

# HMS – Position Inventory

How to print the position inventory,  
add, make changes, transfer and  
terminate employees

# Position Inventory Report

TNS250 File Edit View Settings Window Help
10.140.200.17
Thu Aug 14 4:33 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS
16:30:15 QPADEV0027

ACS
CABELL COUNTY WORK AREA 2005 - 2013
Ref: ACS.002 .01

MENU PCS000: POSITION CONTROL SYSTEM

1. MANAGEMENT OPTIONS AND CODES . . . . .	PCS100	MENU
2. Responsibility Area Codes . . . . .	PCS.140	
3. Position Inventory . . . . .	PCS.301	
4. Employee Position Transfers . . . . .	PCS.302H	
5. Budgeting Maintenance . . . . .	PCS.310	
6. POSITION CONTROL SYSTEM REPORTS . . . . .	PCS500	MENU
7. POSITION CONTROL SYSTEM UTILITIES . . . . .	PCS900	MENU

  

89. Change Assignment

90. Signoff

Option or Menu Item 6

ONLINE
22,24

The first thing you will want to do is see what you have in your inventory. Print a listing and use to note changes that need to be made.

# Position Inventory Report

TNS250 File Edit View Settings Window Help
10.140.200.17
Thu Aug 14 4:43 PM

8/14/14
FY 14 CABELL COUNTY SCHOOLS
16:38:36 KRHR2000

HMS
Position Listing Parameter Definition
PCS.511 01

Selection Parameter Options:

Use Y to indicate which selection parameters you wish to further define, or leave blank to indicate ALL records in the category.

Select by criteria code(s)? ..... \_

Select by location(s)? ..... \_

Select by responsibility area(s)? .....

Select by position code(s)? ..... \_

Select by grade minimum and maximum? ..... \_

F3=Exit
14,63

If you want to limit the report to a location or position code, then enter Y to restrict the report. Otherwise, leave this screen blank to print all records. You will be able to select what type of positions to print and how you want the report to sort. You may want to sort by location to make it easier to determine who you have where.

Position Inventory  
Use for new employees, create vacancy or to change  
information for employee

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:05 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:01:31 QPADEV0027  
ACS CABELL COUNTY WORK AREA 2005 - 2013 Ref: ACS.002 .01

MENU PCS000: POSITION CONTROL SYSTEM

1. MANAGEMENT OPTIONS AND CODES . . . . .	PCS100	MENU
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6. POSITION CONTROL SYSTEM REPORTS . . . . .	PCS500	MENU
7. POSITION CONTROL SYSTEM UTILITIES . . . . .	PCS900	MENU

89. Change Assignment  
90. Signoff

Option or Menu Item 3

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ONLINE 22,24

Use Position Inventory to add a new employee, create a vacancy or change existing information for an employee.

# Position Inventory

TNS250FileEditViewSettingsWindowHelp10:34:200.17Thu Aug 14 4:09 PM

8/14/14FY 14CABELL COUNTY SCHOOLS16:05:39 QPADEV0027  
HMSPosition InventoryRef: PCS.301H.01

CLocation Code: 001

Change  
Lookup  
Index  
End

Index: 1  
1 = Location Codes  
2 = Filled Positions by Employee

Auto Next Record? N

ONLINE7,32

Change the location you are adding the new employee to or vacancy.

# Position Inventory

TNS250 File Edit View Settings Window Help 10/140.200.17 Thu Aug 14 4:11 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:07:32 QPADEV0027  
HMS Position Inventory Ref: PCS.301H.11  
Sel: (A)dd New Criteria, (C)hange All, (D)elete, (F)illed, 001  
(O)pen, (V)acant, (B)udget, (R)esponsibility Areas ADM DEPT  
Position to:

Sel	Criteria and Descriptions	Min	Max	Filled	Open	Vacnt
-	000107 DIR SUPP 000100 ADM	00	99	1	0	0
-	SAFMGR SAFETY MGR 000261 261					
-	000107 DIR SUPP 000100 ADM	00	99	1	0	0
-	STUSVC STUSVC 000261 261					
C	000107 DIR SUPP 000100 ADM	00	12	0	0	0
-	TIPPLC TIP/PLC 000225 225					
	000107 DIR SUPP 000100 ADM	00	99	9	0	0
	XXXXXX UNDEFINED 000261 261					
-	000107 DIR SUPP 000300 PROF SUPP	00	99	2	0	1
-	XXXXXX UNDEFINED 000261 261					
-	000107 DIR SUPP 003601 FED-ARRA E	00	12	0	0	0
-	PK MGR PK MGR 000240 240					
-	000107 DIR SUPP 003601 FED-ARRA E	00	12	0	0	0
-	TIPPLC TIP/PLC 000225 225					
-	000108 TREAS/CSBO 000100 ADM	00	99	1	0	0
-	XXXXXX UNDEFINED 000261 261					+

Mode: Change F3=Exit F4=Index F12=Cancel Cancel? N

ONLINE 13,3

Change the position you want to put this employee into or to create a vacancy.

