How to Run and Read the

"FQAPosition Control by Site and Employee Report"

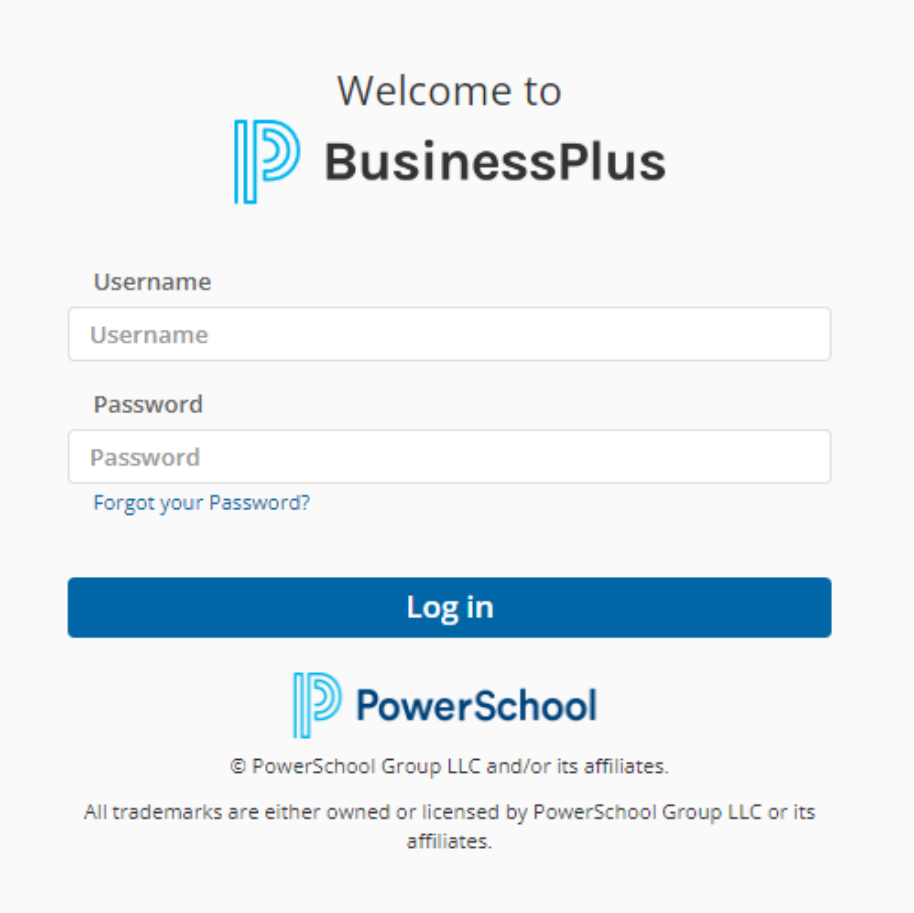
The **FQAPosition Control by Site and Employee Report** is used to see the positions you have budgeted at your site, what their official position name is, which budget codes are paying for them, and which employees fill the positions.

Logging Into BusinessPlus

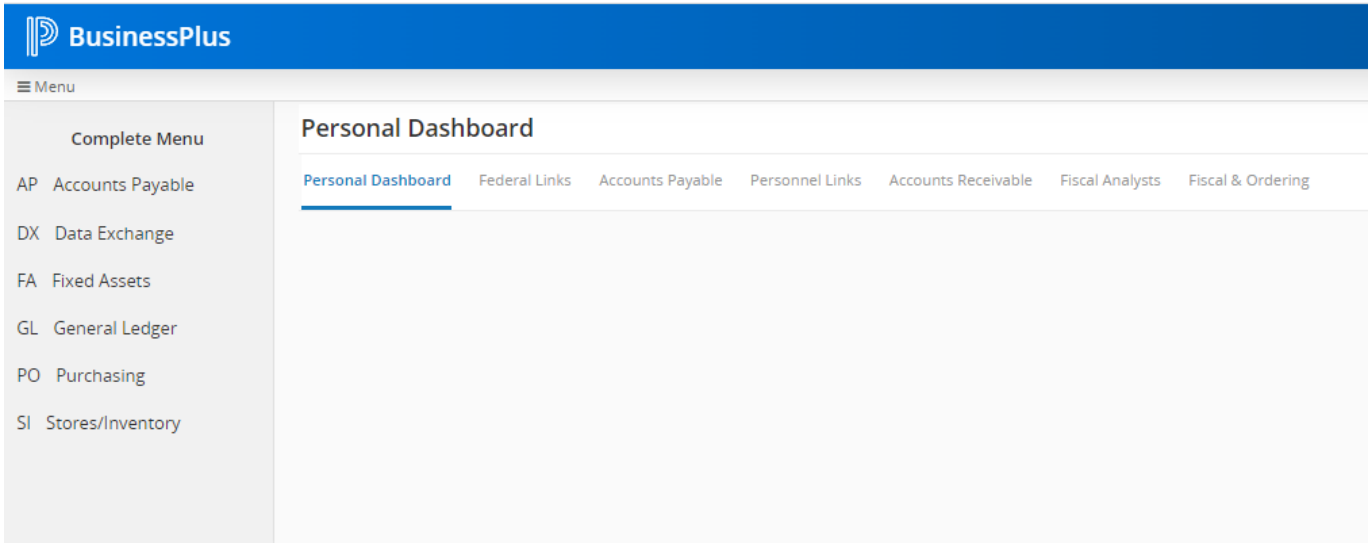
The upgraded Business Plus will function in most browsers. However, IT is requesting all to use Google Chrome.

