

Position Control

What we will cover

- What is the Position Control Report?
- Accessing the new Position Control Report in Power BI
- Reading the new Position Control Report
- What can you use Position Control for?
- Exporting the Position Control Report Data from Power BI to Excel

What is the Position Control Report?

- List of all positions for your department
 - One list of all single (permanent) employee positions, showing:
 - Position number and classification title
 - Employee name and Banner ID (or Vacancy Date)
 - Funding source(s) – Fund, Organization, Account, and Program
 - Split-funded positions display a separate line for each funding source, as well as the percentage of that position budgeted from each funding source
 - **Recurring** position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report
 - Year-to-date expended and encumbered pay amounts, and available balance
 - FTE (Full-Time Equivalent), Budget Organization, Activity Code, and Employee Class
 - Separate list of all pooled (temporary) positions, showing all the above except for employee-specific info (names, IDs, individual pay amounts, FTE, etc.)
 - Examples of pooled positions:
 - Temporary Employee Positions
 - Adjunct (Visiting Faculty) Positions
 - Supplemental Pay (Extra Compensation) Positions

Accessing the new Position Control Report

The new position control report in Power BI can be accessed one of three ways:

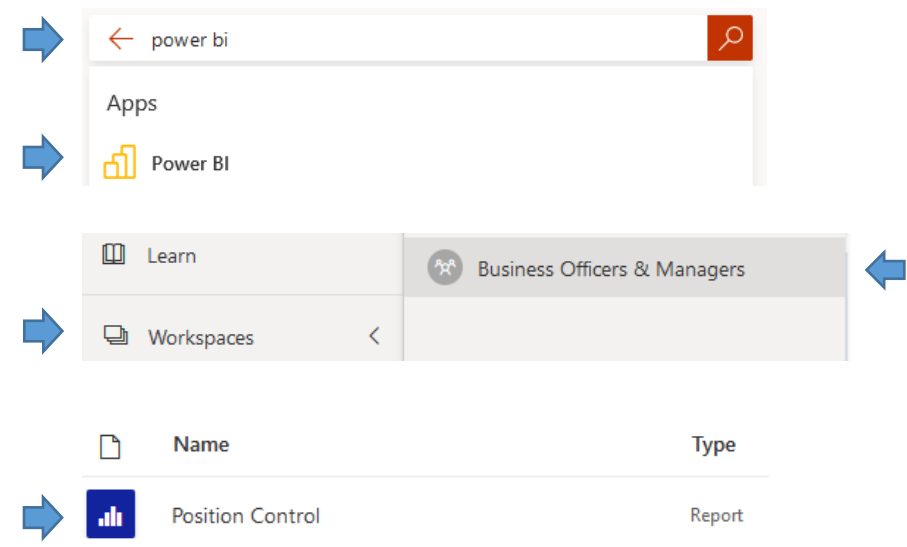
1.) Open your internet browser of choice and go to www.office.com.

You may already be logged in automatically to your UNCSA account, but if not, click Sign In and enter your UNCSA credentials (email and password).

Search for “Power BI” and select it from the Apps menu.

In the left-hand menu, select “Workspaces,” then “Business Officers & Managers.”

Then click on the Report (not the Dataset) called “Position Control.”