# Adding Employee in Position Inventory

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:55:25 QPADEV0027

HMS Position Inventory Detail Ref: PCS.301 .01

Location: 001 ADMINISTRATIVE DEPARTMENT ALL

000107 000300 XXXXXX 000261 Min: 00 Max: 99 Inventory

DIR SUPP PROF SUPP UNDEFINED 261 Positions

Cmd	Stat	VAC#/SSN	Name	Start	End
A	TOP			0:00	0:00
	1	V		8:30	16:30
	2	F	PARSONS, KIMBERLY	8:30	16:30
	3	F	CRADDOCK, MARCIA E.	8:30	16:30

LOCATE \_\_\_\_\_ Valid Commands: A C D L F E Cancel? N

ONLINE 8,3

To add a new employee, enter A. To change information for an existing employee, enter a C beside the employee. To fill a vacancy, do a C beside the V record and enter the employee information as seen on the next couple of slides.

# Adding New Employee

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:15 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:11:35 QPADEV0027  
HMS Position Inventory Detail Ref: PCS.301 .11

Location: 001 POS 000205 COUNS ELEM FUNCTIONS 000300 PROF SUPP  
SUBJECT COUNSE COUNSE DAYS 000200 200

Grade Min: 00 Grade Max: 12

Position Status (F/O/V): F Filled Employee SSN:   
Percent FTE: 100.0000  
Action Start Code: HIRE HIRE Original Vac#:   
Start Date: 8/14/2014 Vac Open date: 8/14/2014  
Contingency Position (Y/N): N Addenda Only? (Y/N):   
Payroll Job Code: PROF REGULAR PAY  
Payroll Addenda Code:  Amount:   
Ltd Contract Code:   
Pay Table: PROF Grade: MA Step: 1

Person Replaced SSN:   
Administrator SSN:

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

ONLINE 9,65

To add a new employee, enter an F in the Position Status field and hit enter. Continue entering the information as shown here. Enter the Employee ID, the FTE, the start code (hit F4 for options), date the employee started and the payroll job code. Please note that the employee has to have a Payroll Assignment before you can enter them in the Position Inventory.



# Adding New Employee

TNC250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:18 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:15:17 QPADEV0027  
HMS Position Inventory Detail Ref: PCS.301 .13

Location: 001 POS 000205 COUNS ELEM FUNCTIONS 000300 PROF SUPP  
SUBJECT COUNSE COUNSE DAYS 000200 200

Grade Min: 00 Grade Max: 12

FINANCIAL DISTRIBUTION:

Account Code	Percent
11.00000.12511.111.001.0000.0000.00	100.0000

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

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ONLINE 11,2

Just hit enter through the next screen. The only thing required is a start and end time on Monday.

On this screen, enter only the accounts that pertain to this position at this location. Delete all others and enter the appropriate %. The lines must total 100.

# Adding a Vacancy

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:12 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:09:03 QPADEV0027  
HMS Position Inventory Detail Ref: PCS.301 .11

Location: 001 POS 000107 DIR SUPP FUNCTIONS 000100 ADM  
SUBJECT TIPPLC TIP/PLC DAYS 000225 225

Grade Min: 00 Grade Max: 12

Position Status (F/O/V): V Vacancy Nbr: \_\_\_\_\_  
Percent FTE: 100.0000  
Action Start Code: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Vac Open date: 8/14/2014  
Contingency Position (Y/N): N Addenda Only? (Y/N): \_\_\_\_\_  
Payroll Job Code: ADM  
Payroll Addenda Code: \_\_\_\_\_ Amount: \_\_\_\_\_  
Ltd Contract Code: \_\_\_\_\_  
Pay Table: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

Person Replaced SSN: \_\_\_\_\_  
Administrator SSN: \_\_\_\_\_

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

ONLINE 10,24

To create a vacancy, enter a V in Position Status and an FTE.

# Employee Transfers

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:26 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:17:46 QPADEV0027  
ACS CABELL COUNTY WORK AREA 2005 - 2013 Ref: ACS.002 .01

MENU PCS000: POSITION CONTROL SYSTEM

1. MANAGEMENT OPTIONS AND CODES . . . . .	PCS100	MENU
2. Responsibility Area Codes . . . . .	PCS.140	
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5. Budgeting Maintenance . . . . .	PCS.310	
6. POSITION CONTROL SYSTEM REPORTS . . . . .	PCS500	MENU
7. POSITION CONTROL SYSTEM UTILITIES . . . . .	PCS900	MENU

89. Change Assignment  
90. Signoff

Option or Menu Item 4

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ONLINE 22,24

To move an existing employee to a new position or location, use this program. Do not use the Position Inventory to delete and re-add the employee. For one, this is more time consuming and two, the Employee Position History is not updated.

