

AUTOMATED VACANCY REPORT INSTRUCTIONS

April 1, 2010

GENERAL DEADLINES:

Quarterly reports of vacant permanent and budgeted temporary positions are required for position control and reporting purposes. The Mānoa Budget Office (MBO) will run vacancy reports at the end of each quarter pursuant to System Budget Office requirements. Programs will have five (5) working days after the end of the quarter to update the status of the vacancy in the PeopleSoft (PS) position panels. When special vacancy reports other than the regularly scheduled quarterly report may be required, programs will be notified in advance to update the vacancy comment field in the PS position panel.

PS instructions (see Attachment 1 for PS screen panels):

- 1) On the PS menu select Add/Update Position Info
- 2) Type in the position number, click in the box – correct history and click search; this takes you to the Description panel
- 3) Click on the Budget and Incumbents panel tab on the top
- 4) Select the appropriate vacancy comment
- 5) Review the rest of the information reflected on all position panels and enter any changes as necessary. Note: For permanent and budgeted temporary positions, UH Position Data 4 panel should show the original budgeted source of funds regardless of current source of funds used to support the position.
- 6) Hit the save button at the bottom of the panel to save the changes

DEFINITION OF VACANCY

An incumbent who has left a permanent position (resigned, retired, non-renewal of appointment, death, etc...) and has no return rights to the position. If funds are being used to hire a temporary employee through a temporary position, casual appointment, lectureship, etc... position is still considered vacant.

VACANCY COMMENTS

Vacancy comment is a field on the Budget and Incumbents panel used to describe the status of the vacancy and the reason it remains vacant.

Listing of Vacancy Comments in PS

PS Value	Vacancy Comment
A	Offer Made and/or Accepted
B	Interviewing
C	Position Advertised
D	Developing PD
E	Pending Reorganization
F	Not Yet Established

G	Not Recruiting - Insuff Funds
H	Not Recruiting – Funds Realloc
I	Funds Encumb – Temp Position
J	Funds Encumb – Other Curr Expens*
K	Funds Encumb – Shortfall Adj
L	Pending Classification
M	Pending Approval to Fill
N	Position Abolished, FTE Remains

*Note: do not use this code for G-funded positions

CHANCELLORS VACANCY POOL

Periodically we will be required to sweep vacant positions that are identified based upon the latest quarterly vacancy report by the MBO and approved by the VCAFO. Date of vacancy and recruitment status will be the criteria used to determine which positions are to be swept.

Once the positions are identified, the affected programs will be notified by the MBO. The program will be responsible for changing the EAC code to **22 10 00 00** within 5 working days of notification. Positions will be reallocated from the pool only with the written approval of the VCAFO. The MBO will change the EAC of the reallocated position to that of the receiving program.

PS instructions (see Attachment 1 for PS screen panels):

- 1) On the PS menu select Add/Update Position Info
- 2) Type in the position number, click in the box – correct history and click search; this takes you to the Description panel
- 3) In the Position Information section, insert a row by clicking on the plus sign located in the top right corner
- 4) Enter the effective date of the transfer
- 5) Select the Reason Code “DPT” for Department Code Update
- 6) Change the Department Code to 22100000
- 7) Review the rest of the information reflected on all position panels and enter any changes as necessary.
- 8) Hit the save button at the bottom of the panel to save the changes

FALLBACK POOL

As with the Chancellors pool, programs are responsible for changing the EAC code to **22 10 00 00** whenever a position becomes vacant due to the incumbent taking an executive position. Fallback positions will be restored to the program only with the written approval of the VCAFO. The MBO will change the EAC code to that of the appropriate program.

PS instructions (see Attachment 1 for PS screen panels):

- 1) On the PS menu select Add/Update Position Info

- 2) Type in the position number, click in the box – correct history and click search; this takes you to the Description panel
- 3) In the Position Information section, insert a row by clicking on the plus sign located in the top right corner
- 4) Enter the effective date of the transfer
- 5) Select the Reason Code “DPT” for Department Code Update
- 6) Change the Department Code to 22100000
- 7) In the Job Information section, click on Remarks and type in the name of the incumbent
- 8) Review the rest of the information reflected on all position panels and enter any changes as necessary.
- 9) Hit the save button at the bottom of the panel to save the changes

PSEUDO NUMBERS


The MBO will be responsible for creating the pseudo number record in the position file. When the program is establishing the new position utilizing the pseudo number you need to create a record in the PS position panel (see attachment 2). The PS Position Data 5 panel is used when establishing BJ and BT pseudo numbered positions. In such cases, the pseudo number needs to be switched with the permanent position number. The panel is also used to reference to old position numbers in the cases where new positions are created with the position count from abolished positions.

