# Departmental Positions Report – NWRDPOS Instructions

This report is to find the comprehensive list of all Positions (PCNs) for a Department or Mid-Level.  It includes Active, Vacant and Cancelled Positions.  You will receive an email with an attached Excel Worksheet (.csv file) or you may review the output and save the file. You can re-sort the file the way you want (per your needs).  You can also review output using GJIREVO within Banner, save the file as .txt and import into Excel.

Who has access to the report?
Anyone who has taken EPAF Training can run the report.  Enjoy it!

What is the info in the Report?
This is a list of all Positions – e.g. PCNs per Department or Mid-Level
There is a column with PCN Status of:

 ➤ Active – Active employees, you can see whom is in the PCN by looking at "Incumbent Name and Incumbent Vnumber" [Column U] to the far right.  Note:  for 9000+ PCNs (e.g. Postdocs, Temp Faculty, Temp Help, etc.) only the 1st incumbent is listed, so one row per PCN regardless of how many employees might be seated in the 9000 PCN.
     o You can verify those in a PCN by using NBIPINC in Banner
     o Run NWRDERP – Department Employees Report for a comprehensive list of all current employees
 ➤ Vacant – Current PCNs that do not have an employee seated.  These could also be used for needed PCNs for new or revised positions
     o Use NWRVACT – Vacant positions report for more info on Vacant PCNs
 ➤ Cancelled – Cancelled PCNs include those that were deleted from the system.  Some of these have other purposes, including "Miscellaneous Groups" etc.  They could also be used for needed PCNs for new or revised positions

Budgeted Salary and FTE:  Columns M and N
 ➤ The Budgeted salary and FTE comes from NBAPBUD.  Please work with your area's Fiscal Officer on budgeted salary questions
 ➤ The Mid-Level / Department a PCN reports under is dictated by the organization field within NBAPBUD on the salary budgeted tab (see screen shot below).  If a PCN is split between Mid-Levels, it will only show on one area's report

| | | | |
|---|---|---|---|
| Fiscal Year: | 2018 | Employee Class: | C1   Classified 87.5 - 100 |
| Position: | 008255 | Position Title: | UI Position Control Splst |

| Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments |

| | | | | | |
|---|---|---|---|---|---|
| Fiscal Year: | 2018 | Organization: | XFX009 | Create Date: | 01-JUL-2017 |
| Status: | Working | Budget ID: | FY18 | Salary Group: | 2018 |
| COA: | 9 | Phase: | SALARY | Base Units: | 26.0 |

In Banner, go to:  NWRDPOS – Department Positions and enter the Parameter Values:

01)    Department or Mid-Level:        Enter your Department Code or Mid-Level

02)    Show Active or Non-active:
       A = Active Positions
       N = Non-active Positions
       B = Both

03)    Board Appointed or Not:
       A = All
       B = Board Appointed
       N = Non-Board Appointed

04)    Coas Code:  defaults to 9 – University of Idaho Chart of Accounts

| Process Submission Controls  GJAPCTL  8.8UI  (* PROD *) | | | |
|---|---|---|---|
| **Process:** NWRDPOS ▼ Department Positions | | **Parameter Set:** ▼ | |

**Printer Control**

**Printer:** ▼    **Special Print:**    **Lines:**    **Submit Time:**

**Parameter Values**

| Number | Parameters ▼ | Values ▼ |
|---|---|---|
| 01 | Department or Mid-level | |
| 02 | Show Active or Non-active | A |
| 03 | Board Appointed or Not | A |
| 04 | Coas Code | 9 |