



Budget Report

BU-POS -149-Bgt. & Job LD Fill/Vacant-Data Reference Fact Sheet

Purpose: Report provides detail listing of all positions in a Position location with several attributes and information regarding where the position is budgeted and from where it is being paid.

Will show where salary savings are being generated, particularly regarding I&G budgeted positions. I&G budgets represent funding that the College/department has been allocated for this position; if the employee is being paid on a grant or a non-I&G index, this will result in salary savings in the I&G budget.

Example for Report Use:

- Provides position listing for your summary organization by position number
- To verify the FOAPAL and index where position is budgeted
- To verify where salary is coming from (labor distribution).
- To verify the FOAPAL and Index where the position is being paid (Job Amount)
- Verify Vacant Position
- To monitor number of months a position has been vacant

Updated Frequency: Daily

Report Data Results

- Summary Org:** The owning Summary Organizations (as defined by NMSU Business Rules) of the position. Summary Organizations do not necessarily represent the official organization hierarchy but rather how organizations are commonly reported on for both internal and external reporting.
- Posn. Location:** The organization to which the position belongs; generally refers to the department associated with the position.
- Filled Vacant Ind:** If the position is currently filled (Filled) or vacant (Vacant)
- Posn Type:** Indicates whether the job is regular or temporary.
- Posn Group:** Position type defined by NMSU HR Business Rules. Value is derived from the employee class code of the position. Valid values are Faculty, Staff, Graduate, Student and Unpaid.
- Posn Class:** Position class organizes the job classifications for the institution and holds attributes that control title, employee class, EEO code and wage and salary data. These attributes are inherited when the employee is assigned to the position.
- I&G Posn Ind:** Indicates if the position is funded from State Appropriations (I&G) or not (non-I&G)
- 



Position Union Code: Collective Bargaining Union code. Indicates if position is represented by a Collective Bargaining Union. U1 indicates the non-exempt position is represented. Non-exempt positions excluded from representation are CO = Confidential, OS = Out of State, PO = Police Officer, PR = Probationary, SU = Supervisory. Exempt positions are not represented and have a Blank code.

Posn No: Each established position is assigned a position number.

Suff: Position Suffix number. Additional attribute to make the position unique.

Posn Title: Position description for the employee's listed position.

Posn Status: Current position status of the position, either "active" or "frozen." For filled positions, the status is from the active job. For vacant positions, the status is the budgeted status.

Name/ID: Name and Banner Id of current position incumbent. If the position is vacant, the previous incumbent is displayed if known.

No. Month Vacant: The number of months a position has been vacant. If no previous incumbent is found in Banner the number of months since the position was created in Banner.

Index: The 6-digit number that associates a particular combination of fund-org-account-program-activity-location (See **FOAPAL**, below)

Index Status: Indicates whether the Index is currently Active or Terminated. Changes (labor distribution forms, etc) cannot be processed against a terminated index.

FOAPAL: The fund-org-account-program-activity-location combination that the position is either budgeted in or being charged to (job) – an INDEX number is typically associated with each unique combination of these elements.

I&G Ind: Indicates if the FOAPAL is funded from State Appropriations Instructional & General, (I&G) or not (non-I&G)

Fund Rollup A: Indicates which fund type the position is funded from. The typical fund types used for labor are Unrestricted or Restricted.

Budgeted FTE: Full-Time Equivalency assigned to the position. Full-time is represented as 1.0. This field represents the FTE budgeted on this FOAPAL





- Budgeted Amt:** The amount budgeted for this position.
- Budgeted IG Sal Amt:** The amount budgeted for this position on an I&G funded index.
- Job FTE:** Portion of Full Time Equivalency for this position being charged to this FOAPAL. Full-time is represented as 1.0. This is where the position's labor is being charged.
- Job Amt:** Amount being charged for this position to this FOAPAL.
- Job IG Sal Amt:** Amount being charged on an I&G FOAPAL for this position.

For questions email cognos_help@nmsu.edu

