

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

POSITION WITH INCUMBENT (PWI) REPORT JOB AID

Displays details of all budgeted positions, including related Human Resources data, such as position control number, employee name, and job title

<h2>Position With Incumbent</h2>		1	Fund Center		
		2	Version	CM0	Current Modified Version
		3	Fiscal Year	2016	

Italics = HR Data
O = Obsolete

4	5	6	7	8	9	10	11	12	13	14	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbents	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)

Report Field Descriptions

1. Fund Center Description – Fund Center and Fund Center Name
2. Version:
 - a. CM0 = Current Modified Version (Current Maintenance)
 - b. FN0 = Adopted Final Version (Budget Development)
3. Fiscal Year
4. Position & Job
 - a. Position – 8 digit number that represents the position number.
 - b. Job –8 digit number that identifies the job code of the position.
5. Position Description & Job Title
 - a. Position Description – identifies the position name.
 - b. Job Title – identifies the job name of the position.
6. PSA & Program
 - a. PSA –Personnel Sub Area defines the pay basis (number of days worked per year) and track.

Key Term - Personnel Sub Area

Basis

A= A Basis
B= B Basis
C= C Basis
D= D Basis
E= E Basis

N= Non Employee
X= X Basis
Z= Z Basis

Calendar

A= Adult School
F= 4-Track (90-30)
G= General Calendar
J= Job Cost Calendar
S= Single Track Calendar
T= 3-track (Concept - 6)

CTXX

Placeholders

Currently not used by the District


- i.
- b. Program – Identifies the program code used to fund the position.

Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17

7. PS Grp & PS Level
 - a. PS Grp – The pay scale group is either the class code for a classified salary table or the schedule for a certificated salary table.
 - b. PS Level – The pay scale level represents the step or level from the salary table.
8. Person #/ID, Last Name, First Name, and Incumbents
 - a. Person #/ID – Person # identifies the PersNo used for the specific position number. Person ID is the employee's original employee number. An employee with multiple assignments/jobs will be assigned a different PersNo for each assignment/job.
 - b. Last Name, First Name – is the name of the employee filling the position.
 - c. Incumbents – identifies the number of incumbents in the position.
 - i. 1 of 1 = one position/one incumbent
 - ii. 1 of 2 = one position/two incumbents
9. Employee Subgroup & Description - Identifies the status of employee's assignment, i.e. probationary, regular, and temporary, intern, retiree, and substitute.
10. Emp Status & Pos Status
 - a. Emp Status – is the status of the employee.
 - b. Pos Status – Position Status – is the status of the position.
 - i. Active
 - ii. Closed
 - iii. Suspend
11. Start & End – is the Start and End date of the position.
12. Hrs/Day & Days/Wk – Is the number of hours and days assigned to a position.
13. FTE & Fund %
 - a. FTE – Full Time Equivalent
 - i. Classified – 1 FTE = 8 hours
 - ii. Certificated – 1FTE = 6 hours
 - b. Fund % - is the % budgeted for a position within a program. For multi-funded positions you will have multiple lines with the same position number but different program codes and %. The percentage on a position must always total 100%.
14. Salary Amount (w/Benefits) – is the salary amount budgeted for the position based on the PS Grp/Level.

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

Log on to BTS



The login page features a header with the title "Business Tools for Schools" and a grid of four images: a teacher with students, a student reading, the Los Angeles Unified School District logo, and a young girl. Below the images are input fields for "User" and "Password", followed by instructions for Single Sign-On and a "Log On" button. The SAP logo and copyright notice are at the bottom.


Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

Copyright © SAP AG. All Rights Reserved. 

From SAP Home Page, click "SAP Budget – Schools Front End"



The screenshot shows the SAP Home Page navigation menu. The "SAP Budget - Schools Front End" option is highlighted with a red box and a red arrow. The page title is "SAP Financials" and the main content area is titled "Financials - Central Offices".