# Transferring Employees

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:28 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:24:25 QPADEV0027  
HMS Employee Position Transfers Ref: PCS.302 .01  
Employee#: LUCAS, CONRAD G.

CMD	Location	Position	Criteria				
C	001	000108	000100	XXXXXX	000261	00	99
	001	000205	000300	COUNSE	000200	00	12

LOCATE Valid Commands: C L F E Cancel? N

ONLINE 8,3

Do a change on the employee you wish to transfer and then select the position you wish to transfer them from.

# Transferring Employees

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:30 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:26:18 QPADEV0027  
 HMS Employee Position Transfers Ref: PCS.302 .11  
 Employee SSN: LUCAS, CONRAD G.

From  
 Location: 001 POS 000108 TREAS/CSBO FUNCTIONS 000100 ADM  
 ADM DEPT SUBJECT XXXXXX UNDEFINED DAYS 000261 261  
 Grade Min: 00 Grade Max: 99

To  
 Location: 201 POS 000111 ELEM PRIN FUNCTIONS 000100 ADM  
 ADM DEPT SUBJECT XXXXXX UNDEFINED DAYS 000261 261  
 Grade Min: 00 Grade Max: 99

Percent FTE: 100.0000  
 Action Start Code: TRANS HIRE Start Date: 081414  
 Contingency Position (Y/N): N Addenda Only? (Y/N):  
 Payroll Job Code: ADM REGULAR PAY  
 Payroll Addenda Code: Amount:  
 Ltd Contract Code:  
 Pay Table: ADM Grade: 105 Step: 1

Current Position  
 Disposition: V (D=Delete, V=Create Vacancy, O=Create Open Position)  
 End Date: 081314 End Action Code: TRANS  
 Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

ONLINE 22,51

Change the position information as needed then update the FTE, Start Code, Start Date and Job Code.

To create a vacancy for the position the employee is transferring from, enter a V for Disposition. Enter the last date worked in the position and an End Action Code (hit F4 for options).

When you hit enter, the system will look for a vacancy to fill in that new position. If it doesn't find one, you will get a warning message, but you can hit enter to override. Your position inventory will be updated, creating a vacancy if desired and moving the employee out of the old and into the new position. The Employee Position History is also updated.

# Terminating Employees

TN5250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:51 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:47:52 QPADEV0027  
ACS CABELL COUNTY WORK AREA 2005 - 2013 Ref: ACS.002 .01

MENU ATS400: VACANCY INFORMATION

1. Maintain Vacancy Candidate Selection Defaults	ATS.552
2. Select Vacancy Candidates . . . . .	ATS.550
3. Maintain Position Vacancies . . . . .	PCS.410
4. Applicant Hiring or Change of Status . . . .	ATS.230
5. New Hire Job Assignment . . . . .	ATS.345
6. Employee Terminations . . . . .	ATS.233H
7. Remove Pending Terminations . . . . .	ATS.353
89. Change Assignment	
90. Signoff	

Option or Menu Item **6**

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ONLINE 22,24

To access the termination program, go to the main HMS menu. Go to Applicant Tracking then Vacancy Information.

# Terminating Employees

TNS250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:52 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:49:18 QPADEV0027  
HMS Employee Termination Ref: ATS.233 .01

Employee Number: LUCAS, CONRAD G.

Employee's current positions are listed. 'C' to change to termination.

First line is the vacancy employee is filling.\*

T	Line	S	Location	POS	FUNCTIONS	SUBJECT	DAYS	Grade
								Mn Mx
			*FILLING					
			TOP					
C	1	F	001	TREAS/CSBO ADM	UNDEFINED	261		00 99
	2	F	001	COUNS ELEM PROF SUPP	COUNSE	200		00 12

LOCATE Valid Commands: C L F E Cancel? N

ONLINE 15,2

Do a change on the employee to terminate and then the position you want to terminate the employee from.

# Terminating Employees

TN5250 File Edit View Settings Window Help 10.140.200.17 Thu Aug 14 4:54 PM

8/14/14 FY 14 CABELL COUNTY SCHOOLS 16:50:31 QPADEV0027  
HMS Employee Termination Ref: ATS.233 .11

Employee Number: LUCAS, CONRAD G.

Location	POS	FUNCTIONs	SUBJECT	DAYS	Mn	Mx
001	TREAS/CSBO	ADM	UNDEFINED	261	00	99

Last Date Worked: 8/14/2014

Separation Action Code: TERM

Create Vacancy? Y

Vacancy Open Date: 8/14/2014

Use Default Work Schedule? N

Reported to Board? N

Board Termination Date:

Board Comments: P0026

Payroll Comments:

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

ONLINE 11,35

Enter the last day worked, the Separation Action Code (F4 for options) and whether or not to create the vacancy. The vacancy will be added to your position inventory and the Employee Position History will be updated. The employee will no longer show up in your Position inventory in that position. This DOES NOT terminate the employee in payroll.