FAQs-Position Management

How do I know if I need a new pool position number? Check the position query page first in PeopleSoft. If there isn’t one available, check to see if there is an old position with the same title, which is no longer being used. If there is one, then you can use the funding form on the Position Management home page in PeopleSoft and reuse the position with the new funding. If you need help you can email the budget office directly from the position query page. Or for the Position Management Funding Form instructions, they can be found at http://nau.edu/Budget/_Forms/Funding-Form---Initiator-Instructions/.

How do I request and what information do I need to get a new position number? Use the Position Request Form button from the position query page in PeopleSoft. Please provide the following:

- Reason for Position:
- Job Title:
- HR Department:
- PF Department (not speedchart):
- PF Fund:
- PF Program:
- PF Project (if applicable):
- Reports to Position #:

Where do I get a position number for a Mobile Phone Allowance? Go to the Position Query Page in Louie and check to see if one is available. If there is a position but the funding is not the same, use the Business Object report HR Payroll – Position to see if the position is currently being used. If it is not being used, then you can use the funding form on the Position Management home page in PeopleSoft and reuse the position by changing to the new funding. If it is being used, click on the Position Request Form button and provide the required information to setup a new position.

I need to change funding on a temporary employee, how do I do that? Changing funding on a pool position can be done using the position management funding form. This should only be done if the position is vacant or you are changing the funding on the majority of the employees tied to that position. If there are a few employees that the change does not apply to, please term them from that position and hire them into a different position with the correct funding or request a new pool position if needed.

Can I have more than one person in a position number? You can have multiple employees only in a pool position, such as, student wage, part-time temp, part-time faculty, mobile phone allowance, graduate assistant and federal work-study. Benefit-eligible positions should only have one employee per position.

Why isn’t a position showing up in NSTAR? The position needs to be budgeted in position management, contact budget@nau.edu to request that the position be budgeted. Same would be to remove a position from NSTAR; you would request to un-budget the position.

Updated 3/9/16
Why can’t a temporary position be a Reports To position? Temporary positions can have multiple employees in it at the same time. Where a Reports to position needs to be benefit-eligible and have one employee in the position.

How do I get a new Object/Sub Object code setup? Contact your Business Administrator to start the setup process. See below for whom to contact in your area.

I need to add a budget line to my budget, how would I go about doing that? Please contact your Budget Administrator:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cabinet</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisa Klensin Badenhorst</td>
<td>100-President, 190-Research, 200-Provost, 400-EMSA</td>
<td>523-6254</td>
</tr>
<tr>
<td>Sadie Hutchison</td>
<td>112-Athletics</td>
<td>523-7010</td>
</tr>
<tr>
<td>Christina Brown</td>
<td>300-Finance &amp; Administration, 500-University Advancement, 600-Information Technology Services, 700-Extended Campuses</td>
<td>523-4690</td>
</tr>
<tr>
<td>Bjorn Flugstad</td>
<td>160-UCA, 800-PAIR</td>
<td>523-4240</td>
</tr>
<tr>
<td>Michael Evans</td>
<td>NSTAR Admin, Cabinet Backup</td>
<td>523-5508</td>
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