

Position Control Change Form Instructions

MIS Form #545

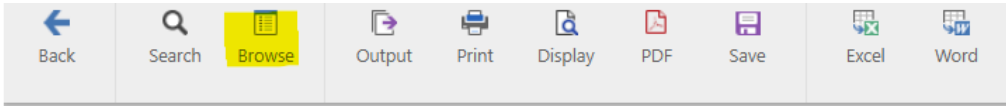
Complete the MIS 545 to request position changes, including number of units, funding changes, title changes, etc. You may contact Position Control staff, listed below, for assistance.

Jennie Sodetz	Position Control Specialist	x42497	jsodetz@pasco.k12.fl.us
Joanna Rodriguez	Compensation Analyst	x42381	jcrodrig@pasco.k12.fl.us

Date	Enter the date requested
Department	Enter the department name/cost center number making the request
Action Requested	<p>Choose the action from a drop-down list:</p> <p>Add Unit(s)– Use to request units for new positions or additional units for existing positions</p> <p>Increase/Decrease – Use to request an increase in units for one position and a decrease in units for another, essentially transferring units from one position to another. All requests to increase must be accompanied by a decrease to offset the increase. Use increase/decrease when requesting a fund change. If increasing units only, choose ADD.</p> <p>Freeze – Use to freeze units</p> <p>Unfreeze – Use to unfreeze available units</p>
Units	Enter the number of units requested
Job Class Code	Enter the associated job class code (4 digit job code); If the job code is unknown, please contact Position Control staff for assistance (see picture below)
Job Class Description	Enter the associated title (job class description) of the position
Effective Date	Enter the effective date of the change
Location	Enter the location (cost center)
Funding %	Enter the % as a decimal Ex: enter .5 for 50%
Fund Source	Enter the fund source Ex: General, Title I, Title II, IDEA, EHS, FNS, etc.
Account Strip	Enter the account strip; Please be sure to verify that a budget line has been created for any new account strips. (see picture below)
Position #	<p>Enter the position number if requesting a change to an existing position. If requesting a brand-new position, enter TBD (To Be Determined).</p> <p>You may find the position number under Position Inquiry. Go to Human Capital Management → Human Resources → Position Control and Budgeting → Position Inquiry. See below:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Tyler Menu</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Search"/> </div> <ul style="list-style-type: none"> v Enterprise ERP <ul style="list-style-type: none"> > Financials v Human Capital Management <ul style="list-style-type: none"> v Human Resources <ul style="list-style-type: none"> > Personnel Setup v Position Control and Budgeting <ul style="list-style-type: none"> Position Inquiry Position Control Job Class Master </div>

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Position Identification

Position: 101923 Description: TCH MATH HS

State Pos: 51033 Status: A - ACTIVE Create Date: 07/01/2013 Effective Date: 07/01/2022

[MAIN](#)
[SALARY DATA](#)
[BUDGET](#)
[CIVIL SERVICE](#)
[COMMENTS](#)
[USER DEFINED FIELDS](#)

Job Class: 3020 TCH MA HS

Group/BU: 2000 - INSTRUCTIONAL

Location: 0031 - PASCO HIGH

Replaced with: 0

Filled at: ...

Max Employees: 6.0000

Risk Code: 2 PROFESSIONAL/CL

EEO Class: ...

EEO Funct: ...

Reference: T

Schedule: ...

Team: ...

Personnel Status: 10 - FULL TIME BENEFIT ELIGIBLE

Position Type: 3020 OLL HIGH SCHL BASIC INSTR


Project String: . . .

Allocation: 0


Account: 1100.0031.13.90010.512000.5100.0000

Account Description: Classroom Teacher Salary

To search for an existing position, click search.

 Search

Enter the search parameters and click accept. (Search by location and select "active" under status)

 Accept

You can scroll through records using the arrows at the bottom or select browse to view the list of positions.

Employee Name/Number	Enter the name(s)/number(s) of all employees associated with the position # listed above
Comments	Include any additional comments or instructions
Authorizations	<p>Appropriate routing for approvals is as follows:</p> <ul style="list-style-type: none"> → Department Head: head of department making the request → Grants Administration: if grant funding is affected, grants administration must review and sign the request to verify that funds are available, and positions are in line with grant specifications → Finance: finance must review and sign ALL position control change requests to verify the account strip(s) and establish new budget lines, if needed → Superintendent's Staff: signature required → Board (if applicable): Enter the Board date the position control change form is approved. Board approval is required for net increases in position units and changes in fund source.
Position Control	Once all authorizations have been obtained, submit the form to Jennie Sodetz, <i>Position Control Specialist</i> , in HREQ for processing. jsodetz@pasco.k12.fl.us