# Positions & Salaries

1. **Entering a Vacant Position into Pooled Positions**
   a. The Budget Office will send to the budget managers a list of total budgeted positions, including vacancies from NBAPBUD in Banner. This list can be used in conjunction with Axiom "Labor Reports" to reconcile vacant positions to be entered.
   b. Go to Budgeting, then click Labor Planning, select the index to open.
   c. Click Other Labor, Pooled Position Tab (on the left, under OVERVIEW)
   d. Reconcile by position by adding a new pooled position for each position number.
   e. Click on "+ Add Pooled Position" (see above picture, highlighted in green).
   f. The "Select Calc Method" box will appear, click the top option (Multi-Distribution Pooled Position with Input Adjustment), click OK.
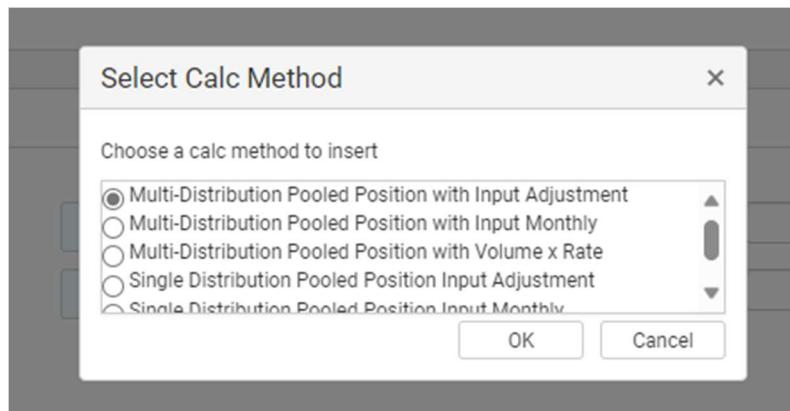
   g. The "Calc Method Variables" box will appear.

Calc Method Variables   ✕

Position Name

[   ] ✕

Bargaining Unit

[Choose a value for BARGAININGUNIT.   ▼] ✕

Orgn

[Choose a value for BudgetORGN.   ▼] ✕

Index_Wku

[Choose a value for BudgetIndex_WKU.   ▼] ✕

Acct

[Choose a value for BudgetAcct.   ▼] ✕

[**Apply**]   [Cancel]
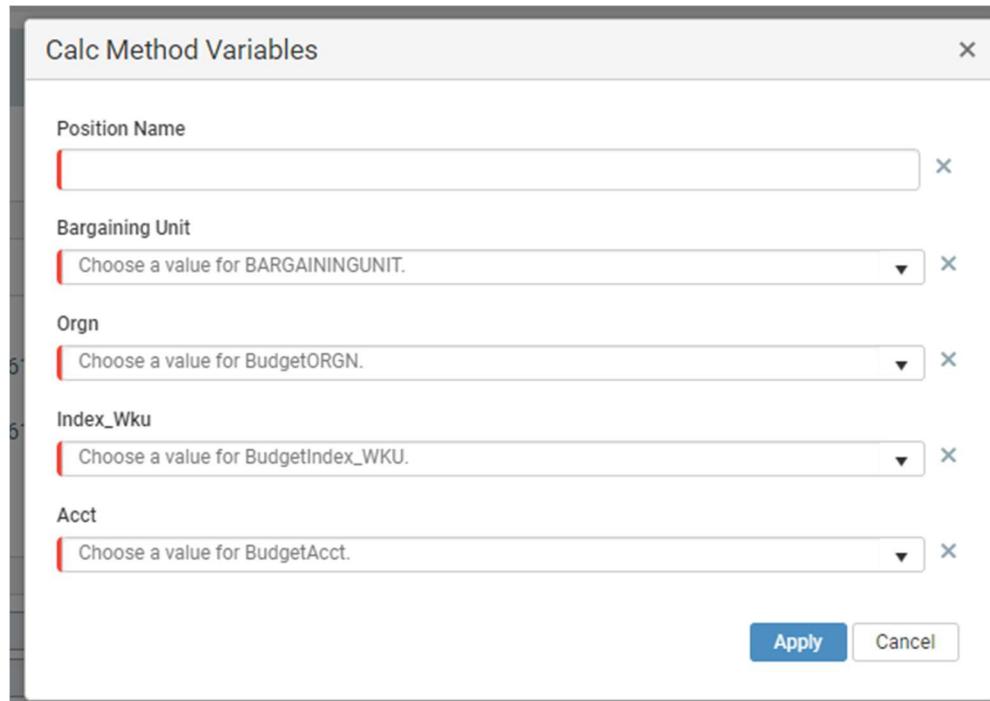
h. Complete all fields in the Calc Meth Variables box:
   - Position Name – the position number of the vacant position (example 996477)
   - Bargaining Unit – Default
   - Orgn – the Orgn number you are working in (example d300204) – Will be same as index
   - Index_Wku – the index you are working in (example d300204) – Will be same as Orgn
   - Acct – 61119 (New account created for vacant positions)
   - Click Apply

