

Positions & Salaries

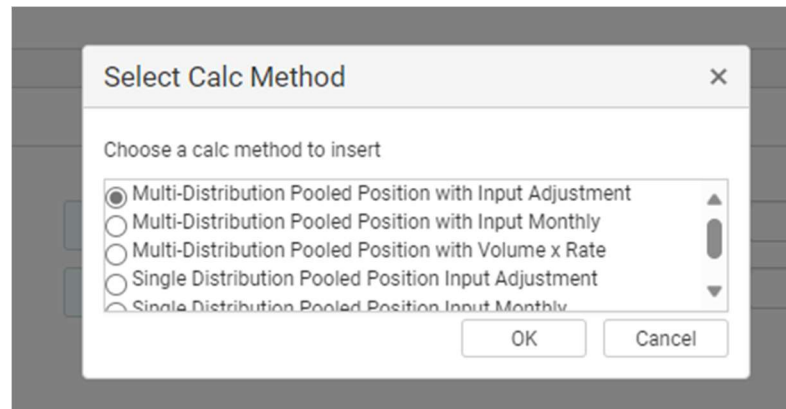
1. Position Load to Axiom

- a. The most up to date salaries will be loaded into Axiom. If applicable, a university-wide salary increase will be reflected.
- b. The Budget office will input the total of the summed vacancies by index into Pooled Positions titled Vacant Positions.

Pooled

<input type="checkbox"/>	Vacant Positions						93,252	
<input type="checkbox"/>	0	300204	110000	300204	61119	0.00	93,252	Even ▼
		+ Add Distribution						
		+ Add Pooled Position						
Total Pooled						0.00	93,252	
Total Pooled Positions						0.00	93,252	

- c. The Budget Office sends to the budget manager the reconciled list of vacancies to enter into Axiom by position number.
 - a. Go to Budgeting, then click Labor Planning, select the index to open
 - b. Click Other Labor, Pooled Position Tab (on the left, under OVERVIEW)
 - c. The Pooled Combined vacancy total will be listed under Pooled in the Vacant Positions line (see above picture, highlighted in yellow).
 - d. Reconcile by position by adding a new pooled position for each position number.
 - e. Click on "+ Add Pooled Position" (see above picture, highlighted in green).
 - f. The "Select Calc Method" box will appear, click the top option (Multi-Distribution Pooled Position with Input Adjustment), click OK.



- g. The "Cald Method Variables" box will appear.

Calc Method Variables

Position Name

Bargaining Unit

Orgn

Index_Wku

Acct

Apply Cancel

- h. Complete all fields in the Calc Meth Variables box:
- Position Name – the position number of the vacant position (example 996477)
 - Bargaining Unit – Default
 - Orgn – the Orgn number you are working in (example d300204) – Will be same as index
 - Index_Wku – the index you are working in (example d300204) – Will be same as Orgn
 - Acct – 61119 (New account created for vacant positions)
 - Click Apply

Calc Method Variables

Position Name

996477

Bargaining Unit

Default -

Orgn

d300204 - Human Resources

Index_Wku

d300204 - Human Resources

Acct

61119 - Budgeted Vacancies

Apply

Cancel

- i. Enter the total of the individual positions and decrease the amount of Vacant Positions.

<input type="checkbox"/>	Vacant Positions						0	
<input type="checkbox"/>	0	300204	110000	300204	61119	0.00	0	Even
	+ Add Distribution							
<input type="checkbox"/>	996477						64,116	
<input type="checkbox"/>	Enter Description	300204	110000	300204	61119	0.00	64,116	Even
	+ Add Distribution							
<input type="checkbox"/>	998264						29,136	
<input type="checkbox"/>	Enter Description	300204	110000	300204	61119	0.00	29,136	Even
	+ Add Distribution							
	+ Add Pooled Position							
	Total Pooled					0.00	93,252	

- j. The total of all position numbers added should equal the original pooled total provided by the Budget office.

2. Filling a Position in Axiom

a. To fill a vacancy, go to Position Planning and click on “Fill Position” -This is to **only be used for budgeted full-time positions.**

250101-Dean Potter College | 2024 Labor Planning

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY	+ Fill Position				
Position ID	Description	Employee		Current Salary	COLA	Salary Adj.	Proposed Salary	Budget Distribution	Home

- b. Complete the following required fields.
- Click the first drop down box to bring up Position Number

Fill Vacant Position

+ Fill Position

* Position:

Select Position

* Employee Name:

995144_00 - Assistant Professor

995441_00 - Transitional Retiree

- Enter Employee Name, (*Last Name, First Name*) if known, if not type TBD, list anticipated start date.