- Open Google Chrome
- Type the following into the address bar: https://bp.mdusd.org/screens/ui/login
- Click the star icon to save address to your favorites.

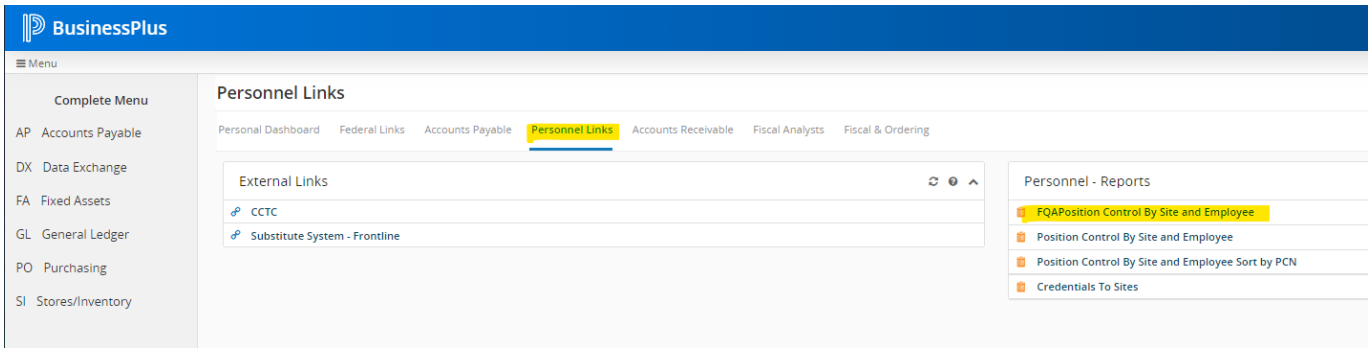
Log in with your assigned Username and Password.



Once logged in, you'll see your customizable personal dashboard and your assigned public dashboard depending on job title/descriptions.



The "Personnel Links" tab includes the link to the **FQAPosition Control by Site and Employee** report. Select this link to open up the Selection Criteria.



