Training:

Transitioning Position Management from Excel to Questica

Budget Planning & Analysis

February 9, 2024

Learning Outcomes

Participants understand

- What is position management and why it's important
- Who is responsible for position management
- What can we gain from Position Management 2.0 (Questica)
- How to submit position budget changes (new form)

Position Management Definition

Position management is the process of *creating, maintaining, and monitoring* faculty, staff, and management positions and their budgets. It is an inventory and valuation of positions that reflects the institution's investment in human capital, which is nearly *80%* of our General Fund.

While student assistants are an important part of our workforce, those positions are outside the purview of position management since they are budgeted in lump sum.

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Who Is Responsible
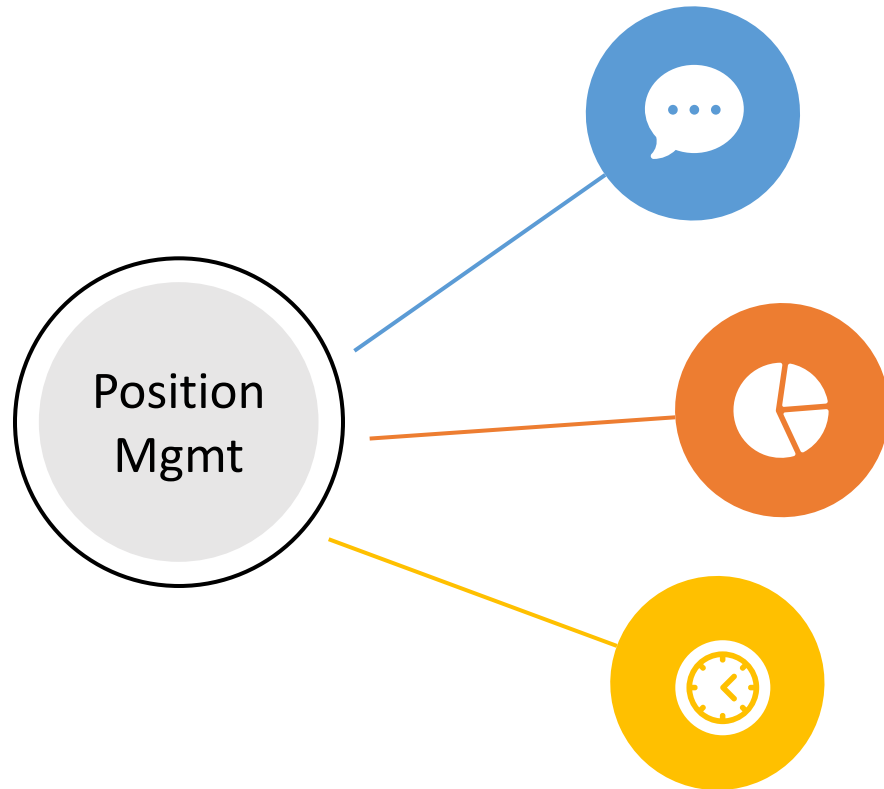
Department

