fields used by the State of Kansas on the remaining Job Code Table pages are provided on the next few screens.

You can find a list of Classified, Unclassified, Day, and Judicial specific job codes on the Workforce Admin WorkCenter. You are able to export the list into Excel and filter or search as needed.

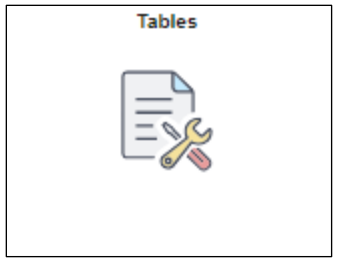


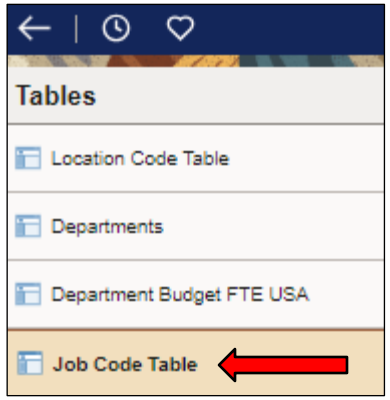
Position Management

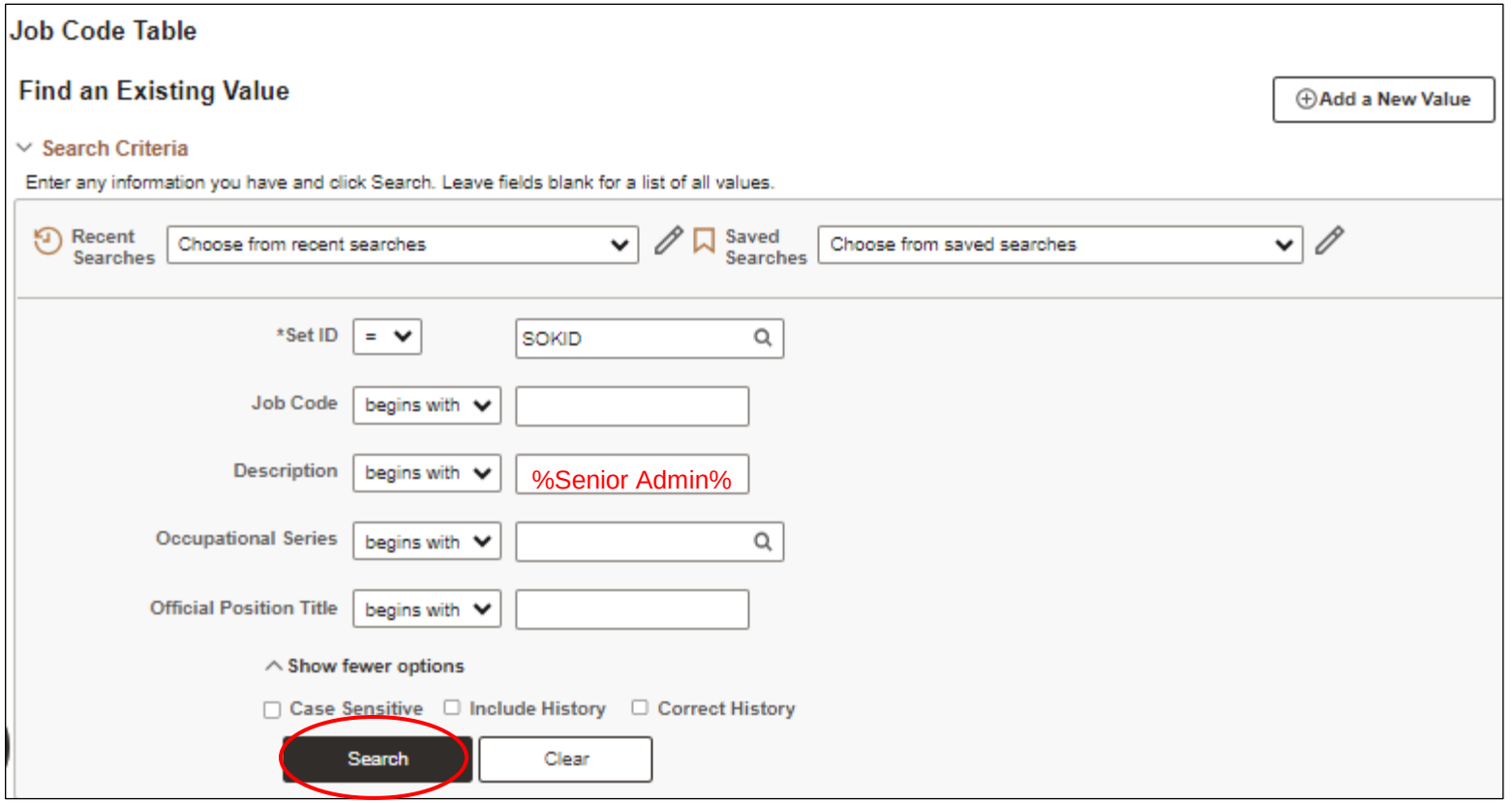
Set-Up Tables – Job Code Table

The Job Code Table is located on the Workforce Administration Homepage under the Tables tile.

Tip: You can reduce the number of job codes that are returned when searching by typing a portion of the job title surrounded by '%' signs (Example: %Admin%) in the "Description" field and click search. NOTE: Capitalization does matter so try both capitalized and lowercase.





