

## Position Control Change Form Instruction: MIS Form #545

Complete the MIS 545 to request position changes, including number of units, funding changes, title changes, etc. You contact Position Control staff, listed below, for assistance.

Jennie Sodetz	Position Control Specialist	x42497	<a href="mailto:jsodetz@pasco.k12.fl.us">jsodetz@pasco.k12.fl.us</a>
Joanna Rodriguez	Compensation Analyst	x42381	<a href="mailto:jcrodrig@pasco.k12.fl.us">jcrodrig@pasco.k12.fl.us</a>

**Date** Enter the date requested

**Department** Enter the department name/cost center number making the request

**Action Requested** Choose the action from a drop-down list:

Add Unit(s)– Use to request units for new positions or additional units for existing positions

Increase/Decrease– Use to request an increase in units for one position and a decrease in units for another, essentially transferring units from one position to another. All requests to increase must be accompanied by a decrease to offset the increase. ~~Use increase/decrease when requesting a fund change.~~ If increasing units only, choose ADD.

Freeze– Use to freeze units

Unfreeze– Use to unfreeze available units

**Units** Enter the number of units requested

**Job Class Code** Enter the associated job class code (get job code) If the job code is unknown, please contact Position Control staff for assistance (see picture below)

**Job Class Description** Enter the associated title (job class description) of the position

**Effective Date** Enter the effective date of the change

Enter the account

**Account Strip** Enter the account strip. Please be sure to verify that a budget line has been created for any new account strips (see picture below)

**Position #** Enter the position number if requesting a change to an existing position. If requesting a brand-new position, enter TBD (To Be Determined).

Er tLr th fn (e)TJ/T341110:0121c 0.010aTwj E x:v

The screenshot shows a navigation menu titled 'Tyler Menu'. It includes a search bar and a tree view of the system's menu structure. The path 'Enterprise ERP > Financials > Human Resources > Personnel > Position Control' is highlighted, with 'Position Control' being the selected item.

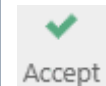
## Position Control Change Form Instruction: MIS Form #545

The screenshot shows the MIS Form #545 interface. At the top, there is a navigation bar with icons for Back, Search, Browse, Output, Print, Display, PDF, Save, Excel, and Word. Below this is the 'Position Identification' section with fields for Position (101923), Description (TCH MATH HS), State Pos (51022), Status (ACTIVE), Create Date (07/04/2013), and Effective Date (07/04/2013). A 'Browse' button is highlighted in yellow. Below the identification section are tabs for MAIN, SALARY DATA, BUDGET, CIVIL SERVICE, COMMENTS, and USER DEFINED FIELDS. The 'MAIN' tab is active, showing a list of fields: ONAL, Group/BU (2000 - INSTRUCTION), ONAL/CL, Allocation (0), Account (1100.0031.13.90010.512000.5100.0000), and Account Description (Classroom Teacher Salary). A dropdown menu is open over the 'Group/BU' field, listing various options like 'Replaced with', 'Filled at', 'Max Employees', etc.

To search for an existing position, click search.



Enter the search parameters and click accept (Search by location and select "active" under status)



You can scroll through records using the arrows at the bottom or select browse to view the list of positions.

Employee Name/Number	Enter the name(s)/number(s) of all employees associated with the position # listed above
Comments	Include any additional comments or instructions
Authorizations	<p>Appropriate routing for approvals is as follows:</p> <p><b>W</b><u>Department Head</u>: head of department making the request</p> <p><b>W</b><u>Grants Administration</u> if grant funding is affected, grants administration must review and sign the request to verify that funds are available, and positions are in line with specifications</p> <p><b>W</b><u>Finance</u> finance must review and sign ALL position control change requests to verify the account strip(s) and establish new budget lines, if needed</p> <p><b>W</b><u>Superintendent's Staff</u> signature required</p> <p><b>W</b><u>Board (if applicable)</u> Enter the Board date the position control change form is approved. Board approval is required for net increases in position units and changes in fund source.</p>
Position Control	Once all authorizations have been obtained, submit the form to Jennie Soderstrom, Position Control Specialist in HREQ for processing. <a href="mailto:jsodetz@pasco.k12.fl.us">jsodetz@pasco.k12.fl.us</a>