

Enable or Disable Position Control

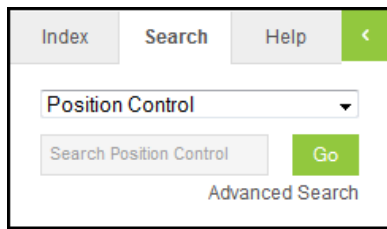
Last Modified on 12/14/2025 8:45 pm CST

[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.

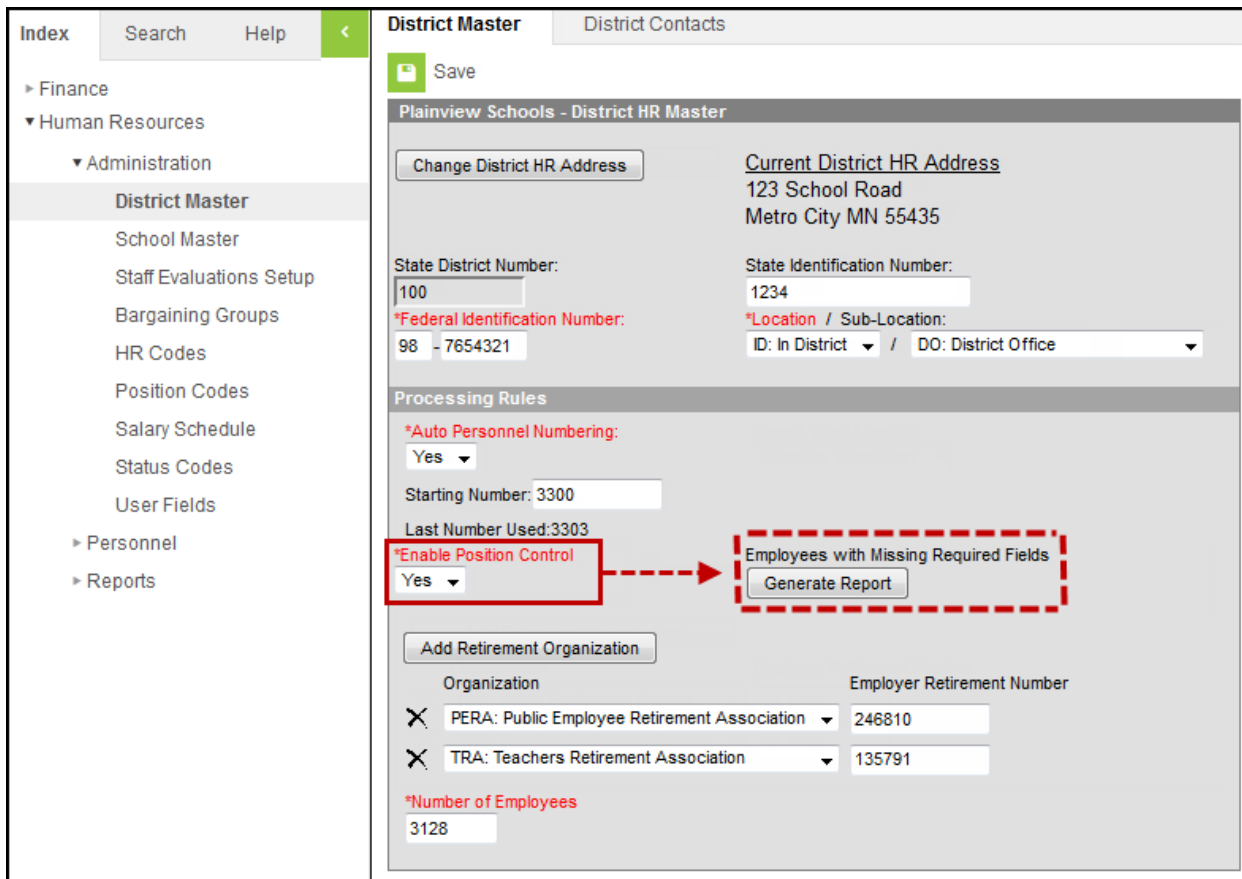


Enabling Position Control

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.



District Master | District Contacts

Save

Plainview Schools - District HR Master

Change District HR Address | 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

*Auto Personnel Numbering: Yes
 Starting Number: 3300
 Last Number Used: 3303
 *Enable Position Control: Yes → Employees with Missing Required Fields
 Generate Report

Add Retirement Organization

Organization	Employer Retirement Number
✕ PERA: Public Employee Retirement Association	246810
✕ TRA: Teachers Retirement Association	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.