Welcome BEATRICE LOMELI

Home Financials/Budget Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Asset Management Controlling Funds Management General Ledger Grants Mgmt Materials/Inventory Procurement

Financials/Budget

SAP Financials

Detailed Navigation

- SAP Financials
- Account String Wizard
- SAP Budget
- SAP Budget - Schools Front End**

Portal Favorites

- RI1067 Payroll Expenditures-SFS for Sch...

SAP Financials

Financials - Central Offices

This provides secure access for Finance and Budget for office professionals utilizing WinGUI software. In order to access this you must have the software loaded onto your desktop computer.

NOTE: If you try to access this without having the proper software loaded, you will not have access and you will see a blank screen and/or encounter an error. If you do not have the softw

[Financials/Budget Offices WinGUI Access](#)

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

1. Click on the **Reports** tab.
2. Click on **Position With Incumbent Report**.

School Budget Planning and Maintenance

Menu | Back | System

Fund Center:
SACS Fund: General Fund
LAUSD Program: CE-NCLB T1 Schools


List All Authorized | Clear Selection Criteria | Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	FN0 Final Version	2017	Locked
Budget Maintenance	CM0 Current Maintena...	2017	

1 | Reports | Justification | Administration | Message

Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
2 Progress Report	School Discretionary Programs Rep	School Budget Summary
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report
RPA Form	Functional Area Derivation	

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

3. Enter **Version**. Click on matchbox to display a list of available versions.
 - a. FN0 = Budget Development
 - b. CM0 = Current Maintenance
4. Enter **Fiscal Year**.
5. Enter **Fund Center**.
 - a. Leaving this field blank will run the report for all schools in the system.
 - b. Clicking on  will allow you to enter multiple Fund Centers.
6. Select **Display in Form**.

Display Options:

- a. Display in Form – Displays a formatted report
 - b. Display in Grid – Allows for the report to be downloaded as a spreadsheet.
7. Click on **Execute**.

SFE - Position With Incumbent Report

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Display Options

Display in Grid Display in Form

Display Variant

Incumbent Data

As of Date

Positions without Incumbent (As of Date to 12/31/9999)

Position End Date (Limited to the End of Fiscal Year)

Download App Server File

Report Characteristics | Other Characteristics | Key Fields | Groups | Budget Attributes

Version	<input checked="" type="checkbox"/>
Fiscal Year	<input checked="" type="checkbox"/>
Fund Center	
Position Number	
Job	
Personnel Area	
Personnel Subarea	
Payscale Group	
Payscale Level	
Personnel Number	
Personnel ID	
Employee Status	
Employee Subgroup	
HR Payscale Start Date	
HR Payscale End Date	
HR Payscale Group	
HR Payscale Level	
LAUSD Program	
Position Status	

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

8. The print menu displays. Check your Output device. If BTS printing has not been set up, type in LPDF.
9. Click **Print preview** to display report.

10. SFE will display a PDF document that can be printed and saved.
11. Click **Back** to return to the previous screen.

SAP R3 - Financials - Web Access - Windows Internet Explorer provided by CITRIX

https://bts.lausd.net/i/ SAP Financials - SAP N... SAP R3 - Financials SAP R3 - Financials - ...