Calc Method Variables ✕

Position Name

| 996477 | ✕ |

Bargaining Unit

| Default - ▾ | ✕ |

Orgn

| d300204 - Human Resources ▾ | ✕ |

Index_Wku

| d300204 - Human Resources ▾ | ✕ |

Acct

| 61119 - Budgeted Vacancies ▾ | ✕ |

Apply Cancel

i. Enter the total of the individual positions with position number for each vacant position.

Vacant Positions							**0**	
0	300204	110000	300204	61119	0.00		0	Even ▾
+ Add Distribution								
996477							**64,116**	
Enter Description	300204	110000	300204	61119	0.00		64,116	Even ▾
+ Add Distribution								
998264							**29,136**	
Enter Description	300204	110000	300204	61119	0.00		29,136	Even ▾
+ Add Distribution								
+ Add Pooled Position								
Total Pooled						0.00	93,252	

j.   All vacant positions must be budgeted in Axiom through the" Position Planning" process or the "Pooled Position" section with the fringe automatically calculated by Axiom. A vacant position with associated fringe cannot be budgeted in one combined total in "Other Labor".

2. **Filling a Position in Axiom**
   a.   To fill a vacancy, go to Position Planning and click on "Fill Position" -This is to only be used for budgeted full-time positions.

   b.   Complete the following required fields.
   -   Click the first drop down box to bring up Position Number

- Enter Employee Name, (*Last Name, First Name*) if known, if not type TBD, list anticipated start date.

Fill Vacant Position ✕

👤⁺ Fill Position

Position:	995144_00 ▼	
＊ Employee Name:	Enter Name	
＊ Start Date:		📅 ✕
End Date:		📅 ✕
＊ Pay Type:	Select Pay Type ▼	
＊ Working Hours:		
＊ Base Salary:		

✖ Distribution

＊ Department:	Select Department ▼
＊ INDEX:	Select Other ▼
＊ Account:	Select Account ▼

Save Close

- Enter Start Date, if not already hired, enter anticipated start date.
- Enter End Date only if applicable, not a required field.
- Use the drop down menu and enter pay type as Salary
- Enter the Work Hours as 1950
- Enter the Base Salary as the annual salary.
- Under "Distribution", Use the drop down menu complete the Department and Index, which will always be the same as the plan file.
- Enter the Account number, which will ALWAYS be 61111 for staff and 61110 for faculty.

c. Once filled in, hit "Save."

d. The amount entered in filled position needs to be removed from the same position number identified in "Pooled Positions."

3. Adding a New Position

a. If the position number is not available, then click on "Add Position."

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OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY							Fill Position	Add Position	
											Salary Budget		
Position ID		Description	Employee		Current Salary	COLA	Salary Adj.	Proposed Salary	Budget Distribution		Home	Shared	Tota

b. Complete the following required fields.

Add Position ✕

👥 Add Position

* Position Description:	Enter Description
* Position Category:	Select Position Category ▼
* Name:	Enter Name
Bargaining Unit:	Default ▼
* Start Date:	📅 ✕
End Date:	📅 ✕
* Pay Type:	Select Pay Type ▼
* Working Hours:	
* Base Salary:	

✖ Distribution

* Department:	Select Department ▼
* INDEX:	Select Other ▼
* Account:	Select Account ▼

Save   Close

- Enter the Position Description with the Job Title
- Use the dropdown menu enter the Position Category with either Faculty or Staff, as appropriate.
- Enter the Employee Name, (*Last Name, First Name*) if known, if not type TBD, list anticipated start date.
- Enter Bargaining Unit with the retirement category applicable to this position – the choices are KERS Hazardous, KERS, KTRS and ORP. <mark>DO NOT USE "Default" when adding a position.</mark> The following are applicable most of the time:
    - KERS Hazardous – Police
    - KERS - Staff Member (No degree required for position)
    - KTRS – Faculty or Staff (Degree Required)
    - ORP – Optional retirement, could be selected by anyone
- Enter Start Date, if not already hired, enter anticipated start date
- Enter End Date only if applicable, not a required field.
- Enter Pay Type as Salary
- Enter the Work Hours as 1950
- Enter the Base Salary as the annual salary.
- Under "Distribution", complete the Department and Index, which will always be the same as the Plan file.
- Enter the Account Number which will Always be 61111 for staff and 61110 for faculty.

c. It is the Budget Managers responsibility to create positions with HR on new positions.

