



Temple University Budget Office

Position Control System

On July 1, 2001 the development of a new, automated Position Control System to be used by the University Budget Office, the Office of Human Resources, Research and Program Development, and Grant Accounting to track all budgeted full-time positions for the University (exclusive of Temple University Health System, Inc.).

The Position Control System, which was developed with the technical assistance of the Office of Computing and Information Systems, assigns a unique number to each budgeted full-time position. All employee requisitions must contain a Position Control Number for Human Resources processing to occur.

Position Control Numbers for fully grant-funded positions will be assigned by those offices that currently approve grant-funded employee requisitions. The Position Control System will not cause any delays in hiring of duly authorized positions.

The Position Control System is not designed to replace the existing processes for requisition and approval of positions. Rather, it is a tool to track properly authorized and funded positions.

Purpose of Position Control

- The purpose of the Position Control System is to assure that University hiring decisions are consistent with approved budgets. The system will not allow a unit to hire an employee at a salary higher than the approved budget in Position Control and the system will not allow the hiring process to begin without an appropriate Position Control Number.

Scope of the Position Control System

- The system is used to identify, authorize, and track all the budgeted full-time positions for the University. The system is used to insure that only budgeted and funded positions can be filled.
- A position number is necessary for an employee that meets the following criteria:
 - The employee will hold a full-time faculty or non-faculty position within the University, regardless of funding source (excludes Temple University Hospital personnel),
 - The employee will be charged to account code 60XX or 65XX on the appropriate center,
 - The employee will receive regular full-time compensation. (Regular pay is the only type of pay accounted for by Position Control),
 - And employee's status in the Human Resource System is active, leave with no pay, leave with partial pay or leave with full pay.

Budget

- The 10-Fund Budget in Position Control will tie to the individual unit's cost center report by full-time account code.
- Annual salary increases, which are approved by Human Resources, will be supplemented to Position Control and Cost Center by the Budget Office. All vacant non-faculty positions will also receive the appropriate bargaining unit increase.

Operating Principles of Position Control

- A position cannot be budgeted for less than the employee's actual salary.
- A position can be budgeted greater than the employee's actual salary.
- If a unit is granted approval for a new position, the unit will be required to pay necessary benefit costs for the position at the current benefit rate.
- To upgrade a position, a unit can only use appropriate compensation budget. *e.g.: To upgrade a faculty position, the unit can only use faculty compensation budget. To upgrade a non-faculty position, the unit can only use non-faculty compensation. Transfer between compensation categories is not allowed.*
- If an employee transfers out of a unit into another unit within the University, the Position Number will not be transferred with the employee. The employee will obtain a new position number from his/her new department.

Budget Unit's responsibilities and actions

If the unit decides to initiate a 10-Fund salary increase for an employee, the unit will be required to notify the Budget Office of the budget adjustment to cover the salary increase before Human Resources can take appropriate actions. Please note that a unit can only use available compensation budget to upgrade personnel.

At the beginning of each fiscal year, the budget unit will receive a Position Report: B-2 Report for non-faculty personnel and/or B-4 Report for faculty personnel. It will be the unit's responsibility to verify data on these reports and to ensure that the information represents their current fiscal budget.