Determine job functions, number of positions, organizational structure, manage budget
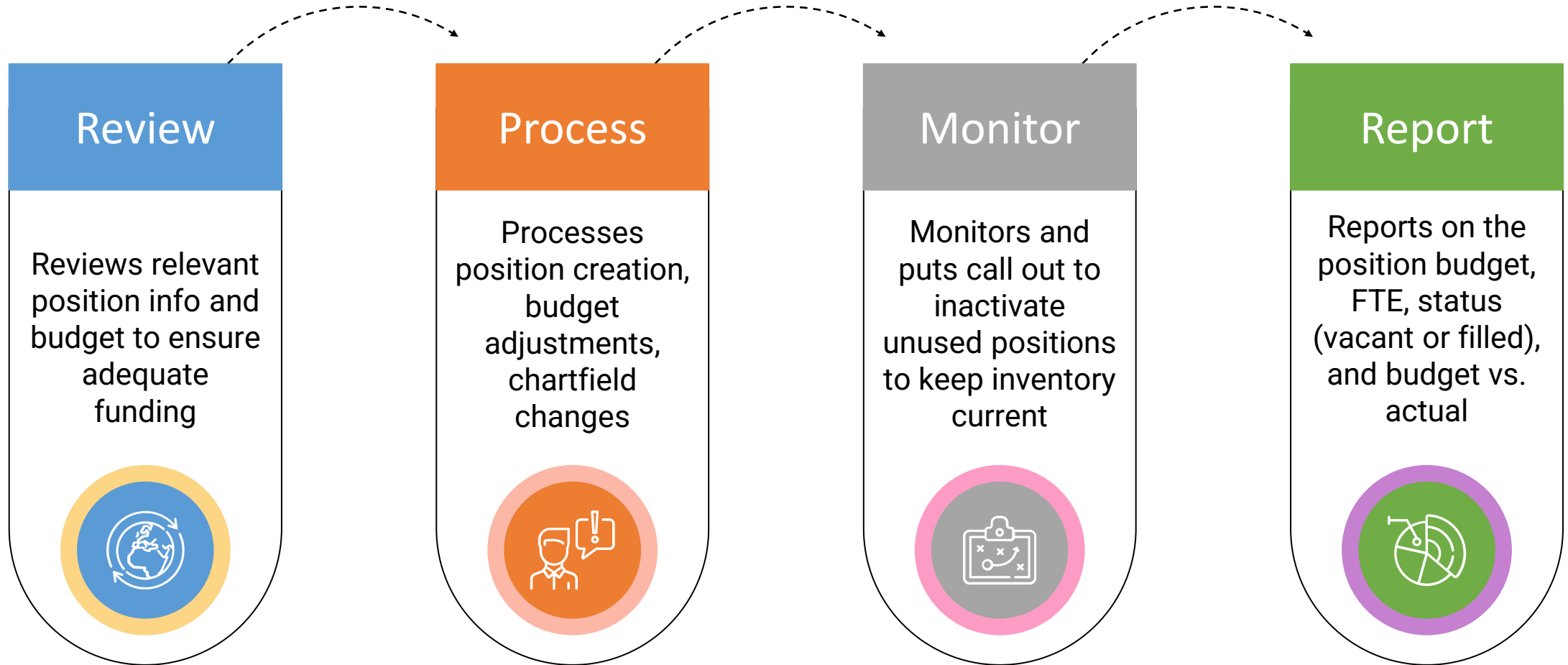
Position Mgmt

Division

Review and approve positions, align position budget with divisional budget, understand position history

Budget Planning & Analysis

Keeper of position management data. Ensure alignment with institutional budget

BPA's Responsibilities

Review

Reviews relevant position info and budget to ensure adequate funding

Process

Processes position creation, budget adjustments, chartfield changes

Monitor

Monitors and puts call out to inactivate unused positions to keep inventory current

Report

Reports on the position budget, FTE, status (vacant or filled), and budget vs. actual

Position Management

- Position Management is not new to CPP
- Divisions have been using Excel to track position budgets and chartfield strings

Issues

- However, the Excel position is NOT linked to the operating budget
- Changes made in Excel are not reflected in the operating budget

Position Management 2.0

- All changes made to the position budget will be reflected in the operating budget

- Changes may or may not trigger budget transfers; no need to submit a separate Budget Journal Template to move funds

- Position budget, employees, and funding sources (Position Allocation) live in separate tables

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Position Management 2.0 (cont'd)

Position Budget Details = **Operating Budget (Personnel Lines)**

Questica

Position Management Stages

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR |

Annual Budget Development | **Budget Maintenance (Off-Cycle Adjustments)**

During annual budget development, divisions determine how they plan to fund positions. A *position listing* will be provided to the divisions to review and adjust. Position budget becomes the building block for the operating budget. The initial budget submitted is the *adopted budget* for the year.

Once a budget is submitted, we go into the maintenance phase, where changes to the position listing must be processed as *transfers* that *net to zero*. Position budget adjustments submitted outside of the annual budget stage are called *off-cycle* adjustments. The process is very similar to how we manage our General Operating Fund.

