



Budget Report

BU-POS-249-Vacancy & EHIR Status-Data Reference Fact Sheet

Purpose: To provide a position listing for all positions within a summary organization. Provides budgeted labor distribution information, filled or vacant status, and the Ehire status, if any, for vacant positions. Report can be used to monitor vacant positions that may be subject to the semi-annual *Vacant Position Elimination Process*, which applies to vacant staff positions.

Example for Report Use:

- Use to monitor vacant staff positions that may be subject to the semi-annual *Vacant Position Elimination Process*.
- Use to monitor vacant faculty positions
- Use to see where Positions are budgeted.
- Monitor Ehire status, if the workflow process has started.
- Determine how long a position has been vacant.

Updated Frequency: Daily – shows current information.

Report Data Results

For each position within an organization, report provides information regarding the type, title, class and status of position, incumbent or previous incumbent of the position, the index and FOPAL elements for where the position is budgeted, the amount budgeted and information regarding the status of any vacant position including the number of months vacant and the Ehire status, if any.


Posn. Location: The organization to which the position belongs; generally refers to the department associated with the position.

Filled Vacant Ind: Indicates if the position is currently filled (Filled) or vacant (Vacant)


Pos. 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 Title: Position description for the employee's listed position and the actual position number.

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.



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.
Months 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.
Account Index:	The 6-digit number that associates a particular combination of fund-org-program-activity (See FOAPAL , below)
Account 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-program-activity-location combination that the position is budgeted in or an Account INDEX number is typically associated with each unique combination of these elements.
I&G Ind:	Indicates if the position is funded from State Appropriations I& G (Instructional &General) or not (non-I&G)
Fund Rollup:	Indicates which fund type the position if funded from. The typical fund types used for labor are Unrestricted or Restricted.
Fund Desc:	The number and the description of the fund. The fund is a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives.
Orgn Desc:	The number and the description of the Organization. The organization is a designation for departmental/budgetary subdivisions within NMSU.
Acct Desc:	The number and the description of the Account. The account is a designation for individual asset, liability, equity, revenue and expenditure and/or transfer account classifications. For this particular report, only expense accounts related to labor should appear.
Program Desc:	The number and the description of the Program. The program designates the function (specific purpose or objective) related to the transactions, such as Instruction, Academic Support, Institutional Support, etc.



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.

IG Bud Salary Amount: The amount budgeted for this position on an I&G funded index.

Ehire Status: Shows current status of a vacant position in with regards to the hiring process (if any).

Vacant Posn Status: Tells the length a vacant position has been open within the following categories:

- Exempt position vacant less than 12 months
- Exempt position vacant greater than 12 months
- Non-exempt position vacant less than 6 months
- Non-exempt position vacant greater than 6 months

Note: Positions subject to elimination fall into the following categories:

- Exempt position vacant greater than 12 months
- Non-exempt position vacant greater than 6 months