
Position Control Overview

Patty Epps
Position Control Accountant
x8122
Patricia.Epps@humble.k12.tx.us

Position Control, Staffing Reports, Supplemental Pays

- What is Position Control?
 - Staffing Reports Overview
 - Supplemental Pay Accounts
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What is Position Control?

- Position Control is budgeting and tracking positions to staff campuses and departments.
 - The positions are created, allocated by organization, and then filled by personnel.
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Why is this Important?

- Position Control is important to ensure every employee is in a position that is in the adopted budget.
 - Staffing is a large part of the budget and it is critical that we ensure positions and their respective locations, budget codes, and full- or part-time status are all accurate and reported appropriately.
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Position Control – Vacancies

- When an employee leaves and a position becomes vacant, the position posted to rehire should be the position that the employee is leaving.
 - The position number should also be referenced.
 - This information can be found on the Position Control Reports for your campus or department.
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Position Control – Subs for Vacancies

- When entering subs for vacancies in Aesop, the budget code for the position needs to be referenced in order for the sub to be paid.
 - The position number can be referenced in the notes as additional and helpful information.
 - NOTE: When entering the budget code for the sub, use the appropriate Object Codes: 6112 for teachers and 6122 for paras.
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Staffing Reports

Staffing Reports

- Staffing reports serve as a valuable resource to reference a position number or budget code for a position or employee at your campus or in your department.
 - The elements of the budget code include Funding source (i.e. 199), Function (11 for educator), Object (6119 or 6129), Org or Dept #, Program Intent Code (i.e. 11, 23).
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Staffing Reports

- If you would like to set up a meeting to review your campus reports in more detail, please contact me. I would be happy to meet with you.
 - For any questions or updates, please contact Patty Epps, x8122 or email me at Patricia.Epps@humble.k12.tx.us
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Supplemental Pay Forms

Supplemental Pay Form - Submittal

- Prior to submitting Supplemental Pay Forms to Payroll, please ensure:
 - The account number referenced is accurate
 - Appropriate funds are in the account referenced
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Supplemental Pay Form - Review

- All forms will be reviewed for proper funding.
 - In the case where the balance is less than the amount of the form, I will contact you for a Budget Amendment and hold the form until you contact me that the Amendment was done and provide the Journal #.
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Supplemental Pay Form – Review, cont.

- If I do not receive that information by the time the forms are due back to Payroll, the form will be held until the following pay period and the pay will not be processed.
 - For Time and Attendance, please work with your Bookkeeper to get the appropriate account and funds for your supplemental pay.
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Questions?

Thank You

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