4. **All Funds Salary Budgeting**
   a. Positions funded by Foundation accounts or federal grant funds will be entered into Axiom with all proper splits recorded.
      i. This is a change starting in FY2027, where prior to that date, these funds were no accounted for in Axiom.
   b. Funding a position with Foundation account dollars:
      i. In Labor Planning, go to the Position Planning tab to pull up all employees. Select the employee funded with Foundation dollars and click the magnifying glass to open the employee card.
      ii. Once open, click "Insert New Distribution" at the bottom of the card in the "Distributions" section, which will bring up the "Calc Method Variables" box.
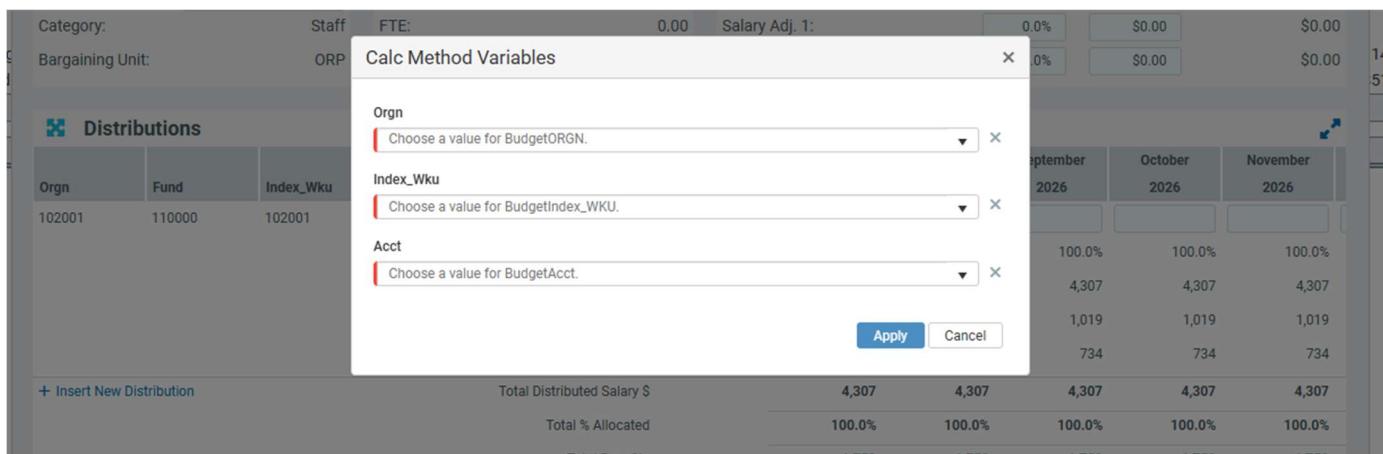
   iii. For the Orgn – Select **101101,** for the IndexWku select **101101**, and for the Acct, select 61110 or 61111.
   iv. Change the correct percentage in the FTE% box for each field, for example the picture below is 50% home index and 50% Foundation funding.

	Position ID:	995454_00	Employee ID:	801278282	Base Salary:		Adj. %	Adj. $	$51,684.00

Position ID:	995454_00	Employee ID:	801278282	Base Salary:			$51,684.00
Start Date:	10/1/2024	Pay Type:	Salary	COLA: 0.0% on 01/01/26	0.0%	$0.00	$0.00
End Date:		Pay Type: Working Hours:	1,950	Promotion:	0.0%	$0.00	$0.00
Category:	Staff	FTE:	0.00	Salary Adj. 1:	0.0%	$0.00	$0.00
Bargaining Unit:	ORP	Spread:	Even	Salary Adj. 2:	0.0%	$0.00	$0.00

Adj. % / **Adj. $** columns shown in header.