Accessing the new Position Control Report

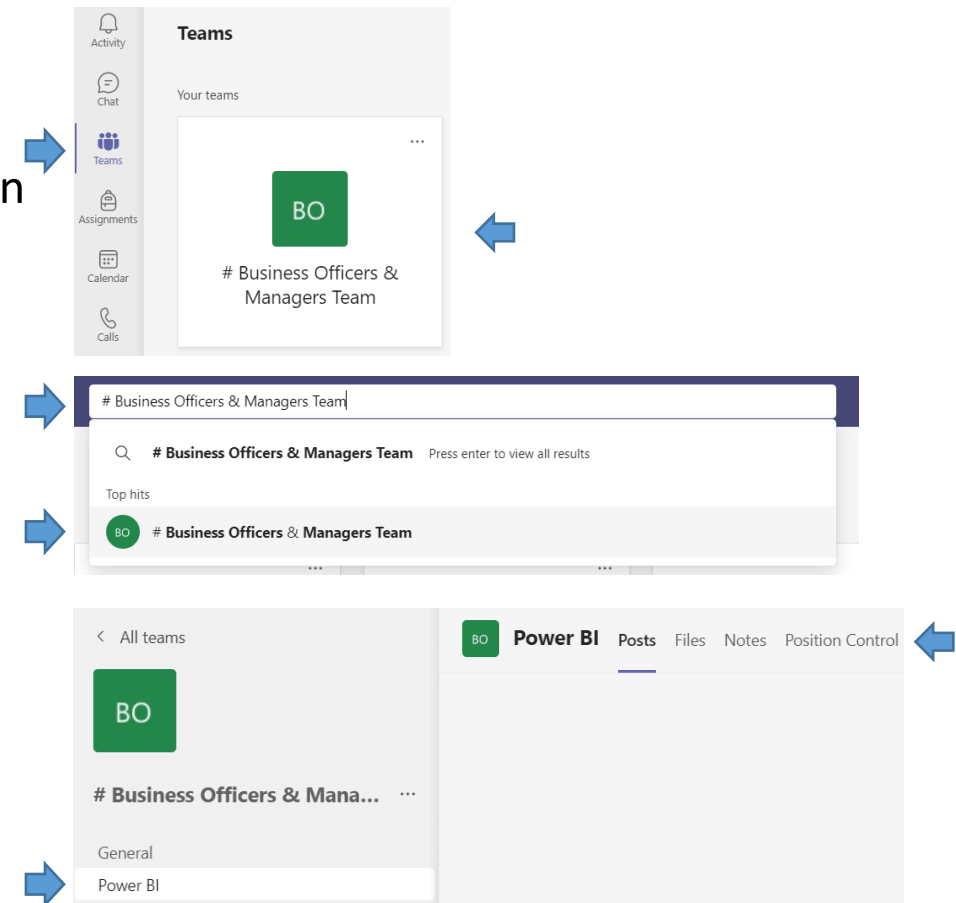
The new position control report in Power BI can be accessed one of three ways:

2.) Open Microsoft Teams.

Navigate to the Business Officers & Managers Team, by:

- clicking the “Teams” icon in the left-hand menu, and then selecting the “# Business Officers & Managers Team”; or
- by searching for “# Business Officers & Managers Team” and then selecting it from the search results.

Once you are viewing the team, select “Power BI”, then select “Position Control” from the top menu.