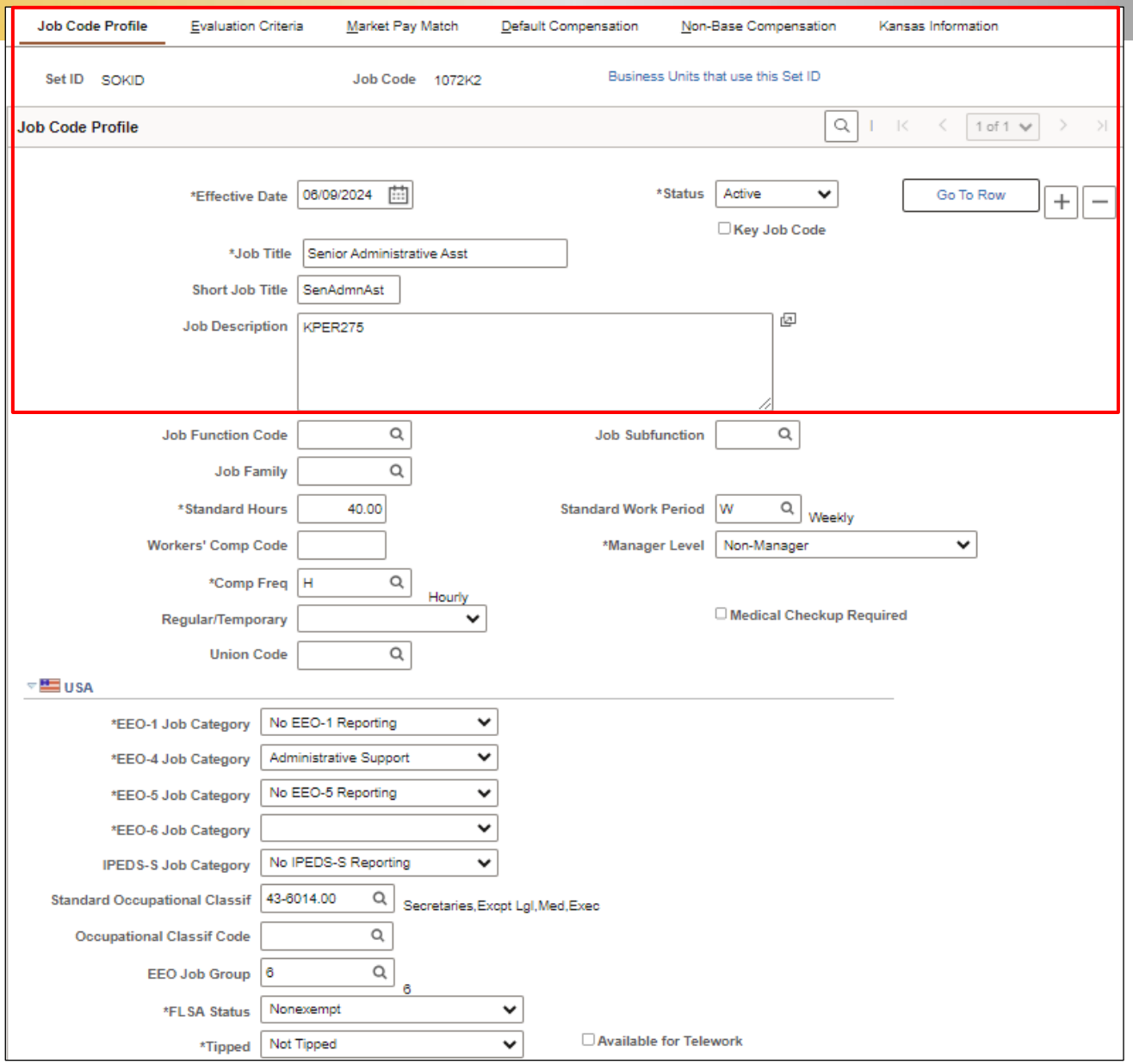


Position Management

Set-Up Tables – Job Code Table

Key Field Definitions on Job Code Profile Page:

SetID: The State of Kansas uses SOKID
Job Code: Indicates the 6-digit code assigned for this particular job title
Effective Date: The date the Job Code goes into effect
Status: Indicates whether the Job Code is Active, Hold, or Inactive
Job Title: Title used to describe the Job Code. This field is limited to 30 characters
Short Job Title: 10 Character abbreviation of the job title
Job Description: A memo space for a longer description of this job title

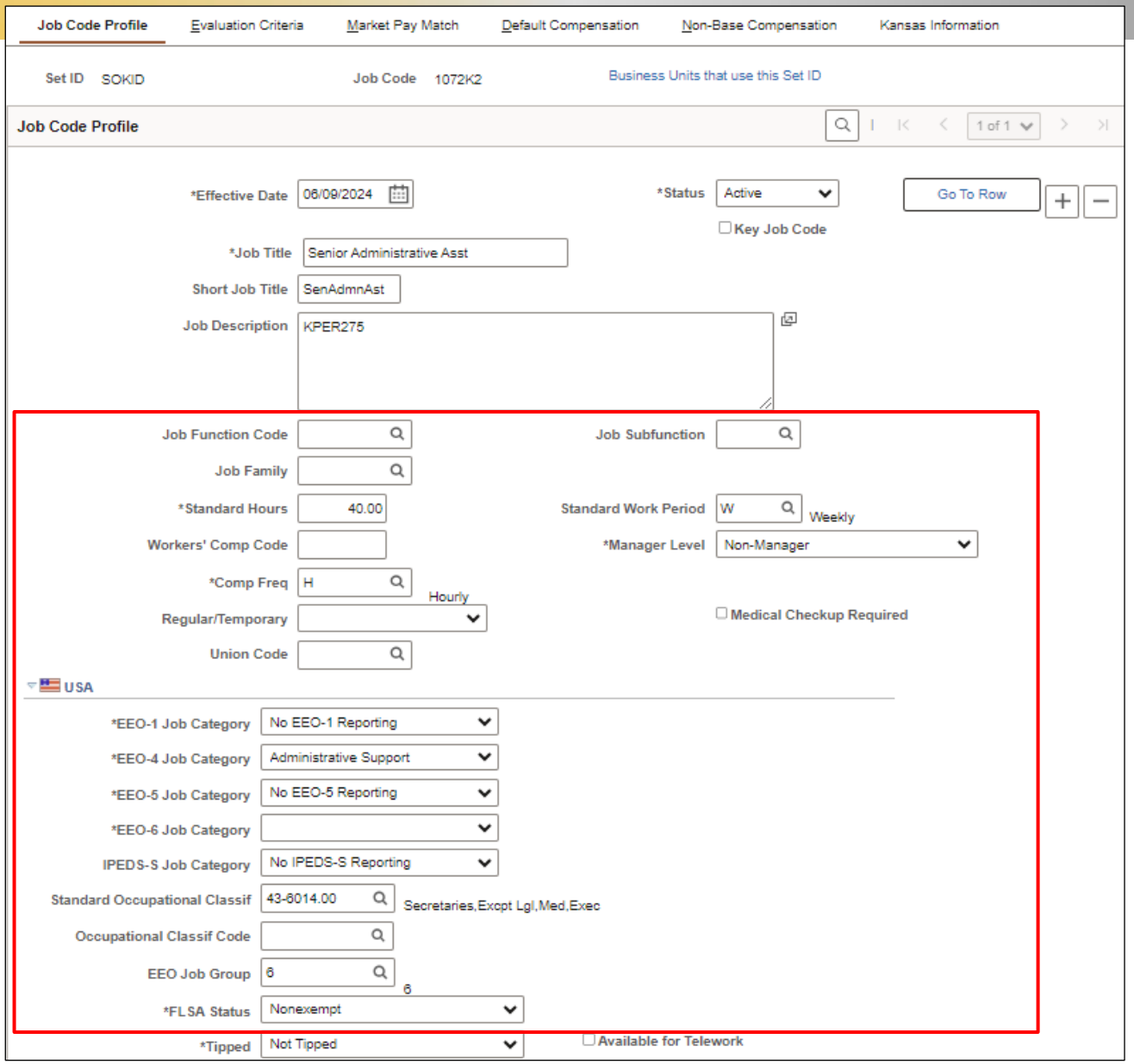


Position Management

Set-Up Tables – Job Code Table

Key Field Definitions on Job Code Profile Page:

Standard Hours: The default number of hours in a normal workweek for this job code
Standard Work Period: The default work period for this job title
Comp Freq: Default for job title is either hourly or salaried
EEO-4 Job Category: Indicates the EEO-4 designation for this job title
Standard Occupational Classif: Indicates the Standard Occupational category for this job title
EEO Job Group: Number corresponding to the EEO-4 Job Category
FLSA Status: Defaults in to other tables from the Job Code Table and may be changed by agencies with Delegated Classification Authority on the position



Position Management

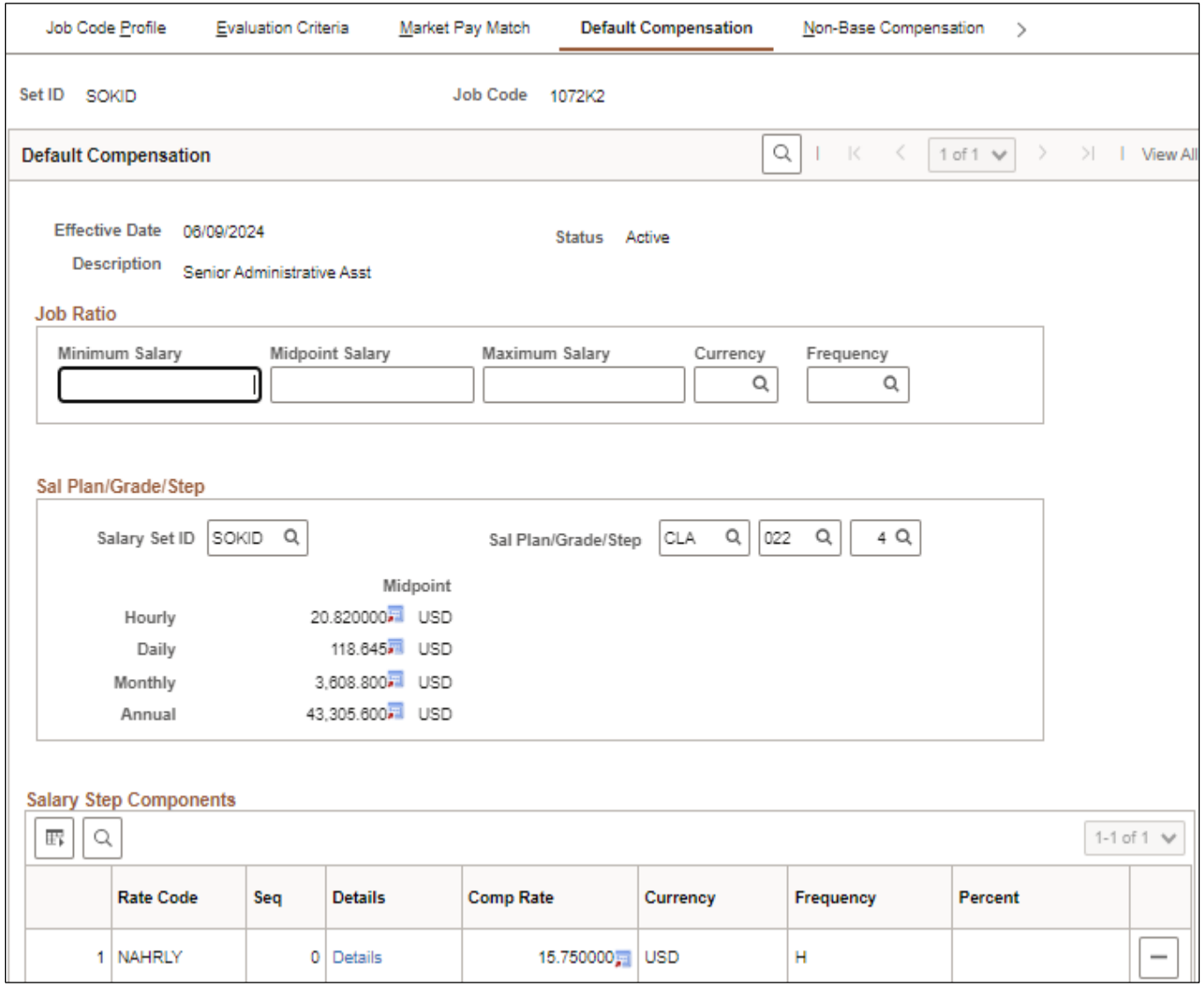
Set-Up Tables – Job Code Table

Key Field Definitions on Default Compensation Page:

Salary Set ID: The State of Kansas uses SOKID

Salary Administration Plan (Sal Plan):
Indicates the Salary Plan, Grade, and default beginning step for this job title

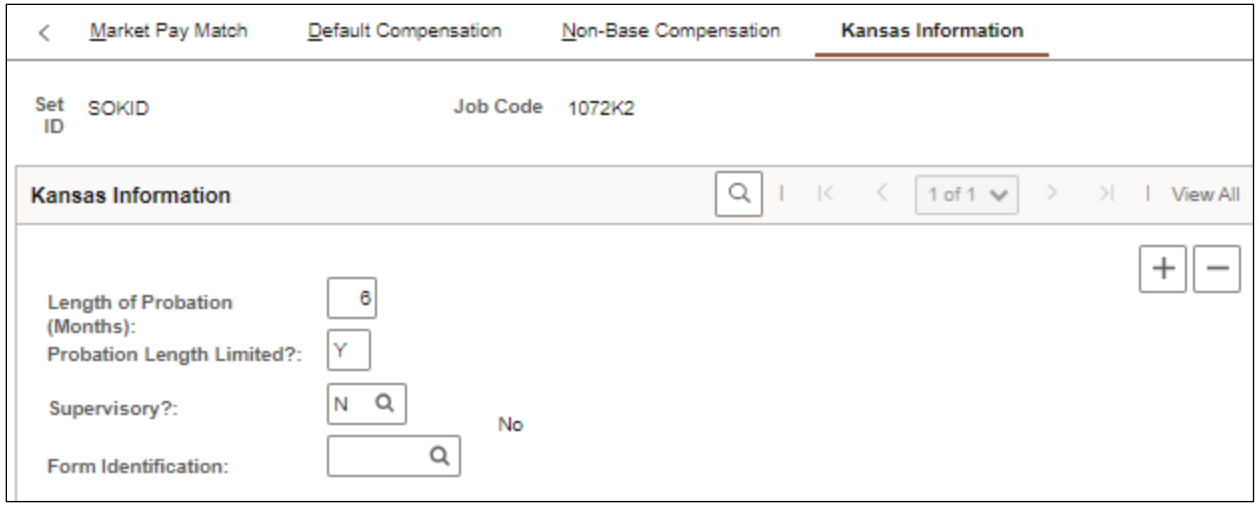
Hourly-Daily-Monthly-Annual:
Indicates the hourly, daily, monthly, and annual rate for the Salary Plan, Grade, and Step listed above



Position Management

Set-Up Tables – Job Code Table

Key Field Definitions on Kansas Information Page:



Length of Probation (months): Determined and entered by the Office of Personnel Services. The value in this field is used to calculate the Probation End Date field on the Kansas Information page in Job Data. Most Classified Job classes are six months, but some classes may be 12 months

Probation Length Limited?: Determined and entered by the Office of Personnel Services. This box will be marked with a 'Y' if there is a probation length limit

Supervisory?: Determined and entered by the Office of Personnel Services. Valid values are 'S' Supervisor and 'N' no; this value is used to populate the Supervisory? Field located on the Kansas Information page in Position Management; the value may be overridden at the position level

Position Management

Set-Up Tables – Location Table

A Location Code is a 5 character code that identifies a specific location where a position primarily exists. The Location table defines each unique code. In Position Management, you will enter a Location whenever you are adding a new position or making a change to an existing position. Locations are primarily used in Position Data and Job Data.