PS instructions (see Attachment 1 for PS screen panels):




- 1) On the PS menu select Add/Update Position Info
- 2) Type in the pseudo number, click in the box – correct history and click search; this takes you to the Description panel
- 3) In the Position Information section, insert a row by clicking on the plus sign located in the top right corner
- 4) Type in the effective date
- 5) Select the Reason Code “EST” for Establish Position
- 6) Review the rest of the information reflected on all position panels and enter any changes as necessary.
- 7) Click on the UH Position Data 5 panel tab on the top
- 8) On the UH Position Data 5 panel enter the permanent position number in the Pseudo Num field. Click on the Switch Pseudo button to swap the position numbers.
- 9) Hit the save button at the bottom of the panel to save the changes.

Description | Specific Information | Budget and Incumbents | UH Position Data4 | UH Position Data5








Position Information Find | View All | First | 1 of 15

Position Number: 0082344
 Headcount Status: Open Current Head Count: 0 out of 1
 *Effective Date: 10/12/2007 *Status: Active NTE Date
 *Reason: UPD  POSITION DATA UPDATE Action Date: 08/23/2006
Return Rights EmplID



Job Information

*Business Unit: UHPSS  Univ of Hawaii PeopleSoft Sys Manager Level: Non-Manager
 Job Code: I5M09  PROFESSOR, UHM, 9-MO Union Code: 07  Included Faculty & Lect
 *Regular Shift: N/A Functional Code:
 Working Title: Remarks

Work Location

*Reg Region: USA  United States Island Code 2 
 Department: 22123300  ENGLISH DEPT Company: BOR UH - Board of Regents
 Location: UH  University of Hawaii
 Reports To:  Dot-Line: 
 Supervisor Lvl: 








Salary Plan Information

Salary Admin Plan: M09  Grade: I5M09 Step:
 Standard Hours: 40.00 Work Period: W  Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00	8.00	

 USA

FLSA Status: No FLSA Required

 Save |  Return to Search |  Next in List |  Previous in List |  Notify |  Add |  Update/Display

 Next tab

Description | Specific Information | Budget and Incumbents | UH Position Data4 | UH Position Data5

Description | **Specific Information** | Budget and Incumbents | UH Position Data4 | UH Position Data5

Position Number: 0082344

Headcount Status: Open

Current Head Count: 0 out of 1

Specific Information Find | View All | First | 1 of 15 | Last

Effective Date: 10/12/2007 Status: Active

Job Profile ID: 

Max Head Count: 1

Mail Drop ID:

Work Phone:




Education and Government

Position FTE: 0.50000










*Classified Indicator: Classified


CS Data

Exempt:

BU Exclusion:    Special Working Condition

Selective Certification:

 Save |  Return to Search |  Next in List |  Previous in List |  Notify |  Previous tab |  Add |  Update/Display |  Include History

 Next tab

Description | Specific Information | Budget and Incumbents | UH Position Data4 | UH Position Data5

Description | Specific Information | **Budget and Incumbents** | UH Position Data4 | UH Position Data5

Position Number: 0082344

Headcount Status: Open

Current Head Count: 0 out of 1

Vacancy Comment






Current Incumbents				Customize	Find	First	1 of 1	Last
EmplID	Empl Rcd#	Name						Job Data
	0							Job Data

 Save |  Return to Search |  Next in List |  Previous in List |  Notify |  Add |  Update/Display |  Include History

 Previous tab |  Next tab

Description | Specific Information | Budget and Incumbents | UH Position Data4 | UH Position Data5

Position Number 0082344

Scroll Area						Find View All	First	1 of 15	Last
Department:		22123300		Effective Date:		10/12/2007			
Job Code:		I5M09		Action Reason:		UPD			
Account Codes						Find View All	First	1 of 1	Last
UOH Cd	Org Cd	*MOF	BD tp	Account Code	% of Dist	GL/Type	NTE Date:		
101	 AB	A	 J1	G024	100.000	BASER			

 Save |
  Return to Search |
  Next in List |
  Previous in List |
  Notify


 Add |
  Update/Display |
  Include History

 Previous tab |
  Next tab

Position Number: 0082344

Open/Filled: 0

Position Headcount:

Scroll Area		Find	View All	First	1 of 15	Last
Effective Date:	10/12/2007	Status:	Active			
Action Reason:	UPD	Position FTE:	0.50000			
Department:	22123300	ENGLISH DEPT				
Job Code:	I5M09	PROFESSOR, UHM, 9-MO				
Position Status:	Approved					
Title:						Short:
Sal Plan/Grade/Step:	M09	I5M09				
	Position Number:					Pseudo Num:
	0082344					
Switch Pseudo						

 Save |
  Return to Search |
  Next in List |
  Previous in List |
  Notify

 Add |
  Update/Display |
  Include History

 Previous tab