Accessing the new Position Control Report

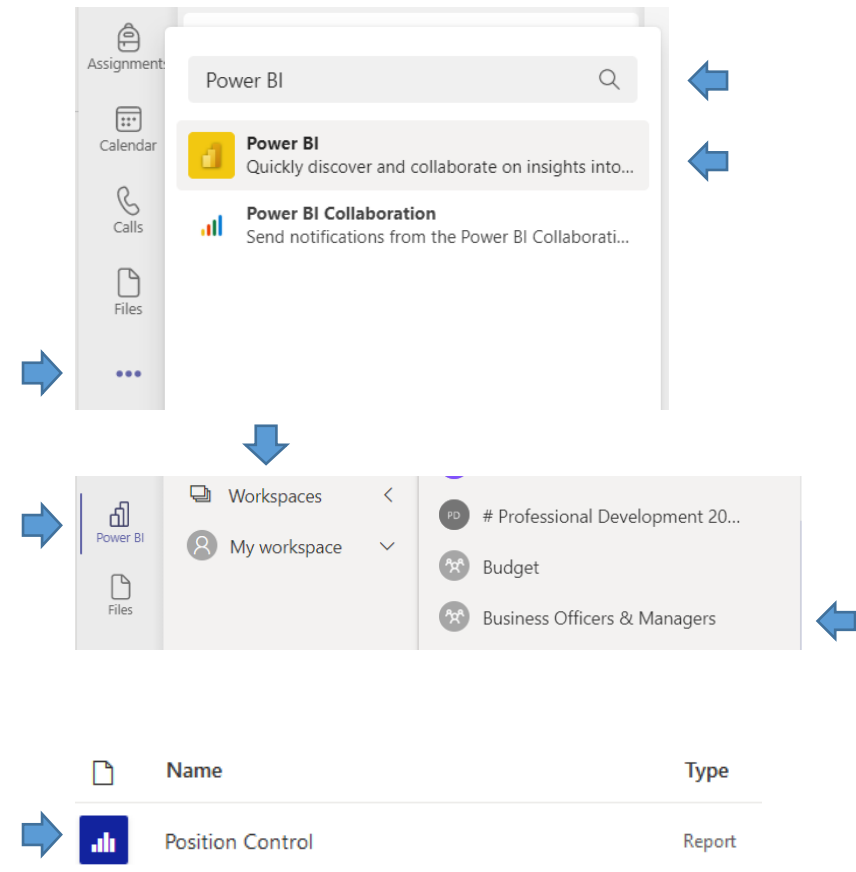
The new position control report in Power BI can be accessed one of three ways:

3.) You can also add Power BI to your Microsoft Teams left-hand menu (to access it without going through the Business Officers & Managers Team).

Click the ellipsis icon (three dots), type “Power BI” in the “Find an app” box, and select it from the search results.

This will add a Power BI icon to the bottom of this menu (you can drag it up to a higher spot on the menu if preferred). Click the Power BI icon, then select “Workspaces,” then “Business Officers & Managers.”

Then click on the Report (not the Dataset) called “Position Control.”



Reading the new Position Control Report

- Single (permanent) employee positions:
 - Position number and classification title
 - Employee name and Banner ID (or Vacancy Date)
 - Funding source(s) – Fund, Organization, Account, Program
 - Split-funded positions display a separate line for each funding source, as well as the percentage of that position budgeted from each fund
 - **Recurring** position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report
- Year-to-date expended and encumbered pay amounts, and available balance
- FTE, Budget Organization, Activity Code, and Employee Class

Pages	<<	Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
Single Positions		010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1	
		010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
Pooled Positions		010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
		010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
		010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
		010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
		010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
		010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
		010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
		010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1	
		010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
		010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
		010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1	
		010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
		010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
		010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1	
		010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
		010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
		010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE	
	010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE		
	010304	Administrative Support Specialist	DeVine	Adam	9600			152100	11100	612100	152	100.00%	\$45,000	(\$7,500)	(\$37,500)	\$0	1.0000	11100	10304	SN		
	RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF		
Total													\$1,575,155	(\$209,576)	(\$1,105,000)	\$260,579	19.4019					

Reading the new Position Control Report

- Single (permanent) employee positions:
 - Position number and classification title
 - Employee name and Banner ID (or Vacancy Date)
 - Funding source(s) – Fund, Organization, Account, Program
 - Split-funded positions display a separate line for each funding source, as well as the percentage of that position budgeted from each fund
 - Recurring position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report
 - Year-to-date expended and encumbered pay amounts, and available balance
 - FTE, Budget Organization, Activity Code, and Employee Class
- Pooled (temporary) positions:
 - Temporary Employee Positions
 - Adjunct (Visiting Faculty) Positions
 - Supplemental Pay (Extra Compensation) Positions
- Shows positions number, funding sources, recurring budget, and overall pay activity for the position, but not individual employee names, IDs, pay amounts, etc.
 - NOTE: That info can be obtained in Banner (“View Payroll Expense Detail” in Banner 8, “View Payroll” in Banner 9)*

