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Inspiring Innovation and Discovery

SECTION OVERVIEW

This section contains information about the concept of **Position Management** and how it works in the MacViP HR/Payroll system.

Positions Within MacViP

Understanding Position Management
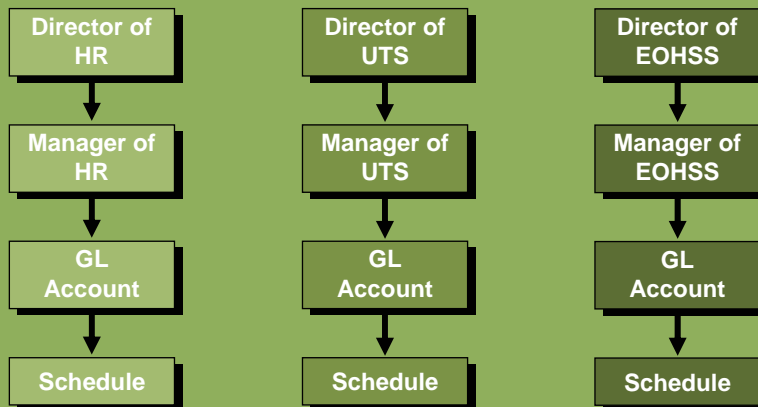
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What is Position Management?

- One of the requirements for the implementation of MacViP is Position Management.

- Position Management allows us to define and administer positions independent of the incumbent.

Benefits of Position Management

Some benefits of Position Management are:

- **Organization charting for reporting and analysis purposes.**

- **Allows for massive GL changes and structure changes.**

- **Allows for the definition of security - which positions a user is allowed to view.**

Concept of Employee Position

Director of HR	Director of UTS	Director of EOHSS
Manager of HR	Manager of UTS	Manager of EOHSS
GL Account	GL Account	GL Account
Schedule	Schedule	Schedule

Job

Includes:

- **Job Title (e.g. Manager)**
- **Compensation Group**
- **Salary Range/Scale**

Position

Includes:

- **Job**
- **Position number and title**
- **Work location**
- **Permanent and Full/Part Time**
- **Work schedule**
- **Reporting relationship**
- **GL accounts**

Definition

Job

- **What you do.**

Position

- **Where you do it.**
- **When you do it.**
- **Who you do it for.**

Identifying Positions

- **Every employee has a position.**

- **Some positions may have more than one employee.**

- **Some employees may have more than one position.**

One : One

Each person can sit on own position.

Example:

University Technology Services (UTS), Chief Information Officer

One : Many

Positions in a department all sitting on the same "job" sit on the same "position".

Examples:

**Bookstore, Cashiers
Campus Services, Custodians**

One : Many

A "holding" position from where employees are assigned to various positions and paid accordingly.

Example:

Temporary/Casual employees will share a common position per department.

Many : One

One person can have more than one position.

Examples:

- Employee working in 2 part-time positions to equal 1 full-time position.
- Faculty members with administrative appointments.

Owned Position vs. Worked Position

- Every employee will have at least one **Owned Position** (even if they share that position with other employees).

- However, they can also do work in another position and that time can be entered under **Worked Position** via the **Time Sheet Detail** screen.

Assignment Types

- Each Employee will have only 1 Primary Assignment.
- Can have multiple Secondary Assignments.
- Human Resources set up and deactivate the employee's Primary and Secondary Assignments.

Exercise

You have the option to print, write down answers and then fill in online or do the exercise and fill-in-online as going through the system.