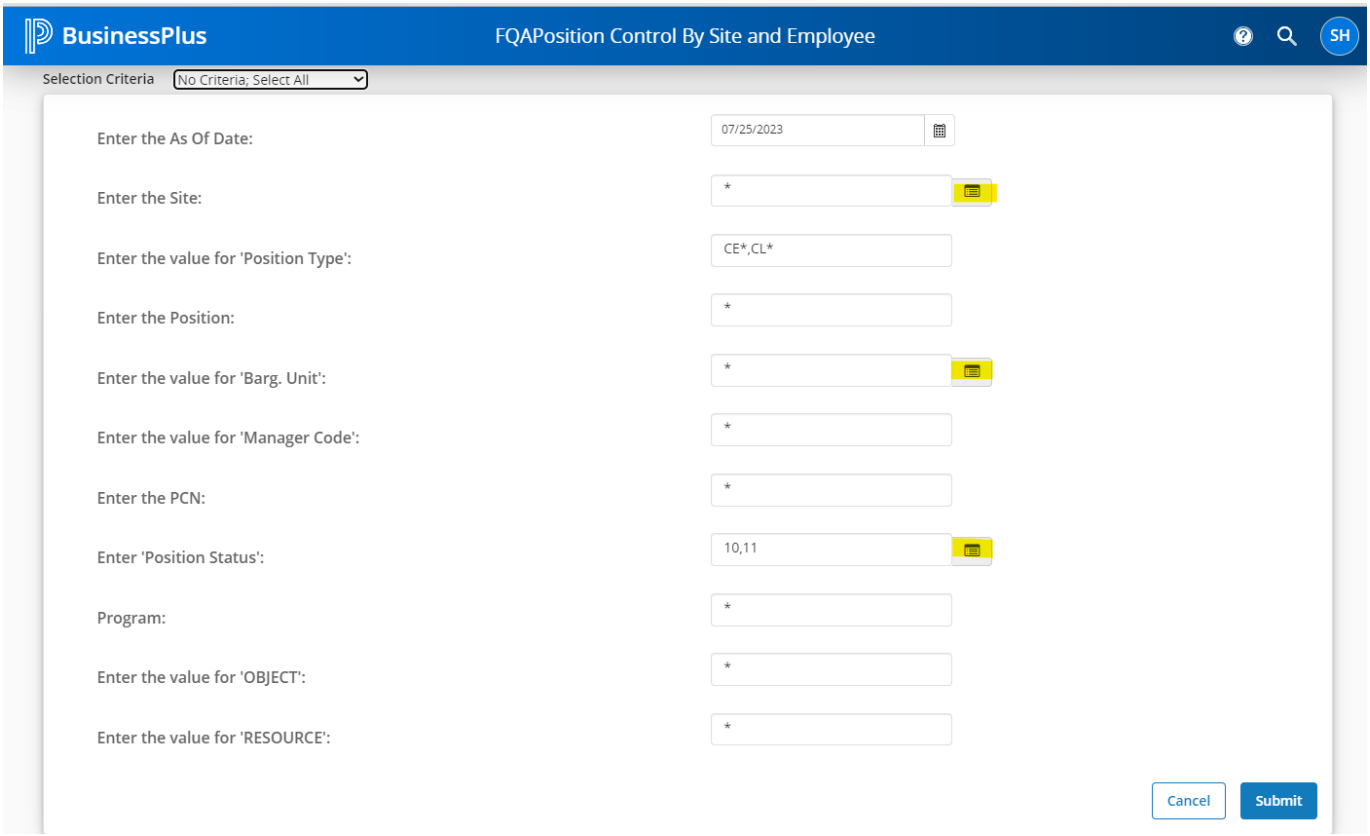
Selection Criteria Prompts

There are many different ways to run the report, based on what you need to see. You can run a report for a single position, just the positions where you are the budget manager, all of the positions budgeted at your site, or anything in between.

Whenever you see this box  to the right of a field (like the one next to Site, Bargaining Unit, and Position Status), you can click on the box and see a "picklist" of choices.

The asterisk * is used as a wild card in any field that already contains an asterisk. If you are unsure of the full value for any field, just drop an asterisk alone or after the characters you are sure of.

To narrow your results, use other selection fields, such as site, bargaining unit, program, or position.