Position Title	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance
0VFRK1 Visiting Faculty	101100	11100	613100	101	100.00	\$0			\$0
ROKF10 Temporary Emp Non-Stu FLSA NOT	101100	11100	614100	101	100.00	\$0			\$0
ROKH10 Temporary Emp Non-Stu FLSA SUB	101100	11100	614100	101	100.00	\$0	(\$4,999)		(\$4,999)
ROKH50 Temporary Emp Student	101100	11100	614500	101	100.00	\$0			\$0
ROKXC1 Additional Employment	152100	11100	611100	152	100.00	\$4,500	(\$450)	(\$4,050)	\$0
Total					500.00	\$33,180	(\$2,918)	(\$17,173)	\$13,089

Pages	Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class
Single Positions	010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1
	010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1
Pooled Positions	010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1
	010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1
	010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1
	010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1
	010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1
	010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1
	010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1
	010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1
	010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1
	010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1
	010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1
	010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1
	010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1
	010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1
	010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1
	010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1
	010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE
	010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE
	010304	Administrative Support Specialist	DeVine	Adam	9600			152100	11100	612100	152	100.00%	\$45,000	(\$7,500)	(\$37,500)	\$0	1.0000	11100	10304	SN
	RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF
Total													\$1,575,155	(\$209,576)	(\$1,105,000)	\$260,579	19.4019			

Reading the new Position Control Report

UNC School of the Arts
Budget Status
For the Period Ended 9/30/2022

Fund: 101100 Rock
Organization: 11100 School of Rock
Program: 101 Instruction

Account	Description	Budget	Actual	Commitments	Balance
613100	EPA Academic Salary	1,101,934.00	140,547.00	731,482.00	229,905.00
614100	Non Student Reg Wages	25,000.00	4,995.25	0.00	20,004.75
618100	Social Security	11,133.00	11,133.46	0.00	(0.46)
618300	Medical Insurance	11,700.00	11,699.81	0.00	0.19
618700	Optional Retirement Plan	19,437.00	19,437.15	0.00	(0.15)
Total Personnel Expenses		1,169,204.00	187,812.67	731,482.00	249,909.33
71800P	Purchased Contractual Services Pool	15,000.00	1,000.00	0.00	14,000.00
72000P	Supplies Budget Pool	2,500.00	1,590.66	0.00	909.34
75000P	Cap Outlay/Equip Budget Pool	895.00	894.99	0.00	0.01
Total Operating Expenses		18,395.00	3,485.65	0.00	14,909.35
Total Expenses		1,187,599.00	191,298.32	731,482.00	264,818.68

- Recurring position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report

Position Title	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	
OVFRK1 Visiting Faculty	101100	11100	613100	101	100.00	\$0			\$0	
ROKF10 Temporary Emp Non-Stu RLSA NOT	101100	11100	614100	101	100.00	\$0			\$0	
ROKH10 Temporary Emp Non-Stu RLSA SUB	101100	11100	614100	101	100.00	\$0	(\$4,999)		(\$4,999)	
ROKH50 Temporary Emp Student	101100	11100	614500	101	100.00	\$0			\$0	
ROKXC1 Additional Employment	152100	11100	611100	152	100.00	\$4,500	(\$450)	(\$4,050)	\$0	
Total						500.00	\$33,180	(\$2,918)	(\$17,173)	\$13,089

Filter by fund and/or account to compare totals to Budget Status Report



Fund: 101100 Account: All Position: All



Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,126,934	(\$140,547)	(\$731,482)	\$254,905	14.0000				