Position Management Stages (cont'd)

	Annual Budget Development	Budget Maintenance (Off-Cycle Adjustments)
Position A	60,000	5,000
Position B	70,000	
Position C	80,000	(5,000)
Total	210,000	0

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Position Budget Maintenance

- When a position's salary *increases* during the year, the position budget must also increase
- When a position's salary *decreases*, you may choose to centralize the saving in a divisional template position or leave it in the position and adjust during annual budget
- Keep your position budget current to help BPA expedite approval of your personnel action requests
- BPA will assist with the preparation of 'bulk' changes such as GSIs
- Definition: A template position is a dummy position created in Questica to hold uncommitted personnel budget due to vacancies, salary differentials, etc. Template positions are most often held by divisional VPs

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FY24-25 Annual Budget Development

- We will provide another position management training early April, focusing on the annual budget development process
- Two Excel lists: Position Budgets and Position Allocations (CFS)
- FY24-25 budget preparation will begin with position preparation
- Position templates to go out end of April and due back end of May

Our position listing is a *perpetual* inventory of positions, which means it is regularly maintained. A current position inventory requires minimal update during planning.

Position Budget Adjustment Form

- Form is effective immediately after this training, **February 12, 2024**

- Download form and instructions from the BPA website

- Submit form using BPA SmartSheet portal

- No need to submit additional Budget Journal Template as Questica will generate them automatically, if needed

PeopleSoft Budget Update

- The adopted budget posted in PeopleSoft will be reversed and replaced
- Questica generated budget journals will be posted
- There will be no impact to your budget allocation other than the budget "in and out"

Position Budget Adjustment Form

- Guidelines for Off-Cycle Position Budget Adjustments (PBA)
  - The approver must be authorized
    - New Delegation of Authority (DoA) to be Implemented
  - Position Budget Adjustment Scenarios
    - ORIGINAL>ORIGINAL
    - ORIGINAL>ADJUSTMENT
    - ADJUSTMENT>ADJUSTMENT
  - POM01 Adjustments must Balance by Designation
    - Obtain Designation Data from Tableau
  - Position Budget Adjustment Amounts Must Net to Zero

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Position Budget Adjustment Form

- Guidelines for Off-Cycle Position Budget Adjustments Cont.
  - "Transfer To / From" Naming Convention
    - PBA Perm - #XXXX to #XXXX
    - PBA Temp - #XXXX to #XXXX
  - Positions do not need to be Zero'd Out.
  - Some PBAs may NOT result in Whole Numbers.
  - The PBA via Questica will create a GL Budget Transfer *(if needed)*
  - CFS Changes:
    - PBA (Budget) vs Payroll Expenditure Adjustments (Actuals)

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Position Budget Adjustment Form

- Position Management Tools
  - Tableau Position Budget Dashboard
    - Non-Questica Users to have access to Position Budget Data
      - Phase I – Manual Upload Weekly
      - Phase II – Nightly Integration
  - Questica Position Reports
    - Ad-Hoc View – Tableau
    - Budget vs Actuals (Salary Savings)
  - Time Investment = Easier to Build Annual Budget

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Position Budget Adjustment Form

- Budget Transfer Tab

Position Budget Adjustment

Wage (Budget) Adjustment

Date:												Budget Use Only		
"Remitting" Dept:					(the dept. "losing" the budget or VP's Office designee)									
Requested by:												Date Entered:		
Extension:									Must net to zero:			Processed by:		
Approved by:					(the authorized signer of the dept. "losing" the budget or VP's Office designee)							Journal ID:		

Example

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
00000001	ADJUSTMENT	$ 80,000.00	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	(2,000.00)	$ 78,000.00	PBA Perm - #0001 to #0002	Recruitment
00000002	ADJUSTMENT	$ 75,000.00	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	2,000.00	$ 77,000.00	PBA Perm - #0001 to #0002	Recruitment
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		

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Position Budget Adjustment Form