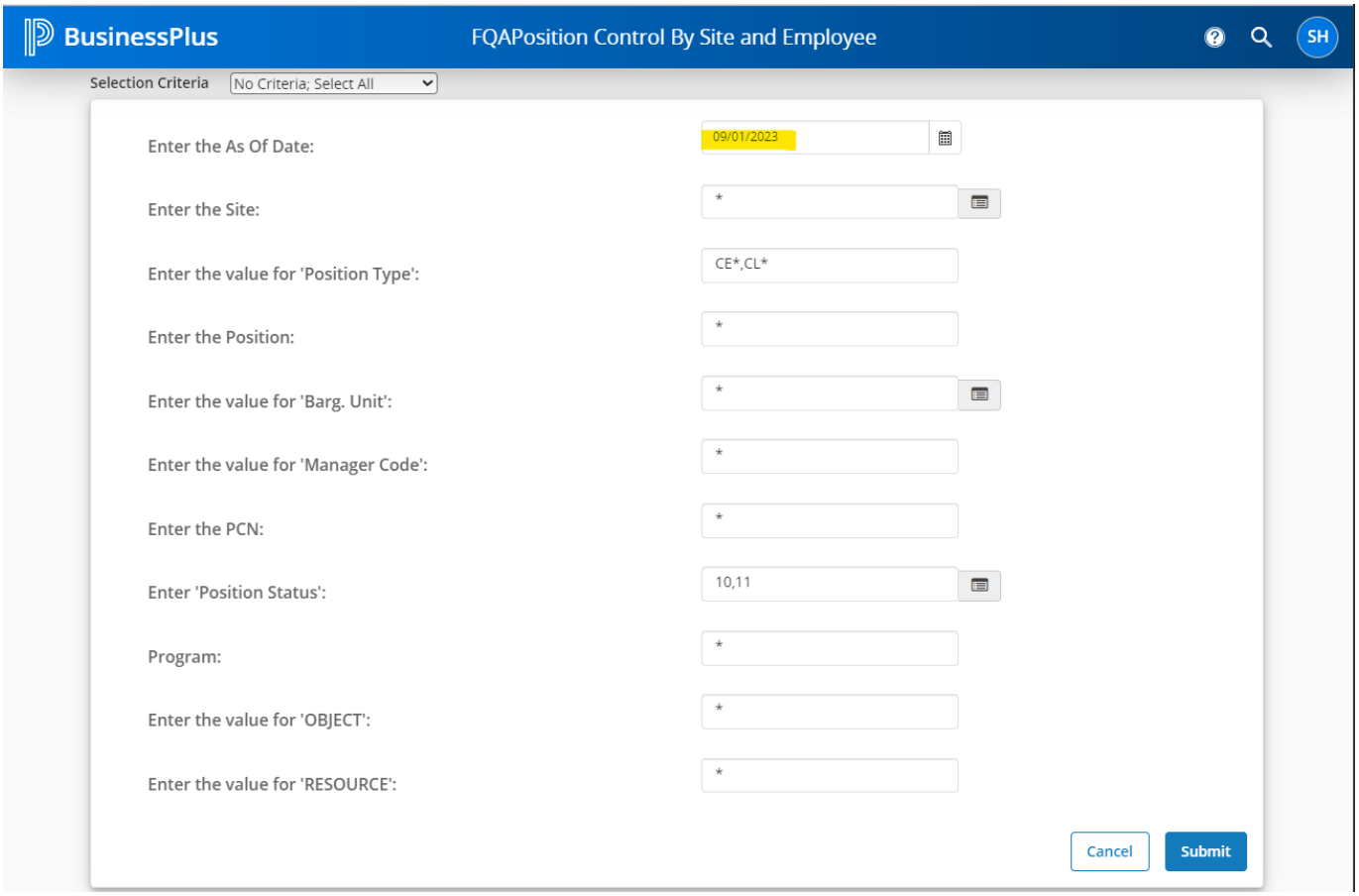
As Of Date (this is a very important prompt):

Defaults to the current date. The report shows you the positions and funding sources which are budgeted, and the employees who will be paid for them, as of the date you enter here.

You can run the report for a future date, ***but it is not accurate for the past***.

If you run the report in July and use a 7/1 date, you will only see the employees who have a regular payday in July. You won't see your teachers or Special Ed. Assistants, whose first payday of each year is in August.

At the beginning of the year, we recommend you use a 9/1 date to capture your school-day only and other employees who work fewer than twelve months.



Site:

The three-digit site number (e.g., 112 = Ayers Elem.) will show you all of the positions which are funded by GL keys with that site code.

Position Type:

This defaults to both certificated (CE*) and classified (CL*) employees.

If you want only certificated employees, type CE*; for only classified, type CL*.

Position:

If you want specific positions, use the position code (PCN). If you want multiple positions, separate them with a comma (no space needed).

You can use an asterisk if you want multiple positions that begin with the same letters.

For example, if you want all teachers type TCH*, if you want all Special Ed. Assistants type SEA*.

Bargaining Unit:

If you want all positions within a particular bargaining unit (or multiple bargaining units), use this field. Click on the box to the right of the field to see bargaining unit choices.

If you want more than one bargaining unit, type the bargaining units separated by a comma without a space. For example, MDEA,MDSPA,CSEA,CST

Manager Code:

At school sites, your three-digit manager code is the same as your site code. If you use a manager code which does not fund any positions at your site, the report will return "INVALID INDEX".