⚒ Distributions

Orgn	Fund	Index_Wku	Acct	Distributions	FTE %	July 2026	August 2026	September 2026	October 2026	November 2026
102001	110000	102001	61111	Distribution Override	50.0%					
				Distribution %	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
				Distribution $		2,153	2,153	2,153	2,153	2,153
				Fixed Benefits		509	509	509	509	509
				Variable Benefits		367	367	367	367	367
101101	110000	101101	61111	Distribution Override	50.0%					
				Distribution %	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
				Distribution $		2,153	2,153	2,153	2,153	2,153
				Fixed Benefits		509	509	509	509	509
				Variable Benefits		367	367	367	367	367
+ Insert New Distribution				Total Distributed Salary $		4,307	4,307	4,307	4,307	4,307

Save   **Close**

c. Funding a position with grant dollars:
- i. In Labor Planning, go to the Position Planning tab to pull up all employees. Select the employee funded with grant dollars and click the magnifying glass to open the employee card.
- ii. Once open, click "Insert New Distribution" at the bottom of the card in the "Distributions" section, which will bring up the "Calc Method Variables" box.

iii. For the Orgn – Select **Assigned Orgn for your unit,** for the IndexWku select **Assigned Index for your unit**, and for the Acct, select 61110 or 61111. (See chart below for unit level grant assignments)

iv. Change the correct percentage in the FTE% box for each field, for example the picture below is 50% home index and 50% Foundation funding.

Position ID:	995454_00	Employee ID:	801278282	Base Salary:	Adj. %	Adj. $	$51,684.00
Start Date:	10/1/2024	Pay Type:	Salary	COLA: 0.0% on 01/01/26	0.0%	$0.00	$0.00
End Date:		Working Hours:	1,950	Promotion:	0.0%	$0.00	$0.00
Category:	Staff	FTE:	0.00	Salary Adj. 1:	0.0%	$0.00	$0.00
Bargaining Unit:	ORP	Spread:	Even	Salary Adj. 2:	0.0%	$0.00	$0.00

Distributions

Orgn	Fund	Index_Wku	Acct	Distributions	FTE %	July 2026	August 2026	September 2026	October 2026	November 2026
102001	110000	102001	61111	Distribution Override	50.0%					
				Distribution %	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
				Distribution $		2,153	2,153	2,153	2,153	2,153
				Fixed Benefits		509	509	509	509	509
				Variable Benefits		367	367	367	367	367
101011	500025	500025	61111	Distribution Override	50.0%					
				Distribution %	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
				Distribution $		2,153	2,153	2,153	2,153	2,153
				Fixed Benefits		509	509	509	509	509
				Variable Benefits		367	367	367	367	367
+ Insert New Distribution				Total Distributed Salary $		4,307	4,307	4,307	4,307	4,307

Save   Close

Unit Level Grant Assignments

FY27 Unit Level Grant Assignments		
Unit	Index	Orgn
SOF	500025	101011
CEBS	500030	240158
CHHS	500040	265101
GFCB	500050	230011
OCSE	500060	260101
PCAL	500070	250102
President	500080	290205
Provost	500090	200011
Student Experience	500095	210501

     v.   Other points of interest:
1. No end dates are to be added to grant positions.
2. The operating budget for grants will be entered by the Budget Office.
3. A column will be added to the budget development monitoring spreadsheet for grant and Foundation account balancing.

5. **Other Labor – Part-time, Student Workers, ETC.**
   a. Under "Other Labor" Top Tab, click smaller tab "Other Labor Accounts"

   ### 300202-Police | 2024 Labor Planning

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY	
Pooled Positions	Other Labor Accounts				

Orgn	Index_Wku	Acct	Description	Actual 2022	Budget 2023	2024 Base Budget	Adjustment
300202	300202	61051	Salaries-Contingent (Budget)	0	11,395	11,395	0
300202	300202	61123	Wages - Part-time	17,517	0	0	0
300202	300202	61130	Wages - Over-time	100,736	0	0	0
300202	545508	61130	Wages - Over-time	0	0	0	0
300202	545509	61130	Wages - Over-time	11,024	0	0	0
300202	545510	61130	Wages - Over-time	8,281	0	0	0
300202	300202	61150	Wages - Occasional	0	1,000	1,000	0
300202	300202	61501	Wages - Student Institutional	2,624	22,515	22,515	0
+ Insert New Account							
Total Other Labor Expenses				140,182	34,910	34,910	0

   b. Non-Full-Time employees are budgeted here (Part-Time, Over-Time, Student Institutional, Student Work Study)
   c. Enter totaled amount to be budgeted per account.

6. **Benefits**
    a. Benefits will be automatically calculated for all positions in Position Planning with the rates communicated in the annual budget call letter.
    b. Benefits will be automatically calculated for all positions in Pooled Positions, with rates communicated in the annual budget call letter.
    c. The user is responsible for calculating fringe on "Other Labor". A fringe calculation tool (created by Katie Muchmore) with be provided by the Budget office for those that want to use it. The fringe total will be manually entered in account 62051 in the BUDGET MODULE (not Labor Planning).