Reading the new Position Control Report

UNC School of the Arts
Budget Status
For the Period Ended 9/30/2022

Fund: 101100 Rock
Organization: 11100 School of Rock
Program: 101 Instruction



Account	Description	Budget	Actual	Commitments	Balance
613100	EPA Academic Salary	1,101,934.00	140,547.00	731,482.00	229,905.00
614100	Non Student Reg Wages	25,000.00	4,995.25	0.00	20,004.75
618100	Social Security	11,133.00	11,133.46	0.00	(0.46)
618300	Medical Insurance	11,700.00	11,699.81	0.00	0.19
618700	Optional Retirement Plan	19,437.00	19,437.15	0.00	(0.15)
Total Personnel Expenses		1,169,204.00	187,812.67	731,482.00	249,909.33
71800P	Purchased Contractual Services Pool	15,000.00	1,000.00	0.00	14,000.00
72000P	Supplies Budget Pool	2,500.00	1,590.66	0.00	909.34
75000P	Cap Outlay/Equip Budget Pool	895.00	894.99	0.00	0.01
Total Operating Expenses		18,395.00	3,485.65	0.00	14,909.35
Total Expenses		1,187,599.00	191,298.32	731,482.00	264,818.68

- Recurring position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report

Position Title	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	
OVFRK1 Visiting Faculty	101100	11100	613100	101	100.00	\$0			\$0	
ROKF10 Temporary Emp Non-Stu RLSA NOT	101100	11100	614100	101	100.00	\$0			\$0	
ROKH10 Temporary Emp Non-Stu RLSA SUB	101100	11100	614100	101	100.00	\$0	(\$4,999)		(\$4,999)	
ROKH50 Temporary Emp Student	101100	11100	614500	101	100.00	\$0			\$0	
ROKXC1 Additional Employment	152100	11100	611100	152	100.00	\$4,500	(\$450)	(\$4,050)	\$0	
Total						500.00	\$33,180	(\$2,918)	(\$17,173)	\$13,089

Filter by fund and/or account to compare totals to Budget Status Report

Expended and Encumbered amounts (should) match



Fund: 101100 Account: All Position: All



Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,126,934	(\$140,547)	(\$731,482)	\$254,905	14.0000				



Reading the new Position Control Report

UNC School of the Arts
Budget Status
For the Period Ended 9/30/2022

Fund: 101100 Rock
Organization: 11100 School of Rock
Program: 101 Instruction



Account	Description	Budget	Actual	Commitments	Balance
613100	EPA Academic Salary	1,101,934.00	140,547.00	731,482.00	229,905.00
614100	Non Student Reg Wages	25,000.00	4,995.25	0.00	20,004.75
618100	Social Security	11,133.00	11,133.46	0.00	(0.46)
618300	Medical Insurance	11,700.00	11,699.81	0.00	0.19
618700	Optional Retirement Plan	19,437.00	19,437.15	0.00	(0.15)
Total Personnel Expenses		1,169,204.00	187,812.67	731,482.00	249,909.33
71800P	Purchased Contractual Services Pool	15,000.00	1,000.00	0.00	14,000.00
72000P	Supplies Budget Pool	2,500.00	1,590.66	0.00	909.34
75000P	Cap Outlay/Equip Budget Pool	895.00	894.99	0.00	0.01
Total Operating Expenses		18,395.00	3,485.65	0.00	14,909.35
Total Expenses		1,187,599.00	191,298.32	731,482.00	264,818.68

- Recurring position budget amount
 - Non-recurring budget transfers made into or out of positions, funds, or accounts will **not** be reflected in this report

Position Title	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	
OVFRK1 Visiting Faculty	101100	11100	613100	101	100.00				\$0	
ROKF10 Temporary Emp Non-Stu RLSA NOT	101100	11100	614100	101	100.00				\$0	
ROKH10 Temporary Emp Non-Stu RLSA SUB	101100	11100	614100	101	100.00	\$0	(\$4,999)		(\$4,999)	
ROKH50 Temporary Emp Student	101100	11100	614500	101	100.00	\$0			\$0	
ROKXC1 Additional Employment	152100	11100	611100	152	100.00	\$4,500	(\$450)	(\$4,050)	\$0	
Total						500.00	\$33,180	(\$2,918)	(\$17,173)	\$13,089

Filter by fund and/or account to compare totals to Budget Status Report

Expended and Encumbered amounts (should) match

Budget and Balance amounts will differ by the amount of any non-recurring budget transfers completed in the current fiscal year



Fund: 101100 Account: All Position: All



Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,126,934	(\$140,547)	(\$731,482)	\$254,905	14.0000				



What can you use Position Control for?