Location Codes usually indicate a city where the position is located. These areas have specifically designated codes for buildings:

- Kansas City
- Lawrence
- Manhattan
- Topeka
- Wichita

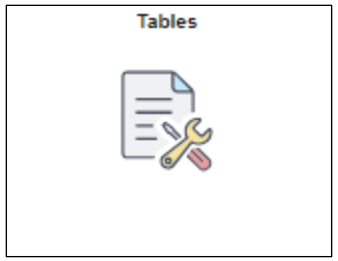
Location Codes for buildings located in Topeka all begin with ‘KT’. Location Codes that begin with RA, BA, MN, or TN should not be used.

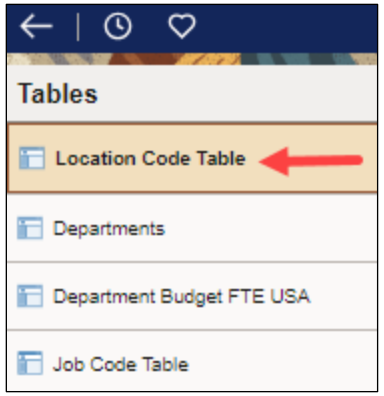
The Location Table consists of two pages. The Location Address and Location Profile pages.

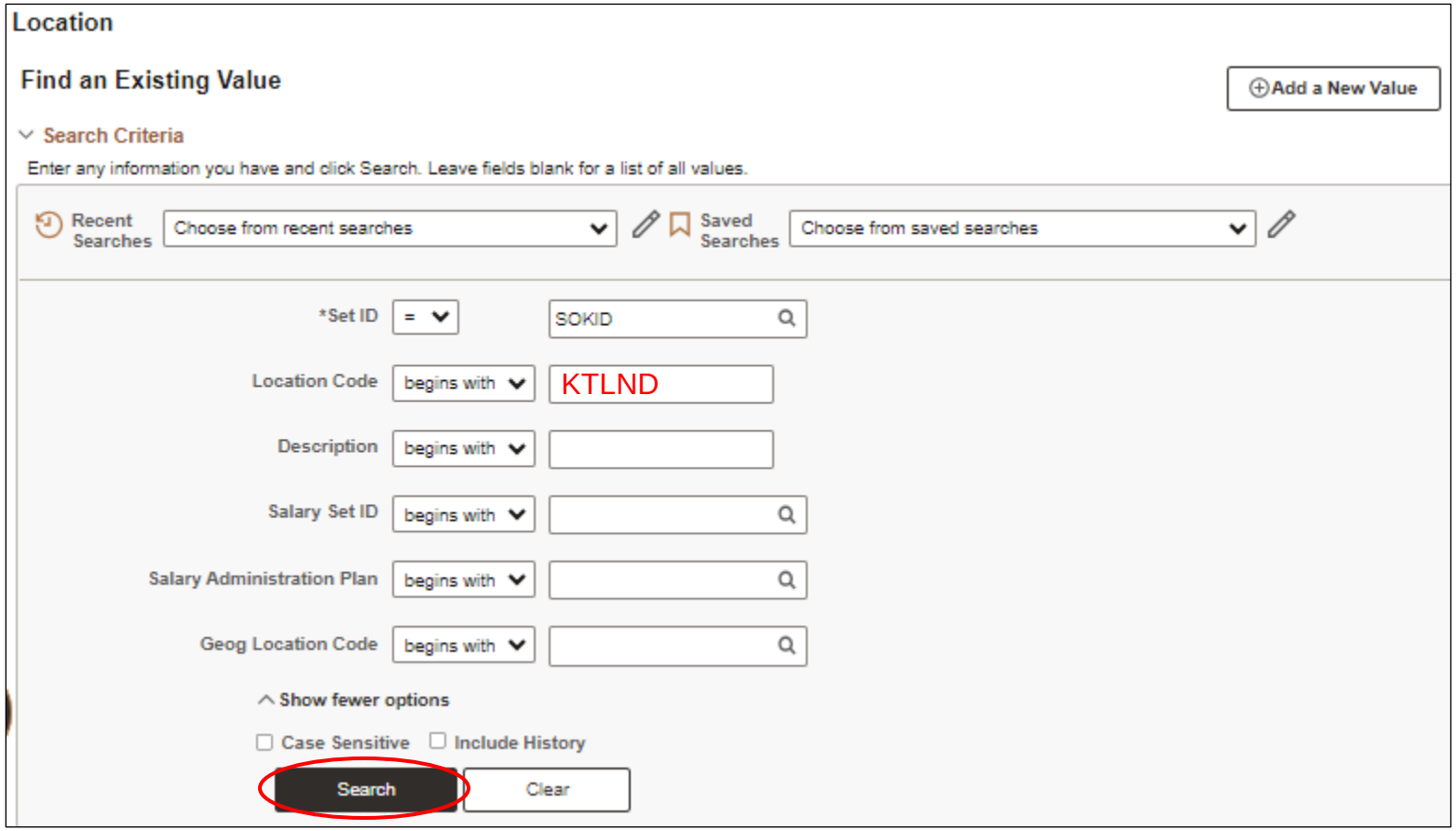
Position Management

Set-Up Tables – Location Table

The Location Table is located on the Workforce Administration Homepage under the Tables tile.





