

Increase Headcount

Increase the headcount of an existing position and use the same funding source allocation of the existing position.

Feature:

- The User cannot select a “Vacant” position since they can simply update the *Hours* (Support Professionals) or *FTE* (Licensed and Admin) of the position to increase the count and budget cost
- The Vacant position created by the Feature will use the *same funding* source allocation of the existing position
- The selected existing Position’s relevant data will be copied to the same data intersection but instead of Employee 1, or Employee 2, etc. of the existing Position, the new data will be “Vacant”.
 - Employee specific data such as EMPL_ID, Name, Hire Date will be blank for the Vacant position
 - Primary Pay Rate will use the Average Salary Rate for the Vacant position

1. From the School Budget form select a position from Admin, Licensed or Support tab, then right-click to select **Budget For...> Increase Position Headcount**

The screenshot displays the 'SCHOOL BUDGET' application. At the top, there are tabs for 'Administrative', 'Licensed', 'Support', 'Add'l Earnings', 'Supplies and Other Svcs', and 'SLA'. The 'Support' tab is active. Below the tabs is a table of positions. The table has columns for 'Employee Name', 'Shared Position', 'Months Work', 'Hours Per Day', 'Eff Start Date', 'Eff Stop Date', 'FS Percentage', and 'Total Fund Br'. A context menu is open over the table, with 'Increase Position Headcount' selected. A 'Launch Confirmation Message' dialog box is overlaid on top, asking 'Are you sure you want to add a vacant row to this Position?' with 'OK' and 'Cancel' buttons.

2. Click OK when prompted to proceed

- When done, scroll to the position and a new vacant position will be created and highlighted in yellow (means need to calculate)

SCHOOL BUDGET

Scenario Budget: FY21, Entity: 0911 Mccain, GordonES (Magnet)

MANAGE POSITION/EMPLOYEE BUDGET by WORK LOCATION

Version Working_SB

Administrative Licensed Support Add'l Earnings Supplies and Other Svcs SLA

Employee Name	Shared Position	Months Work Override	Hours Per Day C	Eff Start Date	Eff Stop Date	FS Percentage	FS Percentage			Total Fund Src	FS Amount Aver:
							Gen Fund	Early Childhood	Food		
BLUENROSTRO ERICA M		09 Months	7.00	12/22/19					100.00	100.00	
MCGUE LYNN N EM_1048959		09 Months	5.00	12/22/19				100.00	100.00	100.00	
MARSHALL CH RISTINE D		09 Months	5.00	12/22/19				100.00	100.00	100.00	
MACKARNNESS CHELSA		09 Months	5.00	12/22/19				100.00	100.00	100.00	
MARSHALL CH RISTINE D		09 Months	5.00	12/22/19				100.00	100.00	100.00	
MARSHALL CH RISTINE D		09 Months	0.00	12/22/19				100.00	100.00	0.00	

Summary Total

- Review the Vacant Position and Incumbents and update as needed.

SCHOOL BUDGET

SB Home > SB Position Info Detail-SELECT

Scenario Budget: FY21, Version Working_SB, Entity 0911 Mccain, GordonES (Magnet), Position P_10020693_1 TI INS ASST III

Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Actual Cost Basis
Assumption	Assumption	Assumption	Assumption	Assumption	Sp Ed	Allocation Pct	Sp Ed
EXISTING POSITIONS W/ INCUMBENTS							
TI INS ASST III - N0198	MCGUE LYNN N EM_1048959	12/22/19		0.46	100.00	100.00	26,504.67
TI INS ASST III - N0198	MARSHALL CHRISTINE D EM_10076138	12/22/19		0.46	100.00	100.00	27,487.59
TI INS ASST III - N0198	MACKARNNESS CHELSA EM_10106937	12/22/19		0.46	100.00	100.00	24,755.84
VACANT POSITION (NO INCUMBENT)							
TI INS ASST III - N0198		12/22/19		0.46	100.00	100.00	24,755.84
TOTAL							
Support Jobs				1.38			78,748.10

- Right-click the vacant position and select **Calc Total Position Costs** to complete the calculation of the position then click **Save** to refresh the totals:

SCHOOL BUDGET

SB Home > SB Position Info Detail-SELECT

Scenario Budget: FY21, Version Working_SB, Entity 0911 Mccain, GordonES (Magnet)

TI INS ASST III - N0198

Calc Total Position Costs

- Mass Calc
- Update Funding Source Allocations
- Edit Position Info
- Go to Licensed Summary
- View Fund Source to GL Allocations
- View Fund Source Supplies
- Calculate Fund Source Supplies
- Budget For...
- Delete Position Info
- Go To Full Screen
- Edit
- Adjust

Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Actual Cost Basis
Assumption	Assumption	Assumption	Sp Ed	Allocation Pct	Sp Ed
12/22/19		0.46	100.00	100.00	26,504.67
12/22/19		0.46	100.00	100.00	27,487.59
12/22/19		0.46	100.00	100.00	24,755.84
12/22/19		0.46	100.00	100.00	24,755.84