Fill Vacant Position

Fill Position

Position: 995144_00

* Employee Name: Enter Name

* Start Date: [Date Picker]

End Date: [Date Picker]

* Pay Type: Select Pay Type

* Working Hours: [Text Input]

* Base Salary: [Text Input]

Distribution

* Department: Select Department

* INDEX: Select Other

* Account: Select Account

Save Close

- Enter Start Date, if not already hired, enter anticipated start date.
- Enter End Date only if applicable, not a required field.
- Use the drop down menu and enter pay type as Salary
- Enter the Work Hours as 1950
- Enter the Base Salary as the annual salary.
- Under “Distribution”, Use the drop down menu complete the Department and Index, which will **always** be the same as the plan file.
- Enter the Account number, which **will ALWAYS be 61111 for staff and 61110 for faculty.**

- c. Once filled in, hit **“Save.”**
- d. The amount entered in filled position needs to be removed from the same position number identified in “Pooled Positions.”

3. Adding a New Position

- a. If the position number is not available, then click on “Add Position.”

300202-Police | 2024 Labor Planning

Overview	Position Planning	Distribution Summary	Other Labor	Summary	<div><div><div><div></div><div>Fill Position</div></div><div><div></div><div>Add Position</div></div></div></div>						
Position ID	Description	Employee		Current Salary	COLA	Salary Adj.	Proposed Salary	Budget Distribution	Salary Budget		
									Home	Shared	

- b. Complete the following required fields.

Add Position

Add Position

* Position Description:
Enter Description

* Position Category:
Select Position Category

* Name:
Enter Name

Bargaining Unit:
Default

* Start Date:

End Date:

* Pay Type:
Select Pay Type

* Working Hours:

* Base Salary:

Distribution

* Department:
Select Department

* INDEX:
Select Other

* Account:
Select Account

Save
Close

- Enter the Position Description with the Job Title
 - Use the dropdown menu enter the Position Category with either Faculty or Staff, as appropriate.
 - Enter the Employee Name, (*Last Name, First Name*) if known, if not type TBD, list anticipated start date.
 - Enter Bargaining Unit with the retirement category applicable to this position – the choices are KERS Hazardous, KERS, KTRS and ORP. DO NOT USE “Default” when adding a position. The following are applicable most of the time:
 - KERS Hazardous – Police
 - KERS - Staff Member (No degree required for position)
 - KTRS – Faculty or Staff (Degree Required)
 - ORP – Optional retirement, could be selected by anyone
 - Enter Start Date, if not already hired, enter anticipated start date
 - Enter End Date only if applicable, not a required field.
 - Enter Pay Type as Salary
 - Enter the Work Hours as 1950
 - Enter the Base Salary as the annual salary.
 - Under “Distribution”, complete the Department and Index, which will **always** be the same as the Plan file.
 - Enter the Account Number which will **Always be 61111 for staff and 61110 for faculty.**
- c. It is the Budget Managers responsibility to create positions with HR on new positions.

4. Other Labor – Part-time, Student Workers, ETC.

- a. Under “Other Labor” Top Tab, click smaller tab “Other Labor Accounts”
300202-Police | 2024 Labor Planning

OVERVIEW		POSITION PLANNING		DISTRIBUTION SUMMARY		OTHER LABOR	SUMMARY		
Pooled Positions		Other Labor Accounts							
Orgn	Index_Wku	Acct	Description	Actual 2022	Budget 2023	2024 Base Budget	Adjustment	2	
300202	300202	61051	Salaries-Contingent (Budget)	0	11,395	11,395	0		
300202	300202	61123	Wages - Part-time	17,517	0	0	0		
300202	300202	61130	Wages - Over-time	100,736	0	0	0		
300202	545508	61130	Wages - Over-time	0	0	0	0		
300202	545509	61130	Wages - Over-time	11,024	0	0	0		
300202	545510	61130	Wages - Over-time	8,281	0	0	0		
300202	300202	61150	Wages - Occasional	0	1,000	1,000	0		
300202	300202	61501	Wages - Student Institutional	2,624	22,515	22,515	0		
+ Insert New Account									
Total Other Labor Expenses				140,182	34,910	34,910	0		

- b. Non-Full-Time employees are budgeted here (Part-Time, Over-Time, Student Institutional, Student Work Study)
- c. Enter totaled amount to be budgeted per account.

5. Benefits

- a. Benefits will be automatically calculated for all positions in Position Planning with the rates communicated in the annual budget call letter.
- b. Benefits will be automatically calculated for all positions in Pooled Positions, with rates communicated in the annual budget call letter.
- c. The user is responsible for calculating fringe on “Other Labor”. A fringe calculation tool (created by Katie Muchmore) will be provided by the Budget office for those that want to use it. The fringe total will be manually entered in account 62051 in the BUDGET MODULE (not Labor Planning).