

Title	PZRVCYD – Vacancy Report
Version	V 2.0
Date	January 21, 2010
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Process Owner	Minder
Dept/Division	South Dakota Board of Regents

Description:

The purpose of this report is to identify any vacancy that exists in the system. This is a report that mirrors the PZRLR11 report of vacancies to the Legislature. Specifically, institutions should use this report to validate all of their vacancies.

Items to Consider:

This report will not include any positions that have a 'Y' or 'X' (Excess Authority, No Open Position).

This report will also exclude BDGT in the Organization Code on NBAPBUD. This BDGT as defined in the Position Control Manual is a budget code for Excess Authority positions. They are not open positions but hold the excess FTE and Salary authority.

In addition to the Excess Authority positions, there is a need to in some cases use the NBRJOBS_CONTRACT_NO on the NBAJOBS Miscellaneous tab to identify when a position has an interim employee in the position. This is used because the ECLS code and PCLS code may not be the same as the permanent position (Temporary Employee versus Permanent Employee). The temporarily filled positions in the Miscellaneous tab will be excluded from this report.

Any position that has a 0.00 Base Budget and is not filled will not show up on this report.

Reference Information:

A. Forms used in this report include: PPAIDEN, NBAJOBS, NBAPBUD.

B. Items in this report include:

1. Position Number
2. Classification/Title
3. Department/Division
4. Physical Location of the Position (Pulls from the last incumbent in PPAIDEN)
5. Fund Source (Where this position is funded.)
6. Comments (Used to explain every vacancy, pulls from NBAJOBS)
7. Budget Basis (Budget Basis - period of the Position Annual Basis to be worked)
8. Annual Basis (Annual Basis - period of time the position is based upon, or budgeted for)
9. FTE (Full Time Equivalency)
10. Day Vacant (Days since the position was last filled or since the new position was added, if it has never been filled)
11. Budget (How much is budgeted currently for the position)

12. Expend (Expended is pulled from NBAPBUD, not from payroll or finance, shows how much has been spent this fiscal year only on this position)

Clarification: If you change the fund source during the fiscal year at any point, the expended amount is based on the position and how much has been spent on that position number and not the fund source.

13. Remaining (This is a calculation of Budgeted minus Expended)

14. Estimated Hours (Shows how many hours the position is expected work)

C. Example of Report:

PZRVCYD
Ver. 122009.31a

South Dakota Board of Regents
A/P Processing Center
Vacancy Report - Days Vacant
For : BOR

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Position	Classification	Deprt./Division	Location	Day Vac.	Comments	Est. Hrs	Fund Source
RE9966	Financial Aid Assistant	BOR/Enrollment Serv	Vermillion, SD	550		2080.0	General
Budget Bas	12.00	Budget					
Annual Bas	12.00	Expend					
FTE	1.00	Remaining					
RE9971	Financial Aid Assistant	BOR/Enrollment Serv	Vermillion, SD	132		1040.0	General
Budget Bas	12.00	Budget					
Annual Bas	12.00	Expend					
FTE	0.50	Remaining					
RE9973	Financial Aid Assistant	BOR/Enrollment Serv	Vermillion, SD	433		2080.0	General
Budget Bas	12.00	Budget					
Annual Bas	12.00	Expend					
FTE	1.00	Remaining					

D. Pre-work in NBAPBUD:

In order for this report to work correctly, comments will need to be populated on EVERY vacancy. Please add your comments with “LR11-FY10” at the beginning and “LR11-FY10” at the end so that the report will know to pull them.

If you plan not to fill the vacancy please use the following:

LR11-FY10 Position Frozen/Canceled LR11-FY10

If you are currently undergoing recruitment please use one of the following:

LR11-FY10 Initial Phase LR11-FY10

LR11-FY10 Interview Phase LR11-FY10

LR11-FY10 Offer Pending LR11-FY10

LR11-FY10 Offer Accepted LR11-FY10



The screenshot shows a web application window titled "Position Budget NBAPBUD 8.0.0.1 (PROD)". The interface includes several input fields: "Fiscal Year" set to 2010, "Employee Class" set to 28 NFE FLSA Exempt Employees, "Position" set to RE9922, and "Position Title" set to Assistant Director. Below these fields is a navigation menu with tabs for "Position Budget", "Salary Budgets", "Fringe Benefit", "Premium Earnings Totals", "Labor Distributions", and "Comments". The "Comments" tab is currently selected and active. Underneath the tabs is a "Comments:" label with a small icon, followed by a large, empty text area for entering comments.

Parameters for PZRVCYD:

There are five parameters for this report. They include the following:

1. Institution Initials (can use % for all)
2. As of Date (Date to run this report – based on effective date)
3. Fiscal Year (Fiscal year to run the report)
4. Comment Code (This has to include the LR11-FY## so the right comment codes pull in for the fiscal year).
5. Hours in the Fiscal Year (Hours for the fiscal year – typically this is 2080)

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File Edit Options Bock Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.0 (PROD)

Process: PZRVCYD Detailed Vacancy Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Institution Initials	
02	As of Date	
03	Fiscal Year	
04	Comment Code	
05	Hours in the Fiscal Year	2080

LENGTH: 15 TYPE: Character O/R: Required M/S: Single
ie: SDSU, DSU, NSU,...% for all

Process to run PZRVCYD:

Step	Action
1	Pull up PZRVCYD in Banner.
2	Next Bock.
3	Assign DATABASE in the printer field.
4	Complete the Parameter Values in order to run the report.
	<ul style="list-style-type: none"> a. Institution Initials – EMPR (SDSU, DSU, NSU, etc or % to run all) b. As of Date – Typically this the system date that you run (example: 18-JAN-2010) c. Fiscal Year – 2010 d. Comment Code – LR11-FY10 e. Hours in the Fiscal Year – 2080
5	Submit the parameter set.