If you do not have the appropriate security level set up for you in BusinessPlus to see a particular program or manager code, the report will also show "INVALID INDEX". Contact the BusinessPlus Help desk to request access.

If you are a non-school site budget manager (such as Food Services or Special Education) use your manager code to show you the positions you fund, regardless of their site.

Position Status:

The default prompt is 10,11 which gives you the regular permanent positions and leave-of-absence positions.

The other type of position is "temporary", such as athletic coaches or social work interns. Use Status 15 for these. We recommend you review these temporary positions once or twice a year to make sure the employees listed are actually working at your site. If you see the name of an employee who no longer works at your site, submit a **Personnel Action Form** (if the employee is classified) or **Rec 1** form (if the employee is certificated) to Human Resources to end the assignment.

PCN:

This is the same as the position.

Program:

You can enter the eight-digit program code, or use an asterisk as a wildcard

For instance, 3* will show all program codes which begin with a 3.

You can separate multiple program codes with a comma (e.g., 09300000,03010000,3*).

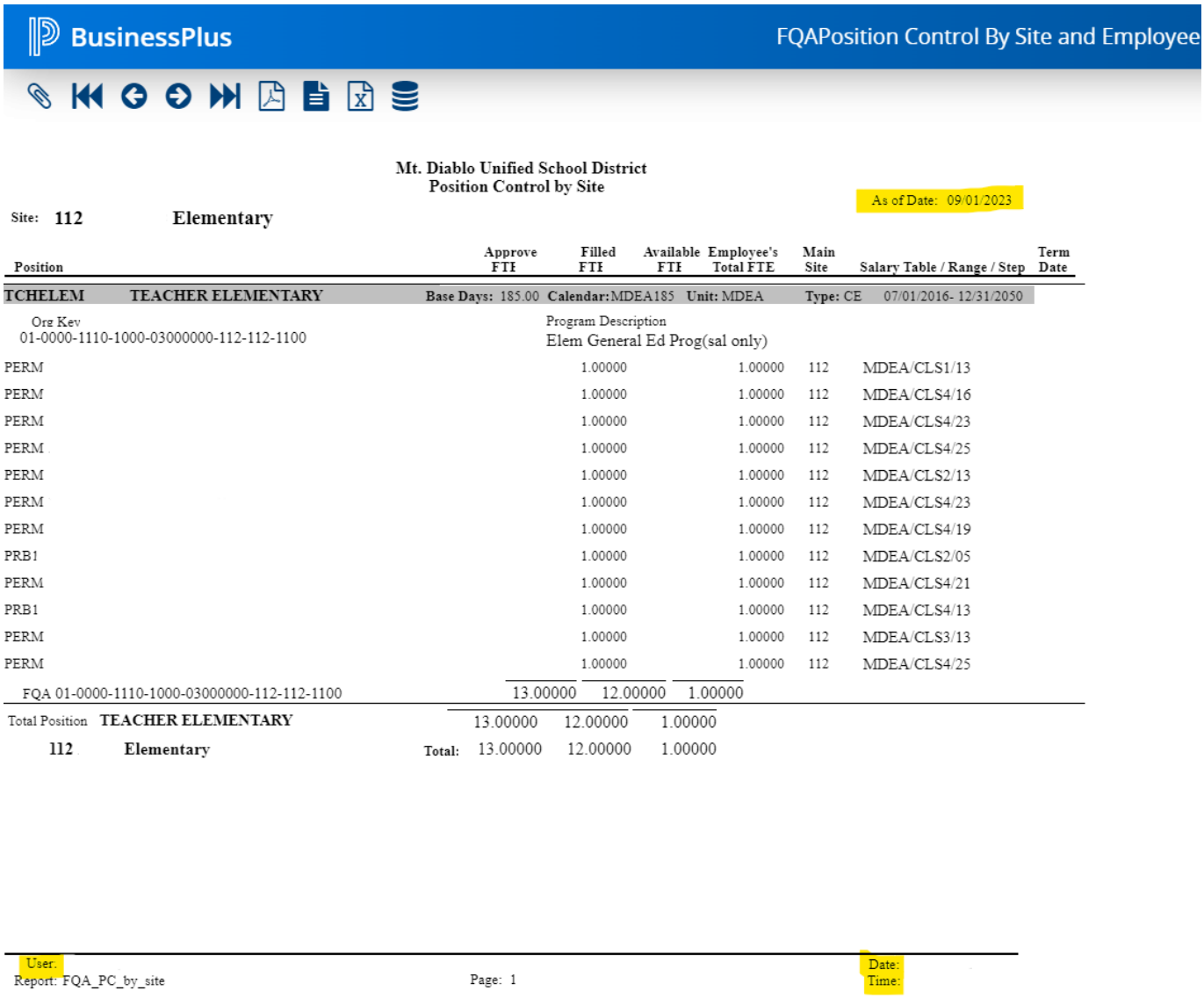
Object:

Use a comma to separate multiple object codes.

