



# University of Idaho

## Position Control Number Reporting Tools

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### What is a PCN?

A position control number (PCN) is a unique number assigned to benefit-eligible faculty and staff or a shared number assigned to student and temporary employees.

It is important to select the correct PCN when putting through an action to fill/refill or update a position description, as all university records for an employee are tied to that number. It is highly recommended to confer with college/unit fiscal officers if you have any questions about what PCN to use.

If you have an employee who is terminating, the PCN can be reused/refilled as needed.

If you are creating a new position or are unsure what PCN an employee is in, there are a variety of reports and forms to use when tracking and maintaining department/college PCNs.

### PCN Reporting Tools

#### Argos

- You will find helpful reports under the Departmental Reports and Human Resources Reports sections.
- If you need access to these reports, please [submit a ticket to Business Systems](#) under the Argos Requests section.
- When you request access, state that you need access to the HR Departmental Reports within Argos.

#### Banner

- Various forms in Banner will help in locating a PCN or job record of someone vacating a PCN.

[www.uidaho.edu/human-resources](http://www.uidaho.edu/human-resources) ■ 208-885-3611

# Argos

## How to access the Argos reporting tool:

1. Navigate to: <https://maps.uidaho.edu> and login with your Banner credentials.
2. You have two options: (1) Argos Web Viewer or (2) Argos. You may be prompted to download the Evisions Application Launcher.

 Argos Web Viewer

 Argos

If the application does not launch you may need to [download & install the Evisions Application Launcher](#).

## What PCN reports are available in Argos?

- PCN List by Department: Provides a list of PCNs for a given Level 2, Level 3 or Department org code
  - Drop-down menus for:
    - Employee type: Board Appointed, Non-Board Appointed, or both
    - Status: Not vacant, vacant or both
  - When you run the report, it will show you all the PCNs for that area based on your selection above
  - If you don't see a PCN, you can always try the Level 3 for a college or division. If you are unsure of your Level 3 code, go to FTIORGH in Banner and enter your org code and it will provide the Level 3 code.
- Departmental Employee List: Provides a list of employees under your org/department.
  - Drop down menus for:
    - Board Appointed, Non-Board Appointed or both
    - Employee Class
    - Active/Terminated/Leave Status
    - Enter Org, Level 3 or Level 2
- PCN List by Department: Provides a list of PCNs for a given Level 2, Level 3, or Department/Org
  - Drop down menus for:
    - Board Appointed, Non-Board Appointed or both
    - Status: Vacant or Non-Vacant, or both
  - When you run this report, it will show you all PCNs for that area based on your parameters.
  - If you don't see a PCN, you can always try the Level 3 to expand the PCN search to the college/division level.

# Banner

## How to access Banner:

3. Navigate to: [banner.uidaho.edu](http://banner.uidaho.edu)
4. Click Banner g and log in with your UI credentials

Once you are logged into Banner, you can navigate to the appropriate form.

## What Forms/Reports are available in Banner?

- **NBAJOBS:** This form contains employee job records listed by PCN. Searches can be done for an employee by their Vandal number or name. If an employee is vacating a position and you need to know what PCN they are in, you can search for them in NBAJOBS.
  - If you want to be sure to pull all PCN records, you can use a query date of 01/01/1996.
  
- **NBIPINC:** This form shows the employee history for a given PCN, and whether the PCN is active or not. You can see who has held that position in the past and who is currently assigned to it.
  - Please use the current date as the query date, sometimes a random date will flood in.
  - If there is a person currently in the PCN there will be no end date. This PCN is active.
  - Position Control Numbers (PCN's) are inactivated after being vacant for exactly one year, 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. This process is completed through the action workflow.
  
- **NWRDPOS:** This report pulls a comprehensive list of all PCNs for an org/department or Level 3. It includes active, vacant, and cancelled positions.
  - You will receive an email with report output, in an Excel file or you can review the output and save the file.
  - Resort the file as needed
  - Anyone who has taken EPAF training can run this report.
  - Parameter Values:
    - Org/Department or Level 3 code
    - Show Active or Non-Active
      - A = Active
      - N = Non-Active
      - B = Both
    - Board Appointed or Not
      - A = All
      - B = Board Appointed
      - N = Non-Board Appointed
    - COAS code = V
    - F10 to submit