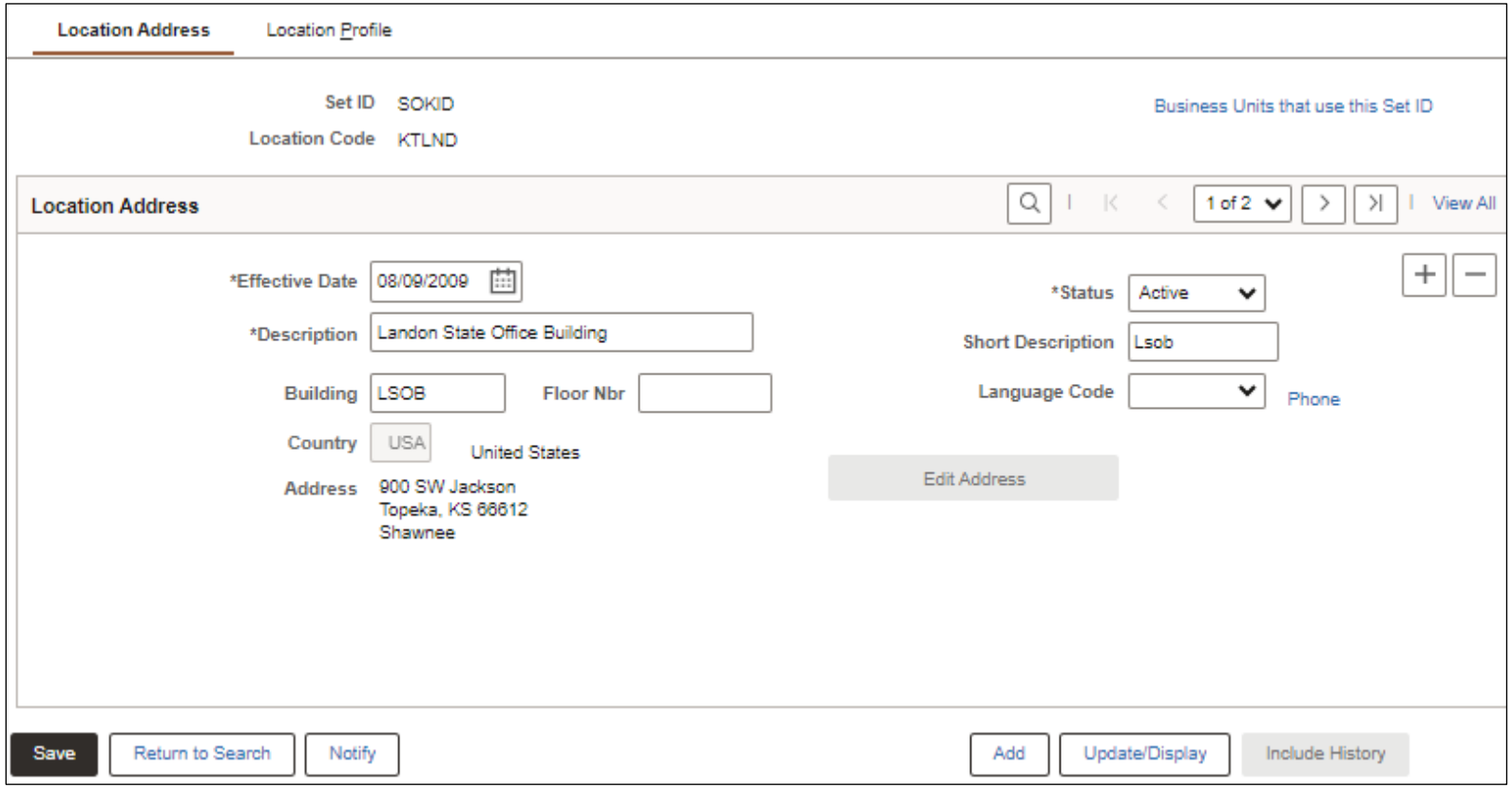


Position Management

Set-Up Tables – Location Table

Key Field Definitions on Location Address:

SetID: The State of Kansas uses SOKID
Location Code: 5-digit code used to represent a particular location such as a building or city
Effective Date: The date the Location Code goes into effect
Status: Indicates whether the Location Code is active, Hold, or Inactive
Description: Descriptive name used to identify the location code; this field is limited to 30 characters
Short Description: 10-character abbreviation of the Location Name
Building: Most locations are city names; building names will be in the description field
Address: For those locations with a specific address, the building number, street name, city, and zip code will be available; for those locations with no specific address, such as Reno County, only the state and county will be available



Position Management

Policies and Regulations

The following are the statutes and regulations that apply to Position Management.

K.S.A. – Kansas Statutes Annotated
https://kslegislature.org
- Unclassified Regular Positions – K.S.A. 75-2935 or Agency Statutes
- Unclassified Temporary Positions – K.S.A. 75-2935 (1)(l) or Agency Statutes
- Delegated Classification Authority – K.S.A. 75-2938(c)
- Safety Sensitive Positions K.S.A. 75-4362 (g)

K.A.R. – Kansas Administrative Regulations
https://admin.ks.gov/offices/personnel-services/agency-information/personnel-regulations
- Article 4 – Classification – contains regulations governing Position management

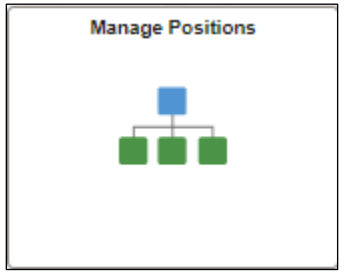
Bulletins
https://admin.ks.gov/offices/personnel-services/agency-information/personnel-bulletins
- Bulletin 05-04 – Clarification of “Work Week” and “Work Period”
- Bulletin 20-06 – Fair Labor Standards Act (Exempt Employees)

Position Management

Add/Update Position Info

There are four pages used in the Add/Update Position Info page when you add, reallocate, update, or inactivate positions. Not all four pages are used for each type of transaction. The type of activity you are performing in Position Management will determine which page(s) will need to be updated.

