

Departmental Positions Report

NWRDPOS INSTRUCTIONS

This report is used to find the comprehensive list of all positions (PCNs) for a Department or Mid-Level. This report includes Active, Vacant, and Cancelled positions. You will receive an email with an attached Excel Worksheet (.csv file) or you may review the output and save the file. You can re-sort the file the way you want (per your needs).

Who has access to this report?

Anyone who has taken EPAF training can run the report.

Go to NWRDPOS and enter the parameters as listed:

- 1) Department or Mid-Level code: Enter your Department or Mid-Level code
- 2) Show active or non-active: A = Active, N = Non-active and B = Both
- 3) Board Appointed or Not: A = All, B = Board Appointed, N = Non-Board Appointed
- 4) Coas Code: Defaults to 9 but enter V (chart of accounts)

Process: NWRDPOS Department Positions Parameter Set:

PRINTER CONTROL

Printer: DATABASE ... Submit Time:

Special Print: MIME Type: Plain Text

Lines: PDF Font:

PARAMETER VALUES

Number *	Parameters	Values
01	Org or Level 3 Code	
02	Show Active or Non-active	B
03	Board Appointed or Not	A
04	Coas Code	9

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit Hold Submit

To review, go to the top right corner and select “Related”

- a. Select “Review Output [GJIREVO]”
- b. The file number will automatically populate for the file you just requested. Select the three dots next to file name which will pull up a new window for you to select the right document (.csv file).

Process: NWRDERP Departmental Employees Report Number: 23305023

File Name: ... Beginning Date:

Lines:

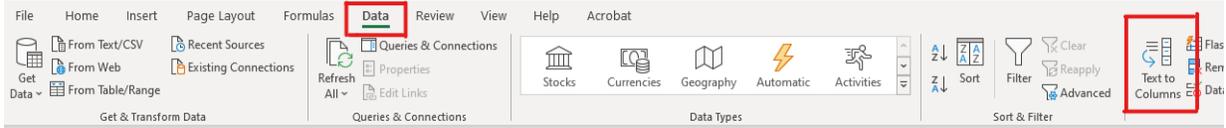
Departmental Positions Report

NWRDPOS INSTRUCTIONS

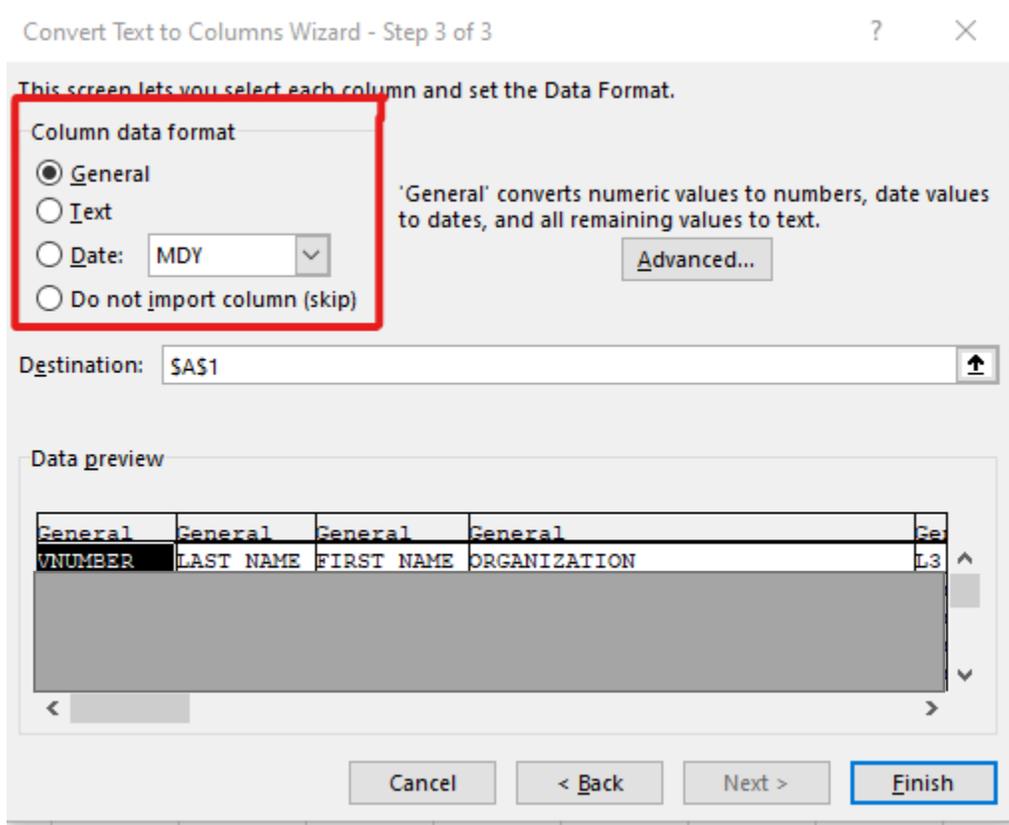
From the preview of the .csv file, you can select Tools in the top right corner, and export the file to Excel.

Here you will notice that the report runs together and you will need to separate the data into columns.

- 1) Remove the top 3 lines of information as they are not necessary to the report.
- 2) Highlight Column A. Select the Data tab then “Text to Columns”



- 3) “Delimited” is typically the default option. Click Next>
- 4) Check mark the “Comma” box. Click Next>
- 5) Finally, you can scroll through a preview of the columns proposed by excel based on your selections and adjust them as needed.
- 6) Click Finish when done.



Departmental Positions Report

NWRDPOS INSTRUCTIONS

PCN Status and what it means?

Active: Active employees. You can see who is currently in the PCN by looking at the far right in Columns W and X (Incumbent Name and V number). You can verify those in a PCN by using NBIPINC in Banner.

Vacant: Current PCNs that do not have an employee seated. These could also be used for needed PCNs for new or revised positions. Use NWRVACT report for more information on Vacant PCNs.

Cancelled: PCNs that may have been deleted from the system or have other purposes, including "Miscellaneous Groups." These can also be used for needed PCNs for new or revised positions.

Budget Salary and FTE (Columns O and P)

The budgeted salary and FTE feeds from NBAPBUD. Please work with your area's Fiscal Officer on budgeted salary questions.

The Mid-Level or Department code (Column C) a PCN reports under is dictated by the organization field within NBAPBUD on the salary budgeted tab (see below). If a PCN is split between Mid-Levels, it will only show on one area's report instead of both.

Fiscal Year: 2023 Position: 006157 Position Title: HR Recruitment Resource Spec Employee Class: C1 Classified 87.5 - 100 Start Over

Position Budget Salary Budgeted Fringe Benefit Premium Earnings Totals Labor Distributions Comments

SALARY BUDGET Settings Insert Delete Copy Filter

Fiscal Year: 2023 Organization: E44 Create Date: 06/12/2022

Status: Working Budget ID: FY23 Salary Group: 2023

COA: V Phase: SALARY Base Units: 26.0

Budgeted Amount*	47,153.60	Position Budget*	2,080.00
Encumbered Amount	0.00	Basis	
Expended Amount	0.00	Position Annual*	2,080.00
Remaining Amount	47,153.60	Basis	
<input checked="" type="checkbox"/> Create FTE or Salary Records		Budget Appointment*	100.00
		Percent	
		Budget FTE*	1.0000

Record 1 of 1