Understanding the Positions By Employee report

The Positions by Employee report is a snapshot of employee data; it is particularly useful for verifying information needed to complete labor level transfers in Kronos. Report data pulls from Great Plains, so it reflects the most-current information for the employee.

Information needed for labor level transfers is found in these columns:

<table>
<thead>
<tr>
<th>Labor level</th>
<th>Information required</th>
<th>Column header in Positions by Employee report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee’s HR department for their position (note: for employees with more than one position, all regular positions are combined in Kronos and located in the primary department)</td>
<td>HR Dept</td>
</tr>
<tr>
<td>3</td>
<td>Supervisor’s employee ID</td>
<td>Emp ID</td>
</tr>
<tr>
<td>6</td>
<td>Employee’s position code</td>
<td>Job Title</td>
</tr>
<tr>
<td>7</td>
<td>Employee’s pay position code, usually ending in BP for regular employees and SM for temporary employees and substitutes</td>
<td>Pay Record</td>
</tr>
</tbody>
</table>

This document contains four sections:
1. Accessing the Positions By Employee report
2. Understanding the report toolbar
3. Navigation tips
4. Understanding the report headers

Accessing the Positions by Employee report
1. Click on this link to access the report:
   
   **Note:** if you are working remotely, you must first connect to the Virtual Private Network (VPN) to access the report.

2. You may be asked to supply your username and password, via a dialogue box similar to the one shown below. Enter the user name and password you use to log into your computer.

   **Note for ACPS staff:** you will enter your user name as shown below:
   User name: schls\your username
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3. When the report loads, it displays four sections of information:

- **Report filter**: the report by default shows all employees. If you only want to view employees who have more than one pay position, click on True and then click on the View Report command on the right-hand side to filter the report.
- **Report toolbar**: see the “Understanding the report toolbar” section for information on the toolbar commands.
- **Document Map**: a navigational tool that allows you to view a specific department/location’s list of employees by selecting the department/location name.
- **Employee Positions By Primary HR Dept table**: review the “Understanding the report headers” section for more information on data contained in each column.

### Understanding the report toolbar

- **Navigation commands**
  - **First Page**: click to go to the very first page of the report
  - **Previous Page**: go back one page within the current section
  - **Current Page**: identifies the page number of your current view
  - **Next Page**: goes forward one page within the current section
  - **Last Page**: click to go to the very last page of the report
- **Refresh**: click to re-run the report and review any new information.
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Go Back: this button is grayed out because it is not available for this report. If there is an embedded report, this command allows you to back to the original report.
Zoom: enter a percentage to enlarge or shrink your magnification of the report
Export: click to send data to a variety of formats
Print: click to print the report
Find Text in Report: enter a search term and then click on the Find command or Next command

Navigation tips and tricks
Because the Positions by Employee report contains information on thousands of employees, take advantage of the report’s search tools and document map features as outlined below:
If you have the employee ID
Enter the employee ID into the Find Text in Report field and click on the Find command.
If you have the employee’s last name
Enter the employee’s last name into the search field and click on the Find command. Use the Next command as necessary to move through the employee list until you find the correct person.
If you know where the employee works
Click on the location name in the Document Map section. As necessary, use the Next Page command to move through the location’s list of employees.

Understanding the report headers
Primary Dept: the employee’s highest-amount FTE determines the primary department, which is considered the employee’s “home” department and their default department/location in Kronos.
Emp. ID: a unique six-digit number used to identify each employee. This field can be used to identify the supervisor ID needed for Labor Level #3.
Last Name: employee’s last name
First Name: employee’s first name
HR Dept.: the numeric code for the employee’s home department/location; this information is used in Kronos for Labor Level #1.
HR Dept. Desc: the name of the employee’s home department/location.
Job Title: the numeric code for the employee’s position; this information is used in Kronos for Labor Level #6.
Job Desc.: the name of the employee’s position.
Pay Record: the code for the employee’s pay position in Great Plains, the payroll processing system. This information is used in Kronos for Labor Level #7.
FTE: FTE is the abbreviation for Full-Time Equivalent. An FTE of 1.0 means an employee is in a full-time position. Any decimal amount represents a part-time percentage of employment for that position.
Pay Type: the nature of the pay scale that the employee is on, if any.
  • Pay grade: employees on an open range classified scale
  • Step: employees on a step pay scale structure
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- N/A: employees not assigned to a pay scale, such as temporary employees or substitutes

**Paygrade:** indicates the location on the pay scale for the job/position of the employee, if applicable.

**Emp. Type:** indicates if the employee is full time regular, part time regular, or part time temp

**Hours Per Day:** number of hours per day the employee is expected to work across the defined work week. This number is an average and does not necessarily correspond to the employee’s actual schedule.

**Months Worked:** number of months worked each year

**Days Per Year:** number of days worked each year

**Account String1:** the budget code charged for this position.

**Account Pct1:** the percentage of the salary charged to this budget code.

**Account Descr1:** the text labels for the budget code.