

Position Management – How to Report a Change/Correction:

1. The Position Management Department Report will run and the output will be in an Excel spreadsheet.
2. The department will highlight the position change or changes to be affected on the Excel spreadsheet.
3. The department will, in an email to their Employment Services Representative, describe the change or changes that are needed and attach the highlighted Excel spreadsheet.
4. The Employment Service Representative will initiate the requested changes and respond via email to the department that the changes have been scheduled for input into Banner. At the next review cycle, the Position Management Department Report shall reflect the changes requested.

Michigan Tech University								
Human Resources								
HRREPT002A - Position Management Department Report								
Run 10/30/2018								
By BLIZZARDTHUSKY								
FiscalYear: 2019								
Position	Position Group	Position FTE	Current Incumbent	Last Incumbent	Position Index	Position Index Pct	Position Index Budget Amount	Position Index Account Code
Department: 59999 - Canine Resources								
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999882 - Director	Staff	1.00	M19579661 - Buddy		A11805	100.00	\$97,000.00	P141
59998 - Canine Resources								
998241 - Office Assistant 6	UAW	1.00	M38909404 - Kodi		A11805	100.00	\$24,500.00	P211
998270 - Payroll Associate	Staff	1.00	M58173243 - Marley		A11805	100.00	\$33,700.00	P341
998505 - Employee Wellness Coordinator	Staff	.750	M46811384 - Otis		A11805	100.00	\$31,333.00	P361
999615 - Data Analyst	Staff	1.00	VACANT	M09882796 - Scooby Doo	A11805	100.00	\$30,750.00	P351
999891 - Director of HRIS	Staff	1.00	M59386521 - Skipper		A11805	100.00	\$66,400.00	P141
999901 - Senior Payroll Associate	Staff	1.00	M45909521 - Snoopy		A54321	100.00	\$39,250.00	P341
Department Subtotal: 59999 - Canine Resources							\$322,933.00	
Grand Total:							\$322,933.00	