- Filling out HR forms and People Admin action correctly and completely
- Tracking position budgets and identifying available salaries
 - Identifying available salary on a **recurring** (i.e. “permanent” or “annual”) basis that could be transferred between vacant positions (and/or an unallocated salary pool, if applicable) to make changes to annual position budgets
 - “Unallocated salary” is salary budget not currently assigned on a recurring basis to any other single-employee position
 - When **faculty** positions are hired under budget, the balance currently goes into a department-held unallocated faculty salary pool, and can be used for salary flexibility when making other **faculty** hires
 - When **staff** positions are hired under budget, the balance (typically) goes into a university-held unallocated staff salary pool, and is not retained by the department.
 - Departments seeking to hire **staff** at salaries that exceed the current budget for a position may submit a **Salary Reserve Request Form** to ask for funding from these university unallocated pools
 - Salary Reserve Request Form found at www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/financial-services/budget-office.aspx
 - Identifying lapsed salary on a **non-recurring** basis (i.e. in the current fiscal year) that could be transferred from salary lines
 - “Lapsed salary” is the portion of a budgeted salary that has not been paid to an employee in the current fiscal year due to vacancy
 - Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
 - Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred

What can you use Position Control for?

- Tracking position budgets and identifying available salaries
- Identifying available salary on a **recurring** (i.e. “permanent” or “annual”) basis that could be transferred between vacant positions (and/or an unallocated salary pool, if applicable) to make changes to annual position budgets



Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE	
010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE	
010304	Administrative Support Specialist	DeVine	Adam	9600			152100	11100	612100	152	100.00%	\$45,000	(\$7,500)	(\$37,500)	\$0	1.0000	11100	10304	SN	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,575,155	(\$209,576)	(\$1,105,000)	\$260,579	19.4019				

What can you use Position Control for?

- Tracking position budgets and identifying available salaries
 - Identifying lapsed salary on a **non-recurring** basis (i.e. in the current fiscal year) that could be transferred from salary lines
 - Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
 - Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred
 - Non-recurring budget transfers already made into or out of positions, funds, or accounts will **not** be reflected in this report

Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE	
010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE	
010304	Administrative Support Specialist	DeVine	Adam	9600			152100	11100	612100	152	100.00%	\$45,000	(\$7,500)	(\$37,500)	\$0	1.0000	11100	10304	SN	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,575,155	(\$209,576)	(\$1,105,000)	\$260,579	19.4019				

What can you use Position Control for?

UNC School of the Arts
Budget Status
For the Period Ended 9/30/2022

Fund: 101100 Rock
Organization: 11100 School of Rock
Program: 101 Instruction

Account	Description	Budget	Actual	Commitments	Balance
613100	EPA Academic Salary	1,101,934.00	140,547.00	731,482.00	229,905.00
614100	Non Student Reg Wages	25,000.00	4,995.25	0.00	20,004.75
618100	Social Security	11,133.00	11,133.46	0.00	(0.46)
618300	Medical Insurance	11,700.00	11,699.81	0.00	0.19
618700	Optional Retirement Plan	19,437.00	19,437.15	0.00	(0.15)
Total Personnel Expenses		1,169,204.00	187,812.67	731,482.00	249,909.33
71800P	Purchased Contractual Services Pool	15,000.00	1,000.00	0.00	14,000.00
72000P	Supplies Budget Pool	2,500.00	1,590.66	0.00	909.34
75000P	Cap Outlay/Equip Budget Pool	895.00	894.99	0.00	0.01
Total Operating Expenses		18,395.00	3,485.65	0.00	14,909.35
Total Expenses		1,187,599.00	191,298.32	731,482.00	264,818.68

- Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
- Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred
- Non-recurring budget transfers already made into or out of positions, funds, or accounts will **not** be reflected in this report

Fund: 101100
Account: All
Position: All

Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,126,934	(\$140,547)	(\$731,482)	\$254,905	14.0000				

What can you use Position Control for?