- Chartfield String (CFS) Tab

Position Budget Adjustment

Position Allocation (CFS Distr) Change

Date:												**Budget Use Only**	
"Remitting" Dept:				*(the dept. "losing" the budget or VP's Office designee)*									
Requested by:											**Date Entered:**		
Extension:											**Processed by:**		
Approved by:				*(the authorized signer of the dept. "losing" the budget or VP's Office designee)*							**Journal ID:**		

						Example							
00000001	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	-20.000%	N	PBA Perm - #0001 to #0002	Recruitment	
00000001	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	20.000%	N	PBA Perm - #0001 to #0002	Recruitment	

Position Number	Account	Fund	Deptid	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	Distr % Adj	Update Actuals CFS	Transfer To / From	Brief Description

Position Budget Adjustment Form

Remittting PSN#			$	-	Must net to zero	
Remitting Position's CFS	**Current Budget**	**Current CFS Distr**	**PBA**		**New Budget**	**New CFS Distr**
			$	-	**$0.00**	
	-	100.000%			$ -	#DIV/0!
	-	0.000%	$	-	$ -	#DIV/0!
	-	0.000%	$	-	$ -	#DIV/0!
Totals	$0.00	100.000%		$0.00	$0.00	#DIV/0!
	$0.00				$0.00	

Receiving PSN#						
Receiving Position's CFS	**Current Budget**	**Current CFS Distr**	**Receiving PBA**		**New Budget**	**New CFS Distr**
			$	-	**$0.00**	
	-	100.000%			-	#DIV/0!
	-	0.000%			-	#DIV/0!
	-	0.000%			-	#DIV/0!
Totals	$0.00	100.000%	$	-	$ -	#DIV/0!
	$0.00			$0.00	$0.00	

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BPA Form - Same Scenario & CFS

Budget Transfer Tab Only

Position Budget Adjustment
Wage (Budget) Adjustment

Date:				Budget Use Only
"Remitting" Dept:		(the dept. "losing" the budget or VP's Office designee)		
Requested by:				Date Entered:
Extension:			**Must net to zero:**	Processed by:
Approved by:		(the authorized signer of the dept. "losing" the budget or VP's Office designee)		Journal ID:

Example

00000001	ADJUSTMENT	$ 80,000.00	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	(2,000.00)	$ 78,000.00	PBA Perm - #0001 to #0002	Recruitment
00000002	ADJUSTMENT	$ 75,000.00	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	2,000.00	$ 77,000.00	PBA Perm - #0001 to #0002	Recruitment

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
SAME SCENARIO AND CFS											$ -			
00001106	ORIGINAL	$ 68,784.00	601300	POM01	64000	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	$ (3,015.00)	$ 65,769.00	PBA Perm - #1106 to #5875	Recruitment
00005875	ORIGINAL	$ 60,300.00	601300	POM01	64000	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	$ 3,015.00	$ 63,315.00	PBA Perm - #1106 to #5875	Recruitment

A Position Allocation (CFS Redistribution) is not necessary if it is the **same SCENARIO and CFS.**

PBA Form – Same Scenario, but Different CFS Fields

Budget Transfer Tab

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
SAME SCENARIO AND DIFFERENT CFS											$ -			
00004487	ORIGINAL	$ 99,492.00	601300	POM01	20500	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	$ (1,884.00)	$ 97,608.00	PBA Perm - #4487 to #3886	Recruitment
00003886	ORIGINAL	$ 58,116.00	601300	POM01	20600	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	$ 1,884.00	$ 60,000.00	PBA Perm - #4487 to #3886	Recruitment

CFS Distribution Tab

Position Number	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	Distr % Adj	Update Actuals CFS	Transfer To / From	Brief Description
SAME SCENARIO AND DIFFERENT CFS												
00004487	601300	POM01	20500	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	100.000%	N	PBA Perm - #4487 to #3886	Recruitment
00003886	601300	POM01	20600	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	100.000%	N	PBA Perm - #4487 to #3886	Recruitment

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PBA Form –
Same Scenario, but Split-Funded

