

## POSITIONS

### Definition

A position is a budgetary unit that contains the following data:

- Organization (ORGN) Code (who owns the position)
- Position Class [Previously Jobclass Code] (See Position Class Section)
- Salary and FTE for the position
- Labor Distribution (funding sources). Separate position numbers are no longer created for each funding source.

**A POSITION MUST EXIST IN BANNER BEFORE AN EPAF CAN BE PROCESSED**

**This includes Faculty, Staff and Student Positions**

**Supplements** - separate positions with no FTE.

### Single vs Pooled Positions

- Single Position – One employee per position

#### HSC Example – Single Position

<b>Position Number - H96071</b>				
<b>ORGN - 512201 (Family Medicine Lubbock General)</b>				
<b>Position Class - F5206 (Assistant Professor)</b>				
<b>Salary - 141,839</b>		<b>FTE 1.00</b>		
<b>Labor Distribution</b>				
Fund	ORGN	Account	Program	%
101038	512201	611801	10	35.25%
101073	512211	611801	10	14.10%
131008	512201	611801	10	36.20%
221024	512201	611801	10	14.45%
				<b>100.00%</b>

#### TTU Example – Single Position

<b>Position Number - T96109</b>				
<b>ORGN – B00002 (Inst of Environmental &amp; Human Health)</b>				
<b>Position Class - F5906 (Assistant Professor)</b>				
<b>Salary – 78,881</b>		<b>FTE 1.00</b>		
<b>Labor Distribution</b>				
Fund	ORGN	Account	Program	%
11B023	B00002	6A1802	200	1.18%
16A012	A00001	6A1802	400	59.16%
16A012	B00045	6A1802	100	39.66%
				<b>100.00%</b>

- Pooled Positions
  - One position number is used for multiple employees within the same ORGN who have the same Position Class. The groups outlined below were converted into pooled positions.
  - HSC
    - Resident physicians
    - Students
    - PRN resource nurses
    - PRN correctional nurses
  - TTU and TTUSA
    - Instructors
    - Students
    - Police Officer, Police Officer II, Sr. Police Officer
    - Temporary Workers

HSC Example – Pooled Position

<b>Position Number - H99991</b>				
<b>ORGN - 512201 (Family Medicine Lubbock General)</b>				
<b>Position Class - G3301 (Resident Instructor 1st Year)</b>				
<b>Salary - 420,440</b>		<b>FTE -10.00</b>		
<b>Labor Distribution</b>				
Fund	ORGN	Account	Program	%
231014	511141	611901	10	100.00%

TTU Example – Pooled Position

<b>Position Number - T98066</b>				
<b>ORGN – B53021 (Inst for Studies in Pragmaticism)</b>				
<b>Position Class – U3912 (Student Assistant)</b>				
<b>Salary – 47,892</b>		<b>FTE – 3.50</b>		
<b>Labor Distribution</b>				
Fund	ORGN	Account	Program	%
11A001	C30000	6A2510	600	100.00%

## **Position Actions**

- **Request for Approval and Review – New Position/Reclassifications Form** - used for all position changes.
  - HSC - Webraider/F&A Work Tools Tab/Human Resources/Forms
  - TTU and TTUSA - Raiderlink/A&F Work Tools Tab/Human Resources/Forms
- **Reclassification – Change of Position Class** (see Position Class section below) on any position
  - Complete the Request for Approval and Review – New Position/Reclassifications form
  - If the position is filled, the employee's record will be updated based on the Request for Approval and Review – New Position/Reclassifications form. An E-PAF is not required.
- **Create a new position**
  - Complete the Request for Approval and Review – New Position/Reclassifications form

## **Questions related Positions should be directed to:**

- HSC Wage & Salary
- TTU - Human Resource Services – Compensation & Operations
  - [hrs.compensation.operations@ttu.edu](mailto:hrs.compensation.operations@ttu.edu)

## **Position Class (PCLASS) [Previously Jobclass Code]**

### **Definition**

- A position class is a title that describes a job or group of jobs. It is similar to the current Jobclass Code. The following attributes are assigned to each position class:
  - FLSA Status (Exempt vs Non-exempt)
  - Pay Grade
  - Pay Range – minimums and maximums

### **Part Time vs Full Time**

- In the past, part time and full time positions used the same Jobclass Code. In Banner, separate position classes will be used based on whether a position is part time or full time.

### **Banner Position Class structure:**

The Banner Position classes are broken into the following groups. The first digit(s) of each group are outlined in the following chart.

	Full Time	Part Time
Faculty – 12 month appointments	F52	P52
Faculty – 10 month appointments	F50	P50
Faculty – 9 month appointments	F59	P59
Faculty – Non-salaried	F5N	
Staff – Athletics	A	P
Staff – Executive	E	P
Staff – All Other	S	P
Students		U
Resident Physicians	G	

### **Tools**

- **Pay Plan** -The institutional pay plan is a combined list of all position classes and is located at the following links
  - HSC – Webraider/F&A Work Tools Tab/Human Resources
  - TTU and TTUSA – Raiderlink/A&F Work Tools Tab/Human Resources
- **Crosswalk of Tchr Jobclass Codes to Banner Position Classes**
  - [HSC Crosswalk](#)
  - [TTU Crosswalk](#)

