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Position Control

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I. REASON FOR THIS POLICY

In order to maintain balanced operating budgets, it is important to maintain positions with the appropriate status in Banner. Newly created positions, must route through the appropriate approval levels before the hiring process may begin.

II. STATEMENT OF POLICY

All new positions not included in a unit’s original budget require the approval of the unit supervisor, as well as Human Resources, the President’s Office and the VPFA Office. New positions should not be created to the detriment of a unit’s ability to fund non-salary expense at an appropriate level. As part of the strategic planning process, the VPFA Office, each unit and their respective VP Office will review salary expense as a component of the unit available funding and budget allocation.

Newly created position budgets must also include employee benefits for all positions considered benefit eligible. All regular full-time and regular part-time (50% or more time for at least six months per year) employees are eligible for benefits as provided by the Board of Regents and State. The System Budget Manager will alert the institutions to updated benefits standards when information becomes available. Benefits must include:

- a. Social Security and Medicare – The employer’s obligation is determined by a percent applied to all employees taxable wages up to a maximum salary level per employee.
- b. Retirement – Employer’s contribution for employee retirement is 6% of total salary for all regular full-time and regular part-time Class A employees. The contribution for Class B members is 8% of total salary. Class B Public Safety employees are campus security guards. Class A employees are all other regental employees.
- c. Worker’s Compensation and Unemployment Insurance – State workers compensation assessment rates are based on agency specific experience rates. Depending on experience, the rates are adjusted upward or downward and are identified each year.
- d. Life and Health Insurance/Flex Plan Fees – The cost for health and life insurance is per benefit eligible employee and will be identified annually.

III. DEFINITIONS

FTE – “Full-time equivalent” is a number which designates staffing level where one full-time equivalent position is equal to the number of days, Monday through Friday, in a fiscal year, multiplied by eight hours per day.

Position Status – A position in Banner’s Position Budget screen, NBAPBUD, has a status consisting of one of the four following:

1. Active – An employee can be assigned and hired into this type of position. A job can be assigned (via NBAJOBS, which is the Banner screen that defines the employee’s job) only to a position whose status is active.
2. Inactive – Position has been created in the Banner screen NBAPOSN, but has not yet been activated in the position budget screen and a funding source has not been identified, nor budget allocated.
3. Frozen – Position has been budgeted for, but has not been filled or is currently vacant and is to be re-activated at a future time.
4. Cancelled – position was previously funded, but will no longer be used. A cancelled status can be assigned to a position only if all employee job records assigned against the position have been terminated. Once a position has been cancelled, it is not utilized again.

Position Type – A position is either single or pooled.

1. Single – a position used for one incumbent up to 1.0 FTE.
2. Pooled – a position that may have multiple incumbents and any number of FTE.

IV. PROCEDURES

A request for approval must be sent through Your Future. The request should include the following:

- A description of how the position advances the programmatic needs of the unit.
- A short term and long term funding plan that documents how the position and related expense will be funded, either through additional revenue or expense reallocation. A request for a new position should be made through the UBC for all institutional core centers or SCRC for all support and designated centers. Only if a new position is requested for funding via shared support and requires an increase in the shared support rate. After approval is obtained by the UBC or SCRC, additional budget authority for the relevant source should be requested through the Budget office. This request should include the necessary FTE related to the new position, or if current position budgets are reallocated, the position number that the existing FTE will come from. The VPFA Office recommends to the requestor.
- If approved, the VPFA Office will forward the position description and associated information to the Human Resource Office, via Your Future.
- Before position approval is forwarded to the Board of Regents, all new positions require the approval of the President.
- Upon classification, a position number will be assigned and the unit will be notified of the classification and salary range.

Once the position has been approved, the position should be activated with the appropriate funding source identified. The account code shall be identified based on SDCL 2-14-2, the following definitions shall be applied:

- a. Faculty (including Adjunct, Clinical, and Graduate Assistants) and Instructional Administrative 9-12 month with standard workload = 1.0 FTE
 611020 – Account Code – Instructional Administrative
 611030 – Account Code – Faculty
 611040 – Account Code – Graduate Assistants
- b. Non-Instructional Administrative, Professional/Technical, and Career Service
 Number of hours in a year (typically 2080) or 12 months = 1.0 FTE
 611010 – Account Code – Non-Instructional Administrative
 611050 – Account Code – Professional Technical
 611060 – Account Code – Career Service
- c. Non-workstudy part-time clerical, Temporary and Labor
 Number of hours in year (typically 2080) = 1.0 FTE
 611170 – Account Code – Part-Time Temporary
- d. Workstudy Labor and Student Interns excluded in the FTE calculations
 611110 – Account Code – Student Labor
 611115 – Account Code – Student Fellows
 611130 – Account Code - Workstudy

V. RELATED DOCUMENTS, FORMS AND TOOLS

SDBOR position control manual is available on the BOR Training and Development website:

[http://mytraining.sdbor.edu/resources/Banner/HR/PositionControlManual1 %209 %202010.pdf](http://mytraining.sdbor.edu/resources/Banner/HR/PositionControlManual1%209%202010.pdf)

Benefits calculator: <https://portal.usd.edu/financial/financial-affairs/budget.cfm>