For staff positions that were vacant, but have now been filled, any available balance is now considered lapsed salary (again, accounting for any non-recurring transfers that have already been made, which are not shown on this report)

- Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
- Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred
- Non-recurring budget transfers already made into or out of positions, funds, or accounts will **not** be reflected in this report

Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class
010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1
010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1
010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1
010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1
010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE
010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE
010304	Administrative Support Specialist	DeVine	Adam	9600			152100	11100	612100	152	100.00%	\$45,000	(\$7,500)	(\$37,500)	\$0	1.0000	11100	10304	SN
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF
Total												\$1,575,155 (\$209,576) (\$1,105,000) \$260,579				19.4019			



What can you use Position Control for?

What about staff positions that are currently vacant?

If no pay periods have occurred yet in which the position was vacant – there is no lapsed salary available (yet)

- Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
- Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred
- Non-recurring budget transfers already made into or out of positions, funds, or accounts will **not** be reflected in this report

Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	43	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	408	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE	
010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE	
010304	Administrative Support Specialist				08/31/2022	12	152100	11100	612100	152	100.00%	\$45,000	(\$8,365)	\$0	\$36,635	1.0000	11100	10304	SN	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,575,155	(\$210,441)	(\$1,067,500)	\$297,214	19.4019				



What can you use Position Control for?

What about staff positions that are currently vacant?

If pay periods have occurred in which the position was vacant – lapsed salary can now be calculated

- How long has position been vacant?
- What has been paid out?
- What balance needs to be saved for hiring?

- Lapsed salary from **faculty** positions can be transferred for the entire fiscal year (as long as there are no plans to recruit until the next fiscal year)
- Lapsed salary from **staff** positions can only be transferred for pay periods that have already occurred
- Non-recurring budget transfers already made into or out of positions, funds, or accounts will **not** be reflected in this report