Print Preview of My win local printer

Menu Back Exit Cancel System Archive Print and Archive Zoom +10% Zoom -10%

Position With Incumbent

Fund Center	Version	CMO	Current Modified Version
	2016		

Italic = HR Data
O = Obsolete

Position Job	Position Description	PSA Prng	PS Grp	PS Level	Person # / ID Last Name, First Name	Incumb	Employee Subgroup Description	Emp Status	Start End	Hrs/Day	FTE	Salary Amount (w/ Benefits)	
3035503	SECONDARY TEACHER	CSXX	01	VACANT					07/01/2016	6.000	1.00	110,322.00	
11100736	SECONDARY TEACHER	CSXX	17					Active	12/31/9999	5.000	100.00		
3035504	SECONDARY TEACHER	CSXX	27			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	108,828.00
11100736	SECONDARY TEACHER	CSXX	13					Active	12/31/9999	5.000	100.00		
3035506	SECONDARY TEACHER	CSXX	27			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	108,828.00
11100736	SECONDARY TEACHER	CSXX	17					Active	12/31/9999	5.000	100.00		
3035508	SECONDARY TEACHER	CSXX	27			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	83,480.00
11100736	SECONDARY TEACHER	CSXX	03					Active	12/31/9999	5.000	100.00		
3035509	SECONDARY TEACHER	CSXX	23			1 of 1	R1	Regular/Permanent	Active	07/01/2015	3.000	0.50	\$1,401.00
11100736	SECONDARY TEACHER	CSXX	08					Active	12/31/9999	5.000	100.00		
30355091	SECONDARY TEACHER	CSXX	23	VACANT					07/01/2015	5.000	1.00	84,100.00	
11100736	SECONDARY TEACHER	CSXX	07					Active	06/30/2016	5.000	100.00		
30355093	SECONDARY TEACHER	CSXX	27			1 of 1	B2	Probationary 2	Active	07/01/2016	6.000	1.00	101,410.00
11100736	SECONDARY TEACHER	CSXX	09					Active	06/30/2016	5.000	100.00		
3035509	SECONDARY TEACHER	CSXX	25	VACANT					07/01/2016	6.000	1.00	99,779.00	
11100736	SECONDARY TEACHER	CSXX	10					Active	12/31/9999	5.000	100.00		
30359300	SECONDARY TEACHER	CSXX	01			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	110,322.00
11100736	SECONDARY TEACHER	CSXX	19					Active	12/31/9999	5.000	100.00		
30359302	SECONDARY TEACHER	CSXX	28			1 of 1	B2	Probationary 2	Active	07/01/2016	6.000	1.00	77,104.00
11100736	SECONDARY TEACHER	CSXX	02					Active	12/31/9999	5.000	100.00		
30362169	SECONDARY TEACHER	CSXX	22	VACANT					07/01/2016	6.000	1.00	74,382.00	
11100736	SECONDARY TEACHER	CSXX	01					Active	12/31/9999	5.000	100.00		
30382785	SECONDARY TEACHER	CSXX	21			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	74,969.00
11100736	SECONDARY TEACHER	CSXX	03					Active	12/31/9999	5.000	100.00		
30386586	SECONDARY TEACHER	CSXX	24			1 of 1	B2	Probationary 2	Active	07/01/2016	6.000	1.00	75,121.00
11100736	SECONDARY TEACHER	CSXX	02					Active	12/31/9999	5.000	100.00		
30386597	SECONDARY TEACHER	CSXX	22			1 of 1	R1	Regular/Permanent	Active	07/01/2016	6.000	1.00	75,027.00
11100736	SECONDARY TEACHER	CSXX	03					Active	12/31/9999	5.000	100.00		
30390630	SECONDARY TEACHER	CSXX	23			1 of 1	R1	Regular/Permanent	Active	07/01/2016	3.000	0.50	49,188.00
11100736	SECONDARY TEACHER	CSXX	05					Active	12/31/9999	5.000	100.00		
30402401	SECONDARY TEACHER	CSXX	23			1 of 1	B2	Probationary 2	Active	07/01/2016	6.000	1.00	75,027.00
11100736	SECONDARY TEACHER	CSXX	02					Active	12/31/9999	5.000	100.00		
30362738	SPECIAL EDUCATION TEACHER	CSXX	27			1 of 1	P2	University Intern 2	Active	07/01/2011	6.000	1.00	83,480.00
11100745	SPECIAL EDUCATION TEACHER	CSXX	03					Active	12/31/9999	5.000	100.00		

Printed 07/23/2016 11:02:09

Go to a specific page (Shift+Ctrl+N)