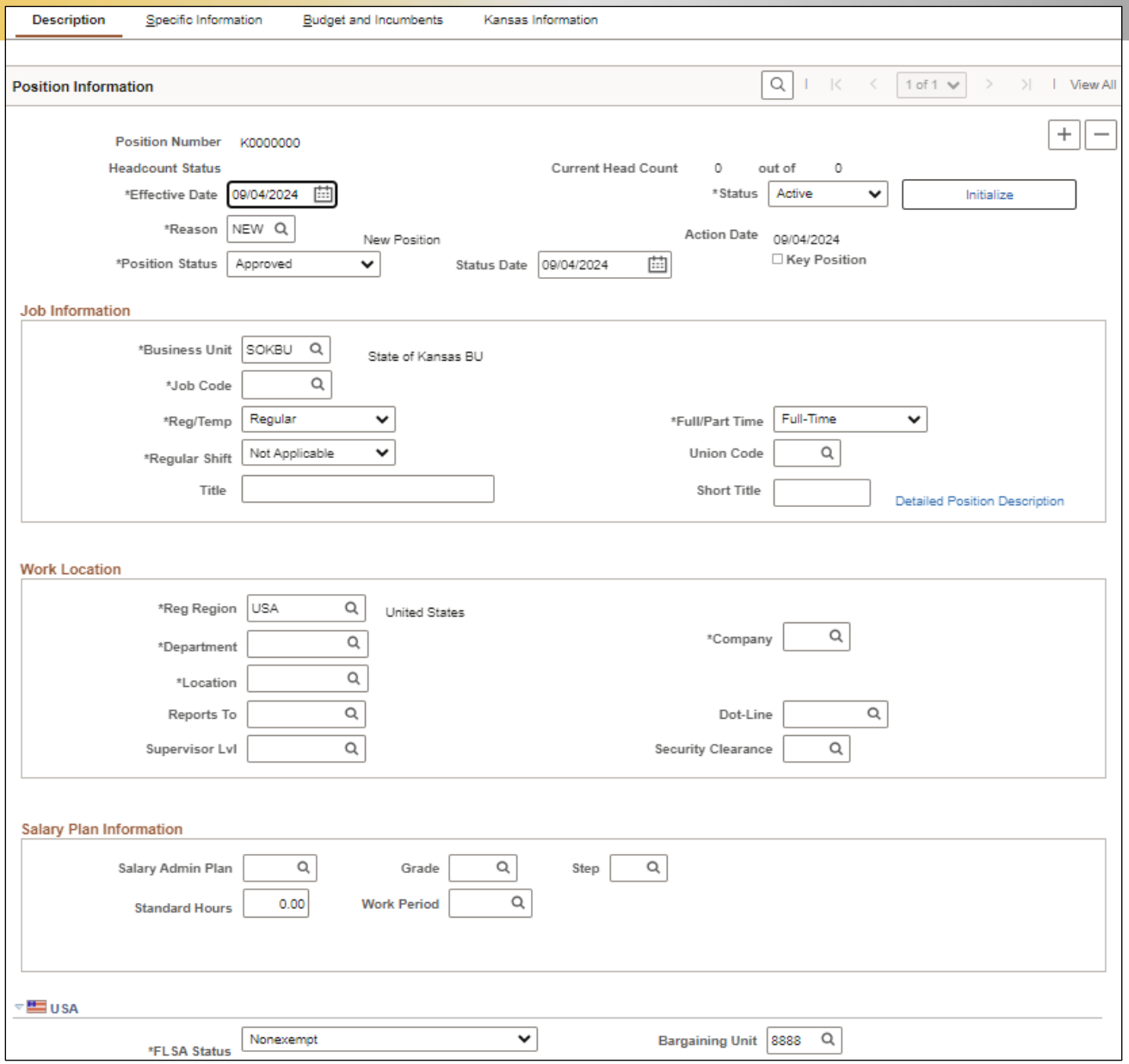






Position Management

Add/Update Position Info – Description Page



Position Management

Add/Update Position Info – Description Page

Key field definitions for Description Page:

Position Number: Automatically assigned by the system when a new position is added
Headcount Status: Indicates whether the position is filled, open, or overallocated
Current Head Count: This field indicates whether the position has reached its allocated number of incumbents
Effective Date: Indicates the date that the data goes into effect
Status: Indicates whether the position is active or inactive
Reason: The reason for the position action; for a new position, the code will default to NEW
Action Date: The date the transaction was entered
Position Status: Indicates whether the position is approved

Status Date: The date the status became effective
Business Unit: State of Kansas will always be SOKBU
Job Code: The Job Code and title for this position
Reg/Temp: Indicates whether the position is Regular or Temporary
Full/Part Time: Indicates whether the position Full-time or Part-time
Union Code: Optional – Used by some agencies to identify the Union that represents the job classification assigned to the position
Title: Defaults from the Job Code Table, but can be changed to a working title
Short Title: Defaults from the Job Code table and can be changed if desired

Position Management

Add/Update Position Info – Description Page

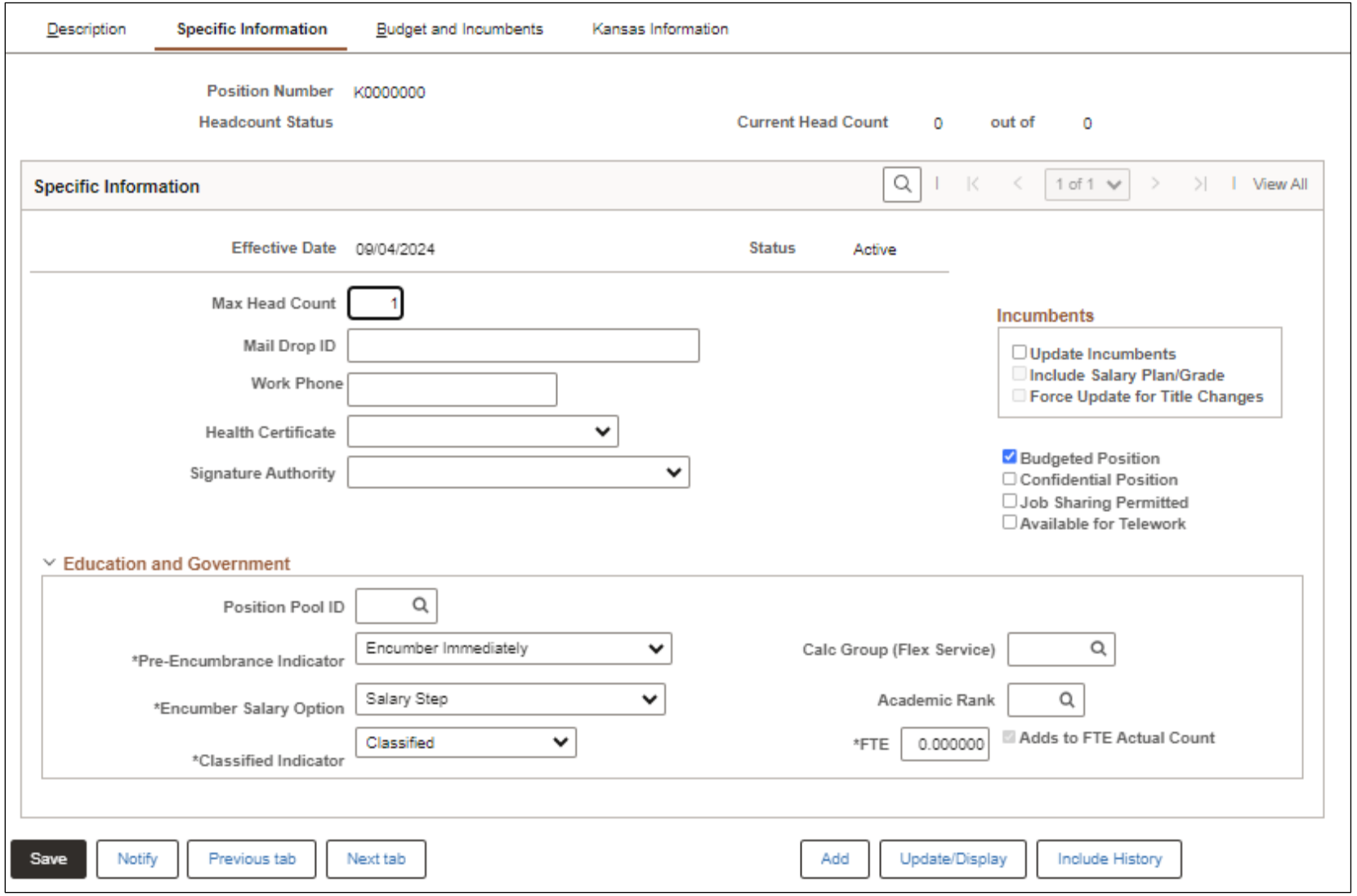
Key field definitions for Description Page:

Reg Region: State of Kansas will always use USA
Department: The department owning the position
Company: State of Kansas will always use SOK
Location: Indicates the city, county, state, or building where the position is located; refer to Payroll Informational Circular 23-P-003 SHARP Employee Official Work Station (Location)
Reports To: Indicates the position number of the supervisor
Salary Admin Plan: The salary plan for this position defaulting from the Job Code table (DO NOT OVERRIDE)
Grade: The salary grade for this position defaulting from the Job Code table (DO NOT OVERRIDE)
Step: The step for this position defaulting from the Job Code table; this box will remain blank for Unclassified job codes (DO NOT OVERRIDE)

Standard Hours: The standard number of hours in a work week; defaults from the Job Code table based on full-time status. Can be updated to correlate with FTE for part-time positions
Work Period: The work period for this position defaulting from the Job Code table; Work Period will always be 'W'
Mon-Sun: The standard number of hours worked each day; defaults from the Job Code table. Can be updated by agency
FLSA Status: Defaults from the Job Code table and may be changed by agencies with Delegated FLSA Authority. Each position should be reviewed individually to determine exemption status
Updated On: Displays the most recent date the position was last updated
Updated By: Displays the SHARP User ID of the last person that updated the position

Position Management

Add/Update Position Info – Specific Information Page



Position Management

Add/Update Position Info – Specific Information Page

Key field definitions for Specific Information Page:

Max Head Count: The number of incumbents attached to the position
Mail Drop ID: Optional – Enter any address you wish to track
Work Phone: Optional – This is not the phone number that is shown in the on-line communications directories
Update Incumbents: Will be automatically defaulted to ON when a position is filled; when this is checked, the system automatically updates the incumbent Job and Employment Data
Include Salary Plan/Grade: Will be defaulted to ON when a position is filled; this ensures the Salary Plan and Grade assigned to the position will be updated on the Salary Plan page in Job Data when position data is changed

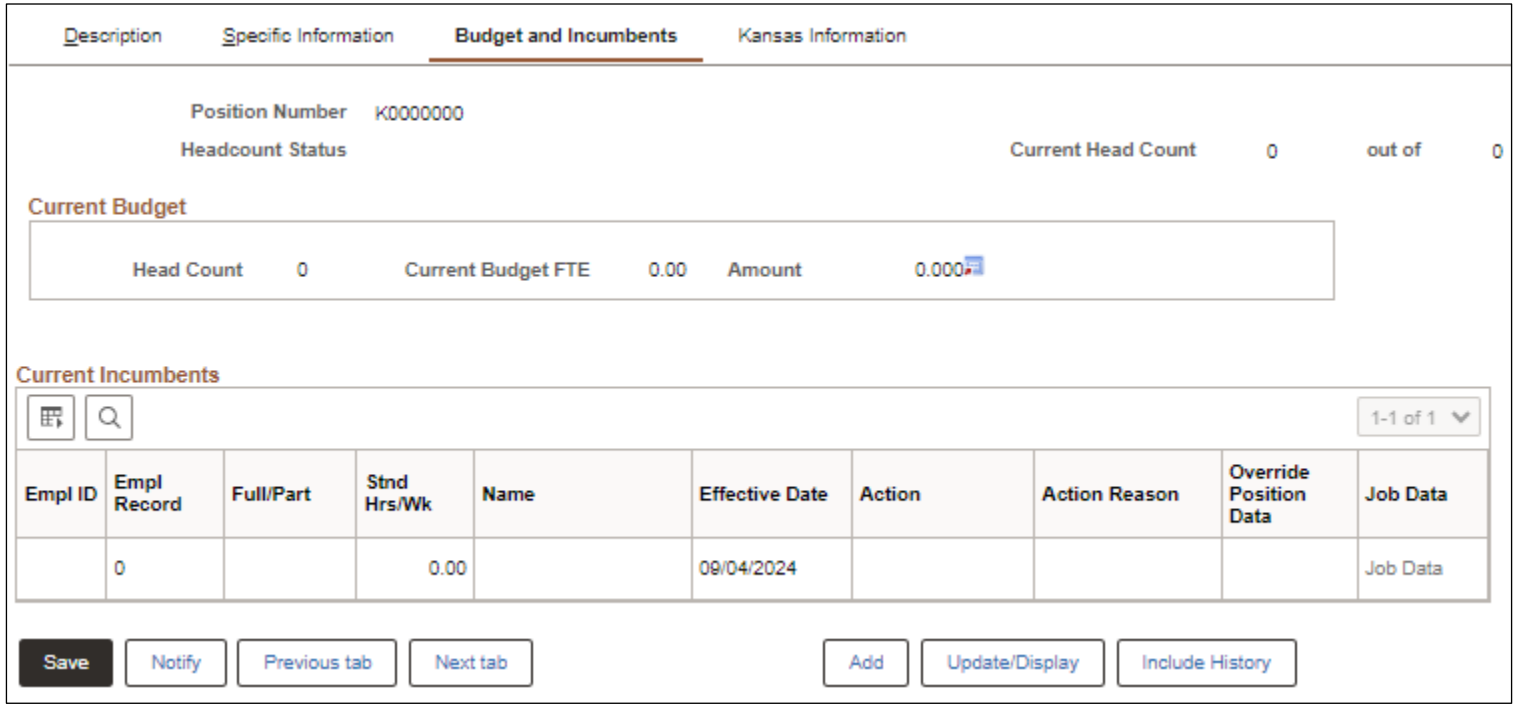
Budgeted Position: Will be automatically defaulted to ON
Confidential Position: Used to track confidential positions for labor relations purposes as defined in KSA 75-4322
Position Pool ID: The funding pool for this position
Classified Indicator: Indicates whether the position is classified or unclassified
FTE: The full-time equivalency for this position; Full-time equals 1 while part-time is indicated by a decimal conversion of hours. This field is required for all types of positions
Adds to FTE Actual Count: Defaults to ON when a regular position is filled; the position will be counted against the agency's FTE total

