Position Number Guidance

Primary position numbers for all monthly and bi-weekly paid employees begin with the digit "1" and have a suffix of 00.

All secondary assignments or additional earnings in **academic areas** during the academic year will be placed on the primary position number with a one up number suffix which is normally 01 using MTH 107.

If the secondary assignment or additional earnings is not related to the employee's primary job and has a different FOAP, a temporary "pooled " position number, beginning with the digit "7" and the 00 suffix with an appropriate title for the activity, should be used on EPAF MTH107 if the employee is paid monthly and BWK103 if paid bi-weekly. Examples would be a staff employee teaching a class or an employee working an event in Emens or for Athletics. If a position does not exist with the correct FOAP, one can be assigned by UHRS when provided with: the E-class of the employees to be placed in this position, the FOAP, the desired title, and the supervisor of the position. These positions for faculty will have the E-class of TF during the academic year. The Position Number Request form is found at this link: http://cms.bsu.edu/about/administrativeoffices/humanresources/banner-user-guide

If a secondary assignment is related to the employee's primary job in a non-academic area with the same FOAP, it will be put on the additional (default) earnings section of EPAF 300 (MTH300) i.e. workshop using the primary position number with the 00 suffix. The position number used with an MTH300, must be an active assignment or, in other words, have a job information section already established in Banner which is the case with the employee's primary position number with the 00 suffix. Also, the primary position number cannot be charged to a grant.

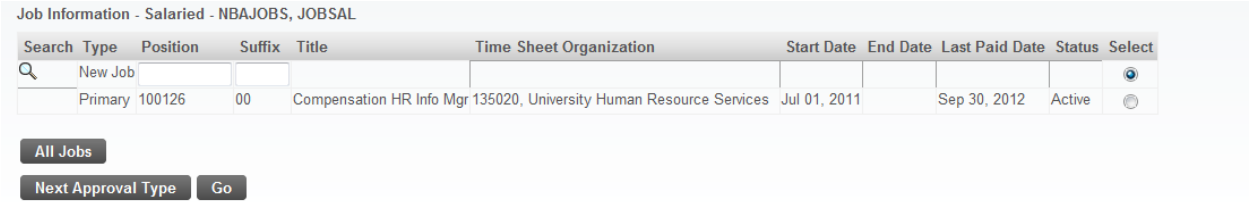
A PDF of position numbers for all departments with their FOAPs is posted on the UHRS website which is updated monthly. This is the link to that listing: http://cms.bsu.edu/-/media/WWW/DepartmentalContent/HumanResources/PDFs/A_monthlyposnFOAPpostings/Sept2014.pdf

If an employee's only assignment is temporary bi-weekly or temporary monthly, the employee's primary position number begins with the digit "7" and has 00 in the suffix. This is also true of retiree position numbers.

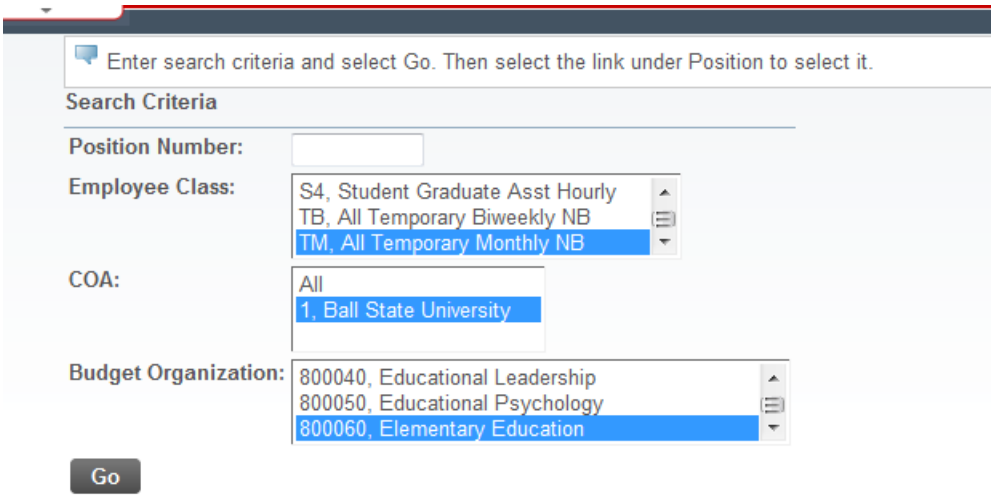
All faculty assignments for summer have position numbers that begin with the digit "7" and are in the "TM" E-class. Federal work study student employee position numbers begin with the digit "8". All other student employee as well as graduate assistant employee position numbers begin with the digit "9".

Finding the Right Position Number

1. If this is a new hire and the position has been advertised, the position number will be on the posting.
2. If you are uncertain of the position number, check your department listing of position numbers with FOAPs on the website at the following link: http://cms.bsu.edu/-/media/WWW/DepartmentalContent/HumanResources/PDFs/A_monthlyposnFOAPpostings/Sept2014.pdf
3. If the position number is for a secondary job, you can also search for it in the EPAF by clicking on the "New Job" search icon shown below.



4. Enter the E-class and Budget Organization and click "Go"



5. A list like that below will appear from which you select the position number.

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
798207	First Summer Stipend Ldrshp Bd	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798229	Summer Semester Provost Grants	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798265	First Summer Teaching	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798570	Interim Chairperson	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798694	Second Summer Teaching	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798703	Summer Semester Teaching	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798784	Overload	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798964	Provost Grants Academic Year	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798965	Ldrship Bd Grant Academic Yr	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798975	Temp Professional	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	

6. If you can't select the correct position based on the title shown select a position and proceed to the labor distribution portion of the EPAF to determine if it has the correct FOAP as shown below.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 11/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End
1		163058	800060	610040	2001					100.00	
									Total:	100.00	

7. If none of the position numbers have the correct FOAP or if some position numbers have XXX's in the account, contact UHRS to request a new position number. A new position number can be assigned when UHRS receives the FOAP; the E-class of the position; the title you want the position to have; the supervisor of this position; and the budget amount if available. The position number request form is available at the following link: http://cms.bsu.edu/-/media/WWW/DepartmentalContent/HumanResources/PDFs/Banner%20Forms/HR156.pdf