Object codes starting with a 1 are certificated positions, object codes starting with a 2 are classified positions.

Using 1* will select only certificated positions; using 2* will select only classified positions.

How to Read your Position Control Report



BusinessPlus — FQAPosition Control By Site and Employee

Mt. Diablo Unified School District
Position Control by Site

As of Date: 09/01/2023

Site: 112 Elementary

Position		Approve FTE	Filled FTE	Available FTE	Employee's Total FTE	Main Site	Salary Table / Range / Step	Term Date
TCHELEM	TEACHER ELEMENTARY	Base Days: 185.00	Calendar: MDEA185	Unit: MDEA		Type: CE	07/01/2016- 12/31/2050	
Org Key: 01-0000-1110-1000-03000000-112-112-1100			Program Description: Elem General Ed Prog(sal only)					
PERM			1.00000		1.00000	112	MDEA/CLS1/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/16	
PERM			1.00000		1.00000	112	MDEA/CLS4/23	
PERM			1.00000		1.00000	112	MDEA/CLS4/25	
PERM			1.00000		1.00000	112	MDEA/CLS2/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/23	
PERM			1.00000		1.00000	112	MDEA/CLS4/19	
PRB1			1.00000		1.00000	112	MDEA/CLS2/05	
PERM			1.00000		1.00000	112	MDEA/CLS4/21	
PRB1			1.00000		1.00000	112	MDEA/CLS4/13	
PERM			1.00000		1.00000	112	MDEA/CLS3/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/25	
FQA 01-0000-1110-1000-03000000-112-112-1100			13.00000	12.00000	1.00000			
Total Position	TEACHER ELEMENTARY		13.00000	12.00000	1.00000			
112	Elementary	Total:	13.00000	12.00000	1.00000			

User:
Report: FQA_PC_by_site

Page: 1

Date:
Time:

At the top right of the report you can see the "As of Date" that was used to run the report. At the bottom left you can see who ran the report. At the bottom right is the date and time the report was run. Use the icon at the top of the screen to convert to a PDF you can print.

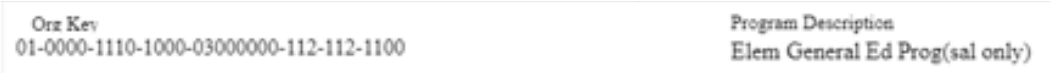
Position Information: The grey highlighted area holds position-specific information. The name to the left is the position code (PCN), and to the right is the position's long name.

Use either the position code or the position's long name when directing us to make changes so we can avoid misunderstandings.

You might write down “Reading Teacher”, but we won’t know if you mean the TCHESL (Teacher ESL), TCHELEM (Teacher Elementary), or TCHIIS (Teacher Intervention & Instructional Support) position, or something else entirely.



Funding Information: The Org Key shows the full 32-digit account. To the right is the Program Description.



Fund	Resource	Goal	Function	Program/ Cost Ctr	Site	Manager	Object
XX	XXXX	XXXX	XXXX	XXXXXXXX	XXX	XXX	XXXX

Employees: Below the Org Key are the employees who currently fill the position, listed alphabetically. If the position is funded by more than one org key, they are listed in numerical order.

Approved FTE is the number of FTE that has been approved for that position. The FTE represents the money we have budgeted for the position.

Filled FTE is the number of FTE assigned to employees.

Available FTE is the difference between the Approved FTE and the Filled FTE. **Remember—your Rec 1 and Personnel Action (PA) Form changes do not show up in the Position Control Report until Human Resources processes them.** Also, check with Human Resources to make sure the FTE you think is available is free to be filled (someone who is out on leave may have rights to that FTE).

