

Enable or Disable Position Control

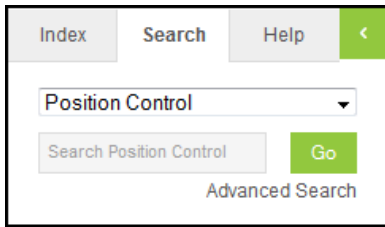
Last Modified on 03/28/2024 10:19 am CDT

[Enabling Position Control](#) | [Disabling Position Control](#)

Classic View: Human Resources > Administration > District Master

As an administrator, you can enable or disable Position Control using the District Master tool. When you enable Position Control,

- the Position Control tool and tabs appear in the outline under the Finance module.
- the Position Control tool rights appear.
- the **FTE** and **Percent** fields on each employee's [Work Assignment](#) becomes a required field.
- Position Control reports become available.
- users can search for Position Control Scenarios using the Search tab.



Enabling Position Control

Classic View: Human Resources > Administration > District Master

To enable Position Control, select *Yes* in the **Enable Position Control** dropdown list then click **Save**.

After enabling Position Control, the System Administrator must assign [Position Control Tool Rights](#) to the appropriate users or user groups.

The screenshot shows the 'District Master' form with the following fields and options:

- Save** button
- Plainview Schools - District HR Master** header
- Change District HR Address** button
- Current District HR Address**: 123 School Road, Metro City MN 55435
- State District Number**: 100
- State Identification Number**: 1234
- *Federal Identification Number**: 98 - 7654321
- *Location / Sub-Location**: ID: In District / DO: District Office
- Processing Rules** section:
 - *Auto Personnel Numbering**: Yes
 - Starting Number**: 3300
 - Last Number Used**: 3303
 - *Enable Position Control**: Yes (highlighted with a red box)
- Employees with Missing Required Fields** report button (highlighted with a red dashed box)
- Add Retirement Organization** button
- Retirement Organizations**:
 - PERA: Public Employee Retirement Association (Employer Retirement Number: 246810)
 - TRA: Teachers Retirement Association (Employer Retirement Number: 135791)
- *Number of Employees**: 3128

Example Enable Position Control dropdown list on the District Master tab

Enabling Position Control makes some fields required on the [Work Assignment](#) screen. There may be employees who do not have these newly required fields filled in. The Employees with Missing Required Fields report provides a CSV report of these employees and the fields that need to be filled in.

	A	B	C	D	E	F	G	H	I
1	staffNumber	lastName	firstName	title	startDate	endDate	positionFTE	schoolName	workLocationPercent
2	10810	Abra	Dean	High School Teacher	11/8/2011		MISSING	Harrison High	MISSING
3	10722	Adams	David	High School Teacher	11/8/2011		MISSING	Harrison High	MISSING
4	10723	Addy	David	High School Teacher	8/1/2011		MISSING	Harrison High	MISSING
5	10693	Ashley	Daphne	High School Teacher	8/1/2011		MISSING	Harrison High	MISSING

Example Employees with Missing Required Fields Report

Disabling Position Control

To disable Position Control, select *No* in the **Enable Position Control** dropdown list then click **Save**. All of the enhanced Position Control features no longer display.