Budget Transfer Tab

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
Same Scenario, but Split-Funded												$ -		
00005279	ORIGINAL	$ 217,776.00	601201	POM01	16910	0406	C3362	DESIGNATED	DSG_GI2025	ORIGINAL	$ (4,992.00)	$ 212,784.00	PBA Perm - #5279 to #5938	Perm Base Adj
00005938	ORIGINAL	$ 99,768.00	601201	POM01	64000	0503	C3362	DESIGNATED	DSG_GI2025	ORIGINAL	$ 4,992.00	$ 104,760.00	PBA Perm - #5279 to #5938	Perm Base Adj

CFS Distribution Tab

Position Number	Account	Fund	Deptid	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	Distr % Adj	Update Actuals CFS	Transfer To / From	Brief Description
Same Scenario, but Split-Funded												
00005279	601201	POM01	16910	0406	C3365	DESIGNATED	DSG_GI2023	ORIGINAL	-20.000%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
00005279	601201	POM01	16910	0406	C3364	DESIGNATED	DSG_GI2024	ORIGINAL	-30.000%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
00005279	601201	POM01	16910	0406	C3362	DESIGNATED	DSG_GI2025	ORIGINAL	-50.000%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
00005279	601201	POM01	16910	0406	C3365	DESIGNATED	DSG_GI2023	ORIGINAL	20.469%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
00005279	601201	POM01	16910	0406	C3364	DESIGNATED	DSG_GI2024	ORIGINAL	30.704%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
00005279	601201	POM01	16910	0406	C3362	DESIGNATED	DSG_GI2025	ORIGINAL	48.827%	Y	PBA Perm - #5279 to #5938	Perm Base Adj
Note Position #5938's CFS distribution does not change. It is 100% in current CFS.												

PBA Form – Same Scenario, but Split-Funded

CFS Distribution Calculator

Remittting PSN#			$	-	Must net to zero
Remitting Position's CFS	**Current Budget**	**Current CFS Distr**	**PBA**	**New Budget**	**New CFS Distr**
	$217,776.00		$(4,992.00)	$212,784.00	
C3365	43,555.20	20.000%	$ -	$ 43,555.20	20.469%
C3364	65,332.80	30.000%	$ -	$ 65,332.80	30.704%
C3362	108,888.00	50.000%	$(4,992.00)	$103,896.00	48.827%
Totals	$217,776.00	100.000%	-$4,992.00	$212,784.00	100.000%
	$0.00			$0.00	

Receiving PSN#					
Receiving Position's CFS	**Current Budget**	**Current CFS Distr**	**Receiving PBA**	**New Budget**	**New CFS Distr**
	$99,768.00		$ 4,992.00	$104,760.00	
C3362	99,768.00	100.000%	$ 4,992.00	104,760.00	100.000%
	-	0.000%		-	0.000%
	-	0.000%		-	0.000%
Totals	$99,768.00	100.000%	$ 4,992.00	$104,760.00	100.000%
	$0.00		$0.00	$0.00	
	$0.00		$0.00	$0.00	

PBA Form –
Different Scenario, but Same CFS

Budget Transfer Tab

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
Different Scenario, but Same CFS												$ -		
00003119	ORIGINAL	$ 71,184.00	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	$ (2,851.00)	$ 74,035.00	PBA Temp - #3119 to #3472	Temp Reassignment
00003472	ORIGINAL	$ 57,012.00	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	$ 2,851.00	$ 54,161.00	PBA Temp - #3119 to #3472	Temp Reassignment

CFS Distribution Tab

Position Number	Account	Fund	Deptid	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	Distr % Adj	Update Actuals CFS	Transfer To / From	Brief Description
Different Scenario, but Same CFS												
00003119	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	-100.000%	N	PBA Temp - #3119 to #3472	Temp Reassignment
00003119	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	104.172%	N	PBA Temp - #3119 to #3472	Temp Reassignment
00003119	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	-4.172%	N	PBA Temp - #3119 to #3472	Temp Reassignment
00003472	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	-100.000%	N	PBA Temp - #3119 to #3472	Temp Reassignment
00003472	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	95.237%	N	PBA Temp - #3119 to #3472	Temp Reassignment
00003472	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	4.763%	N	PBA Temp - #3119 to #3472	Temp Reassignment