Position Management

Add/Update Position Info – Budget and Incumbents Page

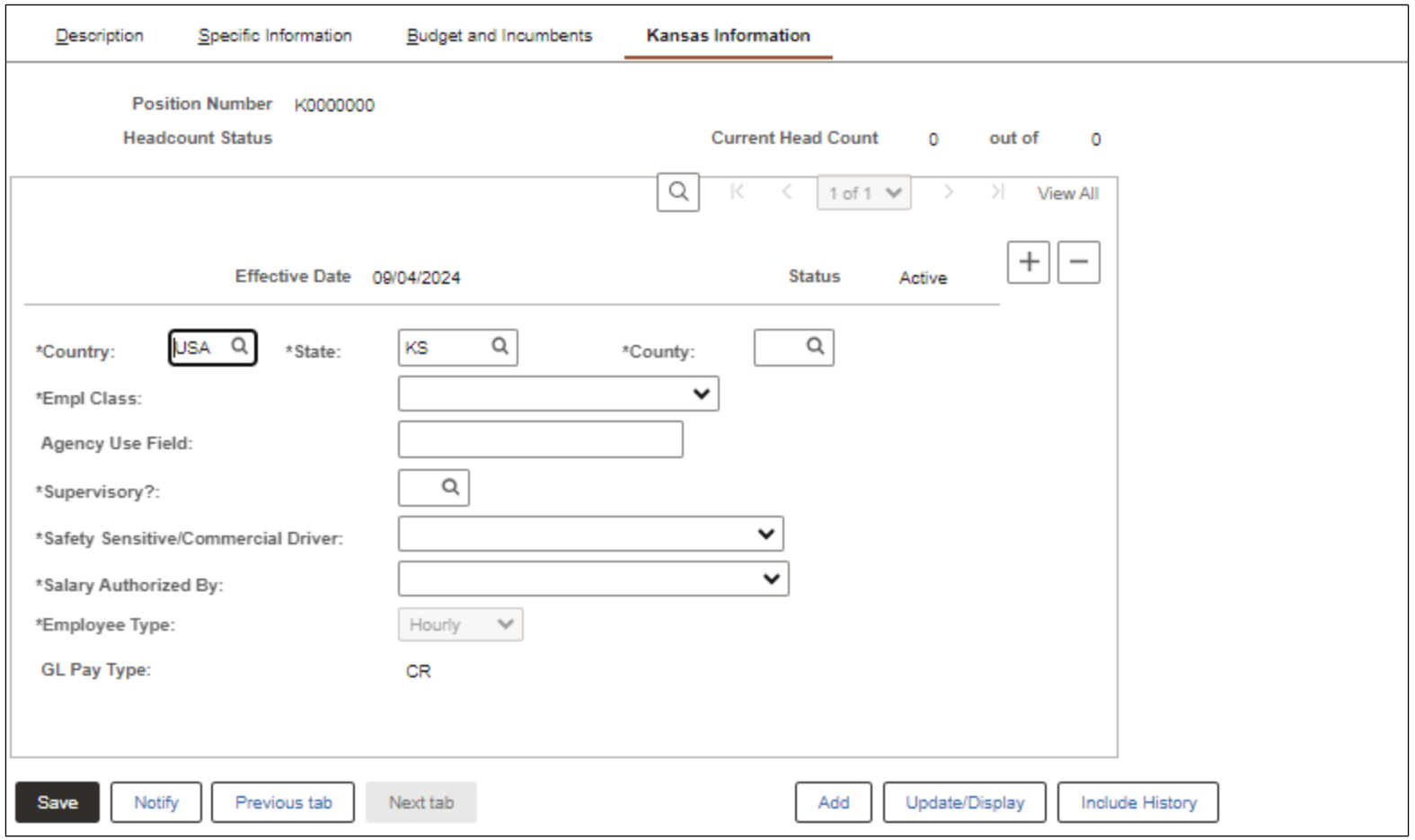
Current Incumbents box: Displays the current incumbent(s), if the position is filled.

NOTE: The Current Budget Section of this page is not used by the State of Kansas.



Position Management

Add/Update Position Info – Kansas Information Page



Position Management

Add/Update Position Info – Kansas Information Page

Key field definitions for Kansas Information Page:

Country: Defaults to USA
State: The state in which the position is located
County: The county where the position is located; for out of state use ZZ (All Other)
Empl Class: Identifies general employee groups and may affect leave accrual; a guide of the Employee Classes can be found on the next page
Agency Use Field: Optional – Agencies may use this field to track agency specific information
Supervisory?: Identifies whether the position supervises or not; defaults from the Job Code table. Agencies can update as needed

Safety Sensitive/Commercial Driver: Indicates if the position is subject to alcohol and drug testing based on safety sensitive positions (law enforcement and direct care) or commercial drivers (CDL); see KSA 75-4362(g) for more information
Salary Authorized By: The authority by which the salary is decided
Employee Type: Indicates whether a position is salaried or hourly
GL Pay Type: The default code is based on the combination of classified/unclassified and regular/temp

Position Management

Employee Class Codes in Position Data

Employee Class codes are entered on the Kansas Information page in Position Data and default into Job Data for position incumbents. The codes identify general employee groups.

Positions are created as either Classified or Unclassified and Regular or Temporary. Not all Employee Class codes are appropriate for all positions. For example, a code of F (Unclass Temp Not Ben Elig) is not correct for a Classified Temporary position.

The chart below shows the codes to use for position types. All classified positions should use only the codes O or T. The code for unclassified positions depends on the specifics of the position you are creating. For example, use the Empl Class code L (Unclass Temp Ben Elig) for an Unclassified/Temporary position that is to receive benefits. Empl Class code O (All Other) is the most frequently used code. Use Empl Class code O if the position you are creating does not fit into one of the specific class codes.

Important Note: Generally, unclassified temporary employees are not eligible for leave accrual. Codes L & P enable leave accrual for Unclassified Temporary employees.

	Position Types		
Employee Class Codes	Classified (Regular; Temporary)	Unclassified/Regular	Unclassified/Temporary
D - Daily Paid		X	X
F - Unclass Temp Not Ben Elig			X
H - Resident Worker			X
L - Unclass Temp Ben Elig			X
M - Elected Officials Not Lv Elig		X	
O - All Other	X	X	X
P - Special Project			X
S - Student			X
T - Trainee	X		
V - Governor's Trainee			X

Position Management

When updating Position Data, please note that changes to one field may trigger a change to another field in Position Data. Please remember when you are changing a field, to review and verify, all the data before saving.

Changing the Job Code triggers:

- Regular/Temporary field to default to Regular
- FLSA Status field to Non-Exempt on all classified positions
- FLSA Status field to default to the FLSA status designated on the Job Code Table on unclassified positions
- Standard Hours field to default to 40 hours
- Supervisory Status (S or N) to default to the status designated on the Job Code Table
- Working Title will default to Job Code title designated on the Job Code Table

Changing the Department ID may trigger:

- Changes to the Location field
- Required to re-enter the Pool ID if agency uses that field

Changing the Location Code may trigger:

- Standard Hours field to default to 40 hours

Position Management

Position Management Security

There are two security roles available for accessing data in the Position Management Module:

Agency Position Administrator:

- ✓ Add positions and makes updates to position information
- ✓ View FTE Table
- ✓ Run Position reports

Agency Position Inquiry:

- ✓ View position data records
- ✓ View FTE Table
- ✓ Run Position reports

Position Management

Position Management Reports

There are several reports available in the Workforce Admin WorkCenter as well as several online reports and inquiry pages available in Position Management that will help you manage positions within your agency. For details regarding the Workforce Admin WorkCenter queries, review the Workforce Admin WorkCenter Job Aid. For details regarding the online Position Reports, click on the 'SHARP Reports Page Link'.



OR