Employee’s Total FTE: The total FTE of all of the positions the employee has. If you see 1.0 FTE in the total FTE column, but only 0.20 FTE in the filled FTE column, you know that the employee has 0.80 FTE funded elsewhere.

Employee’s Salary Schedule Information: The first part is the salary schedule the employee is paid from (this usually matches the union abbreviation, such as MDEA, CST, M&O, etc.). The next part is the range (in the case of MDEA, it shows CLS1 for the first column, CLS2 for the second column, etc.). The last part is the step the employee has.

Mt. Diablo Unified School District
Position Control by Site

As of Date: 09/01/2023

Site: 112 Elementary

Position		Approve FTE	Filled FTE	Available FTE	Employee's Total FTE	Main Site	Salary Table / Range / Step	Term Date
TCHELEM	**TEACHER ELEMENTARY**	**Base Days:** 185.00	**Calendar:** MDEA185	**Unit:** MDEA	**Type:** CE	07/01/2016- 12/31/2050		
Org Key: 01-0000-1110-1000-03000000-112-112-1100			Program Description: Elem General Ed Prog(sal only)					
PERM			1.00000		1.00000	112	MDEA/CLS1/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/16	
PERM			1.00000		1.00000	112	MDEA/CLS4/23	
PERM			1.00000		1.00000	112	MDEA/CLS4/25	
PERM			1.00000		1.00000	112	MDEA/CLS2/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/23	
PERM			1.00000		1.00000	112	MDEA/CLS4/19	
PRB1			1.00000		1.00000	112	MDEA/CLS2/05	
PERM			1.00000		1.00000	112	MDEA/CLS4/21	
PRB1			1.00000		1.00000	112	MDEA/CLS4/13	
PERM			1.00000		1.00000	112	MDEA/CLS3/13	
PERM			1.00000		1.00000	112	MDEA/CLS4/25	
FQA 01-0000-1110-1000-03000000-112-112-1100		13.00000	12.00000		1.00000			
Total Position	**TEACHER ELEMENTARY**	13.00000	12.00000		1.00000			
112	**Elementary**	**Total:** 13.00000	12.00000		1.00000			

User:
Report: FQA_PC_by_site

Page: 1

Date:
Time:

How Does FTE (Full-Time Equivalent) Translate into Hours or Periods?

Except for MDEA positions, 1.0 FTE is equal to 8 hours per day, or 40 hours per week. You can divide the hours worked by the hours in a day (or in a week) to find the FTE. For example, if a classified employee works 19 hours a week, 19 ÷ 40 hours per week = 0.475 FTE; or if she works 3 hours a day 5 days a week, 3 ÷ 8 hours per day = 0.375 FTE. If you reverse the process, you can multiply the FTE by 40 hours to see how many hours a week the employee would be working, 40 × 0.475 FTE = 19 hours per week, or multiply the FTE by 8 hours a day, 8 × 0.375 FTE = 3 hours per day.

For MDEA positions, 1.0 FTE is equal to 35 hours a week, or 7 hours per day. At the secondary level, the 7-hour MDEA work day is made up of a prep period and a number of teaching periods (depending on the site's bell schedule).

Elementary Schools: 1 day= 0.20FTE

Because MDEA positions are daily, not hourly, when creating MDEA positions at elementary sites, we look at days per week instead of hours per week. Each day equals 0.20 FTE, and each half day equals 0.10 FTE. So, a position for one full day per week would be 0.20 FTE (1 day per week is 7 hours, so 7 / 35 hours per week is 0.20fte). A position for four days per week would be 0.80 FTE (4 days x 7 hours = 28 hours per week so 28 / 35 hours per week = 0.80fte).

Middle Schools: 1 day of Seven Periods

1 period = 0.17FTE

A 1.0FTE middle school teacher has one prep period and teaches six periods.

One period:	0.17 FTE
Two periods:	0.34 FTE
Three periods:	0.50 FTE
Four periods:	0.67 FTE
Five periods:	0.83 FTE
Six periods:	1.00 FTE

High Schools: 1 day of Six Periods *

1 period = 0.20FTE

A 1.0FTE high school teacher has one prep period and teaches five periods.

One period:	0.20 FTE
Two periods:	0.40 FTE
Three periods:	0.60 FTE
Four periods:	0.80 FTE
Five periods:	1.00 FTE

**Pine Hollow Middle follows the High School's Six Periods*