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PBA Form – Different Scenario, but Same CFS

CFS Distribution Calculator

Remitting PSN#			$ - Must net to zero		
Remitting Position's CFS	**Current Budget**	**Current CFS Distr**	**PBA**	**New Budget**	**New CFS Distr**
	$71,184.00		$(2,851.00)	$68,333.00	
Original	71,184.00	100.000%	$ -	$ 71,184.00	104.172%
Adjustment	-	0.000%	$(2,851.00)	$ (2,851.00)	-4.172%
	-	0.000%	$ -	$ -	0.000%
Totals	$71,184.00	100.000%	-$2,851.00	$68,333.00	100.000%
	$0.00			$0.00	
Receiving PSN#					
Receiving Position's CFS	**Current Budget**	**Current CFS Distr**	**Receiving PBA**	**New Budget**	**New CFS Distr**
	$57,012.00		$ 2,851.00	$59,863.00	
Original	57,012.00	100.000%	$ -	57,012.00	95.237%
Adjustment	-	0.000%	$ 2,851.00	2,851.00	4.763%
	-	0.000%		-	0.000%
Totals	$57,012.00	100.000%	$ 2,851.00	$ 59,863.00	100.000%
	$0.00		$0.00	$0.00	

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PBA Form – Different Funds

Budget Transfer Tab

Position Number	Current Scenario	Current Budget	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	PBA Adjustment	New Budget for FY23/24	Transfer To / From	Brief Description
Different Scenario and Fund Code												$ -		
00001533	ADJUSTMENT	$ 95,328.00	601300	PCR01	64100	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	$ (5,328.00)	$ 100,656.00	PBA Temp - #1533 to #1495	Recruitment
00001495	ORIGINAL	$ 90,996.00	601300	POM01	64100	0503	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	$ 5,328.00	$ 85,668.00	PBA Temp - #1533 to #1495	Recruitment

CFS Distribution Tab

Position Number	Account	Fund	DeptId	Pgm	Class	POM01 Designation	POM01 Sub-Designation	PBA Scenario	Distr % Adj	Update Actuals CFS	Transfer To / From	Brief Description
Different Scenario and Fund Code												
00001495	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	-100.000%	N	PBA Temp - #1533 to #1498	Recruitment
00001495	601300	POM01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ORIGINAL	94.469%	N	PBA Temp - #1533 to #1499	Recruitment
00001495	601300	PCR01	75000	0602	00000	UNDESIGNATED	UNDESIGNATED	ADJUSTMENT	5.531%	N	PBA Temp - #1533 to #1500	Recruitment

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PBA Form – Different Funds

CFS Distribution Calculator

Remitting PSN#			$ - Must net to zero		
Remitting Position's CFS	**Current Budget**	**Current CFS Distr**	**PBA**	**New Budget**	**New CFS Distr**
	$95,328.00		$(5,328.00)	$90,000.00	
Original	-	100.000%	$ -	$ -	0.000%
Adjustment	95,328.00	0.000%	$(5,328.00)	$ 90,000.00	100.000%
	-	0.000%	$ -	$ -	0.000%
Totals	$95,328.00	100.000%	-$5,328.00	$90,000.00	100.000%
	$0.00			$0.00	
Receiving PSN#					
Receiving Position's CFS	**Current Budget**	**Current CFS Distr**	**Receiving PBA**	**New Budget**	**New CFS Distr**
	$90,996.00		$ 5,328.00	$96,324.00	
Original	90,996.00	100.000%	$ -	90,996.00	94.469%
Adjustment	-	0.000%	$ 5,328.00	5,328.00	5.531%
	-	0.000%		-	0.000%
Totals	$90,996.00	100.000%	$ 5,328.00	$ 96,324.00	100.000%
	$0.00		$0.00	$0.00	

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Survey….training feedback

Your [feedback](#) of the training is greatly appreciated.

(it is anonymous)

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Thank you

Question?