| How to determine PCN Vacancies – NBIPINC |

This link will show you how to determine PCN Vacancies in Banner using Form NBIPINC. It will also detail how to determine if a PCN needs to be reactivated as part of the Position Authorization process within People Admin.

| How to run NWRVACT – Vacant Position Report |

This link shows you how to run NWRVACT – Vacant Position Report within Banner. This will give you a list of the PCNs that are Vacant for a Mid-Level or Department or a specific budget.

*To return you will see a **GREEN** box like this one:

↑ Return to First Page ↑
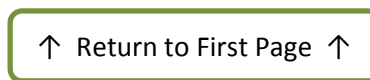
Simply click on it and it will return you to this page!

Any questions on PCNs, vacancies and this report should be directed to:

Jill Robertson
UI Position Control Specialist, 885-7122
or **jrobertson@uidaho.edu**

Updated as of: March 30, 2015

How to tell if a PCN is active: go to NBIPINC in Banner

Position Control Numbers (PCN's) are inactivated after being vacant for exactly <u>one year</u>, to the day. These need to be reactivated by the Budget Office through EIS (Employee Information System) on the State Controllers website before you can place someone on an inactive PCN. The Position Authorization Process within People Admin is required for your PCN's to be reactivated. Once your Position Authorization is approved the Budget Office, and you receive an Action # within People Admin, we will reactivate your PCN on the State Controllers website and you may use your reactivated PCN.

*Use NBIPINC to see if a PCN is active. You can see who has held that position in the past and who is currently assigned to it. Please use the <u>current date</u> as the Query date, sometimes a random date will flood in.

If there is a person currently in the PCN there will be <u>no end date</u>. See below. This PCN is active. ☺

Position Number:	007623 ▼		Query Date:	11-MAR-2015 ▦		Status:	
Title:	HR & Payroll Systems Manager					Budget FTE:	1.00
Position Begin Date and End Date:	26-OCT-2000					Filled FTE:	1.0

ID	Name	Suff	Status	FTE	Begin Date	End Date
V00024626	Johnson, Derek	00	A	1.00	29-JUN-2008	
V00024669	Menon, Geeta	00	T	1.00	04-DEC-2006	03-MAY-2008
V00008959	Weinmann, Janice D	00	T	1.00	07-JAN-2001	22-JUN-2002

If there's an end date for each person, find the <u>most recent</u> date. This PCN will inactivate exactly one year from the last date someone held that position. See below. This PCN will inactivate one year from 6/27/10….so it was inactivated 6/27/11. Before you can hire someone to fill an inactivated PCN you need to indicate "Reactivate PCN" within People Admin.

Position Number:	008332 ▼		Query Date:	11-MAR-2015 ▦		Status:	A
Title:	Fiscal Analyst					Budget FTE:	1.00
Position Begin Date and End Date:	01-JUL-1995					Filled FTE:	

ID	Name	Suff	Status	FTE	Begin Date	End Date
V00010503	Bieker, Carleen E	01	T	1.00	08-MAY-2000	22-JUN-2002
V00007750	Brainard, Mark C	01	T	1.00	24-SEP-2006	31-JAN-2007
V00012521	Breckon, Jon F	01	T	1.00	20-SEP-1997	24-APR-1998
V00011682	Conkey, Andrew D	00	T	1.00	21-SEP-1996	07-FEB-1997
V00011682	Conkey, Andrew D	01	T	1.00	08-FEB-1997	23-JUN-2001
V00011468	Conklin, Heather L	01	T	1.00	01-FEB-1997	30-MAY-1997
V00015657	Geidl, Linda R	01	T	1.00	16-AUG-1999	09-JUN-2001
V00100488	Kline, Joseph C	01	T	1.00	06-FEB-2000	23-JUN-2001
V00002624	Linley, Eversley A	01	T	1.00	27-JUN-1998	09-JUN-2001
V0085881	Mahoney, Trina	00	T	1.00	20-JUN-2004	27-JUN-2010
V00858811	Mahoney, Trina	01	T	1.00	24-SEP-2001	19-JUN-2004
V00230658	Paul, Anita L	01	T	1.00	28-JUN-1997	09-JUN-2001
V00092781	Trees, Glenda S	01	T	1.00	11-NOV-1999	23-JUN-2001

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How to find vacant PCN's: Use Banner Report – NWRVACT

To see vacant positions in your area please use NWRVACT. You can view or print by budget number/org, midlevel and by fund type. Use % for all.

- ➢ 01 – Effective Date – Use Current Date
- ➢ 02 – Mid-level or department code
- ➢ 03 – Beginning Orgn Code
- ➢ 04 – Ending Orgn Code
  - o 03 + 04 are used if reporting on only one budget / organization
- ➢ 05 – Fund Type. Use % for all
- ➢ 06 – Specify Year to get budget info for. If you leave this blank, it will pull the most current NBAPBUD salary and budgets

Process:	NWRVACT ▼	Vacant Position Report		Parameter Set:

Printer Control

Printer:	NOPRINT	▼	Special Print:	PORTRAIT

Parameter Values

Number	Parameters ▼	
01	Effective date (DD-MON-YYYY):	
02	Enter mid-level or department	M001
03	Enter beginning orgn code:	
04	Enter the ending orgn code:	
05	Enter the fund type	%
06	year to get budget info for	

This report can be printed or you can import the .csv file to Banner. When you use the Text Import Wizard, be sure to use "Delimited" and then select "Comma" from the list of options. Be sure to use "Text" settings for the PCN Column (E.g. 009695 instead of 9695)

Your report will look like this:

Position Title	PCLS	ECLS	PCN	Annual Number	Fund	Orgn	Acct	%
Graduate Assistant	12900	GA	9695	U11009	HAX001	E4105	100
Academic Faculty	10850	F6	4450	U11009	HAX002	E4105	100
Dir, Law Admssns	12402	E1	4466	U11009	HAX002	E4105	100
Assistant to Administrator 3	10503	E1	9297	U11009	HAX002	E4105	100
Temporary Faculty	15300	F8	9619	U11009	HAX002	E4105	100
Miscellaneous Groups (F1)	19018	F9	4499	U11009	HAX900	E4105	100
Academic Faculty	10850	F6	4424	U11001	HBX002	E4105	100
TH-Clerical/Tutor	19500	T1	HA9900	U11009	HBX002	E4110	100
TH-Instructor/Coach	19501	T1	HB9901	U11009	HBX002	E4110	100
TH-Instructor/Coach	19501	ST	HB9951	U11009	HBX002	E4135	100
Head of Public Services	10850	F1	4482	U11009	HCX001	E4105	100
TH-Clerical/Tutor	19500	T1	HC9900	U11009	HCX002	E4110	100

After finding a vacant PCN please look it up using NBIPINC to see if it's still active. (Using the current date as the query date.)

If the PCN is inactive or will be by the time you are going to hire, please fill out information in People Admin for the Position Authorization to reactivate PCN or fill vacant position.