Position	Title	Last Name	First Name	Banner ID	Vacancy Date	Days Vacant	Fund	Organization	Account	Program	Percent	Budget	Expended	Encumbered	Balance	FTE	Budget Organization	Activity	Class	
010100	Dean	Presley	Elvis	9600			152100	11100	611100	152	100.00%	\$168,000	(\$28,000)	(\$140,000)	\$0	1.0000	11100	10100	E1	
010200	Assistant Professor	John	Elton	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10200	F1	
010202	Professor				07/31/2022	92	101100	11100	613100	101	100.00%	\$90,000	(\$7,500)	\$0	\$82,500	1.0000	11100	10202	F1	
010204	Associate Professor				07/31/2021	457	101100	11100	613100	101	100.00%	\$84,000	\$0	\$0	\$84,000	1.0000	11100	10204	F1	
010206	Assistant Professor	Bowie	David	9600			101100	11100	613100	101	100.00%	\$75,000	(\$12,500)	(\$62,500)	\$0	1.0000	11100	10206	F1	
010208	Associate Professor	Jagger	Mick	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10208	F1	
010210	Professor	Holly	Buddy	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10210	F1	
010212	Associate Professor	Santana	Carlos	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10212	F1	
010214	Associate Professor	Dylan	Bob	9600			101100	11100	613100	101	55.00%	\$46,200	(\$7,700)	(\$38,500)	\$0	0.5500	11100	10214	F1	
010214	Associate Professor	Dylan	Bob	9600			580700	11100	613100	101	45.00%	\$37,800	(\$6,300)	(\$31,500)	\$0	0.4500	11100	10214	F1	
010216	Assistant Professor	McCartney	Paul	9600			101100	11100	613100	101	100.00%	\$75,000	(\$6,250)	(\$62,500)	\$6,250	1.0000	11100	10216	F1	
010226	Associate Professor	Joplin	Janis	9600			101100	11100	613100	101	62.50%	\$52,500	(\$8,750)	(\$43,750)	\$0	0.6250	11100	10226	F1	
010226	Associate Professor	Joplin	Janis	9600			580700	11100	613100	101	37.50%	\$31,500	(\$5,250)	(\$26,250)	\$0	0.3750	11100	10226	F1	
010228	Associate Professor	Tyler	Steven	9600			101100	11100	613100	101	100.00%	\$84,000	(\$14,000)	(\$70,000)	\$0	1.0000	11100	10228	F1	
010232	Professor	Springsteen	Bruce	9600			101100	11100	613100	101	42.31%	\$38,079	(\$6,347)	(\$31,732)	\$0	0.4231	11100	10232	F1	
010232	Professor	Springsteen	Bruce	9600			580700	11100	613100	101	57.69%	\$51,921	(\$8,653)	(\$43,268)	\$0	0.5769	11100	10232	F1	
010234	Associate Professor	Bon Jovi	Jon	9600			101100	11100	613100	101	100.00%	\$84,000	(\$7,000)	(\$70,000)	\$7,000	1.0000	11100	10234	F1	
010235	Professor	Nicks	Stevie	9600			101100	11100	613100	101	100.00%	\$90,000	(\$15,000)	(\$75,000)	\$0	1.0000	11100	10235	F1	
010300	University Program Specialist	Black	Jack	9600			152100	11100	612100	152	100.00%	\$60,000	(\$10,000)	(\$50,000)	\$0	1.0000	11100	10300	SE	
010302	Executive Assistant	Robinson	Craig	9600			152100	11100	612100	152	100.00%	\$54,000	(\$3,326)	(\$45,000)	\$5,674	1.0000	11100	10302	SE	
010304	Administrative Support Specialist				08/31/2022	61	152100	11100	612100	152	100.00%	\$45,000	(\$8,365)	\$0	\$36,635	1.0000	11100	10304	SN	
RK1310	Unallocated						101100	11100	613100	101	100.00%	\$75,155	\$0	\$0	\$75,155	1.4019	11100	RK1310	AF	
Total												\$1,575,155	(\$210,441)	(\$1,067,500)	\$297,214	19.4019				



Exporting Position Control Data to Excel

- Hover over report to make a set of icons appear in the top right corner, then click the ellipsis icon (three dots) for “More options”.
- Choose “Export data” from the drop-down menu.
- Leave “Data with current layout” selected, and click “Export”
- Find the “data” Excel file in your Downloads folder.
- Open the file, Enable Editing, and Save it to the desired location on your computer with the desired file name.

The screenshot illustrates the process of exporting data from a report. At the top, the report header for the University of North Carolina School of the Arts is visible, with filters for Fund, Account, and Position. A table with columns like Position, Title, Last Name, and First Name is partially shown. In the top right corner, a 'More options' menu is open, with 'Export data' highlighted. A dialog box titled 'Which data do you want to export?' is displayed, offering three options: 'Data with current layout' (selected), 'Summarized data', and 'Underlying data'. The 'Data with current layout' option is selected, and the file format is set to '.xlsx (Excel 150,000-row max)'. An 'Export' button is highlighted in yellow. Below the dialog, a Windows File Explorer window shows the 'Downloads' folder, where a file named 'data' is listed under 'Today (1)'. Blue arrows indicate the flow of the process: from the 'More options' menu to the 'Export data' option, from the 'Export data' option to the 'Export' button, and from the 'Export' button to the 'data' file in the Downloads folder.

Questions?