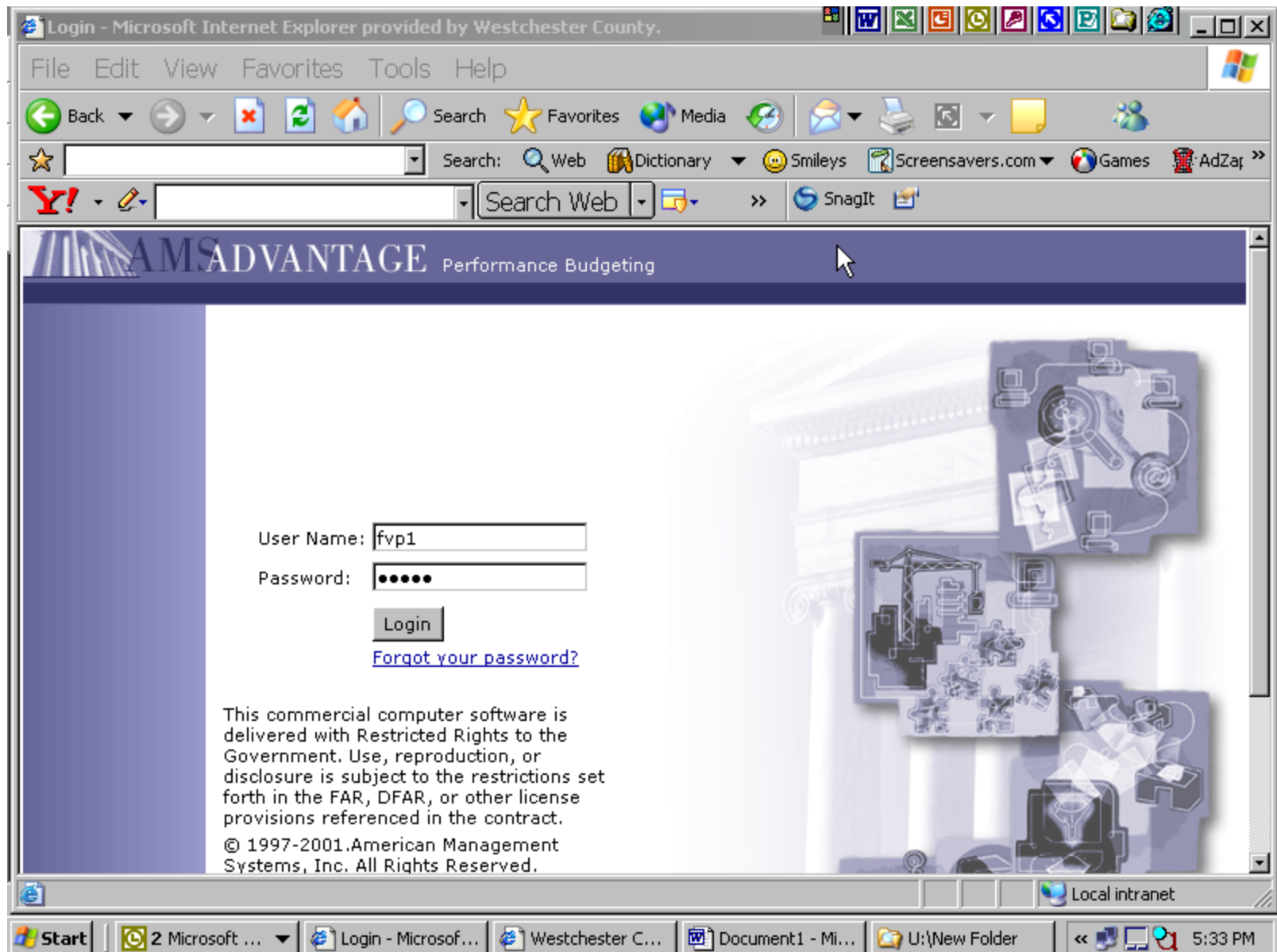


Sign onto PB



Click on Positions, Employees and Assignments

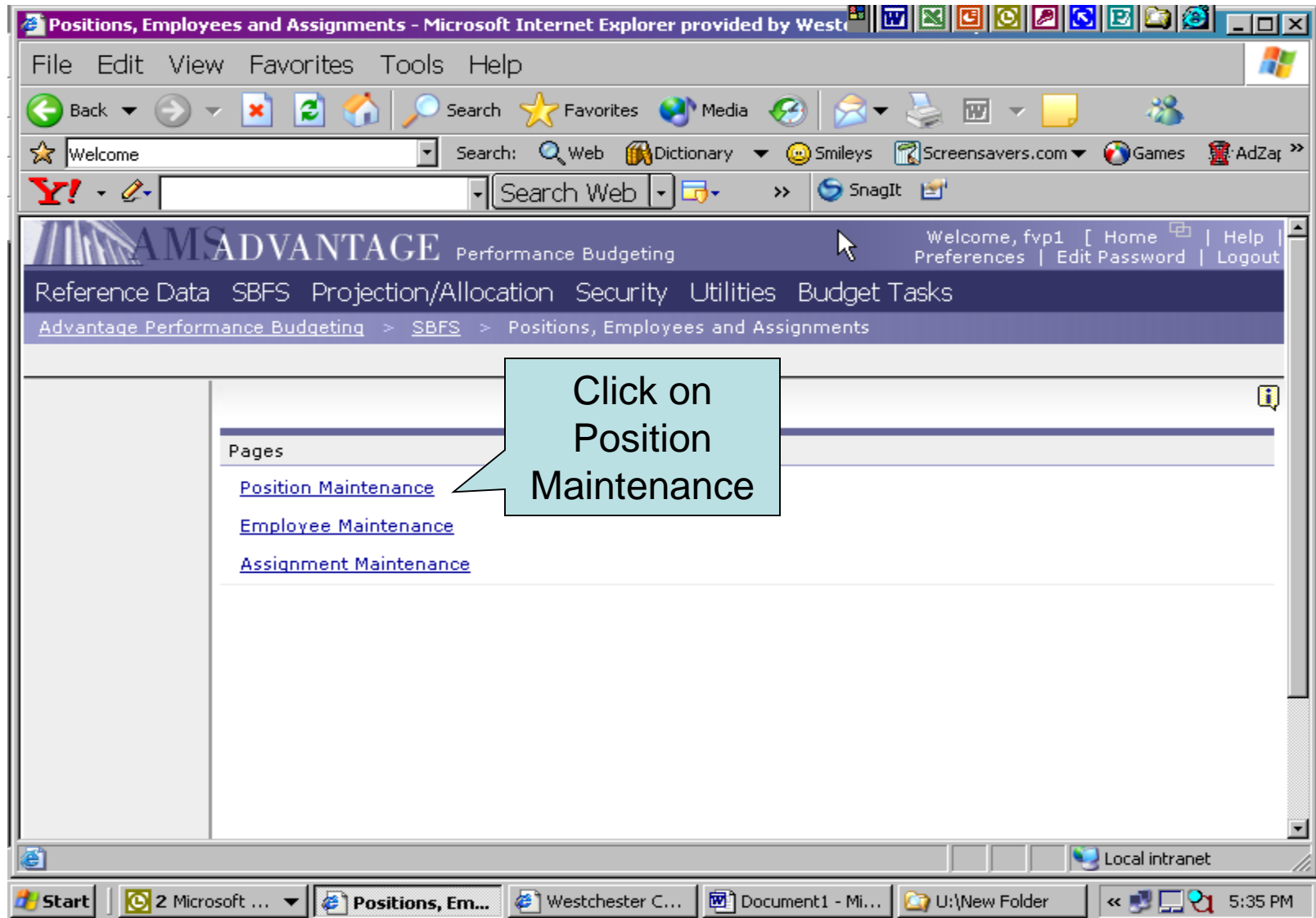
The screenshot shows a web browser window titled "Advantage Performance Budgeting - Microsoft Internet Explorer provided by Westche...". The browser's address bar shows "Welcome" and the search bar shows "Search Web". The website header includes "AMS ADVANTAGE Performance Budgeting" and a navigation menu with "Reference Data", "SBFS", "Projection/Allocation", "Security", and "Utilities". A welcome message "Welcome, fvp1" is displayed along with links for "Home", "Help", "Preferences", "Edit Password", and "Logout".

The main content area is titled "Categories" and contains several links with descriptions:

- Reference Data** - This contains links to all the reference data in the system.
 - [Consolidations](#) - This contains all the consolidation links.
 - [Dimensions](#) - This contains all the dimension links.
 - [Budget Forms](#) - This contains all the Budget Form links.
 - [Budget Controls](#) - This contains links to Budget
- SBFS** - This contains links to all the SBFS data in the system.
 - [Positions, Employees and Assignments](#) - This contains links to Positions, Employees and Assignments.
 - [Benefits and Supplemental](#) - This contains links to Benefits and Supplemental.
 - [Class, Category and Other](#) - This contains links to
- Projection/Allocation** - This contains links to Projection/Allocation.
 - [Allocations](#)
 - [Projections](#)
- Security** - Links to Security.

A light blue speech bubble with the text "Click on Positions, Employees and Assignments" points to the corresponding link in the SBFS category. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 5:34 PM.

Click on Position Maintenance



Click on Organization (you can not type in the Org/Unit)

Position Maintenance - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Web Search Web Dictionary Smileys Screensavers.com Games AdZap

Welcome

Search: Web Dictionary Smileys Screensavers.com Games AdZap

Y! Search Web SnagIt

AMS ADVANTAGE Performance Budgeting

Welcome, fvp1 [Home | Help | Preferences | Edit Password | Logout

Reference Data SBFS Projection/Allocation Security Utilities Budget Tasks

Advantage Performance Budgeting > SBFS > Positions, Employees and Assignments > Position Maintenance

Position Maintenance

Position Number: Fund: FTE Amount:

*Organization: Classification: Name:

New Edit Delete Save Display 10 Items

Position Number	Name	Fund	Organization	Classification	FTE
NO DISPLAY -					

Click on Organization.
(You cannot type in this field; you must use the pick list.)

Local intranet

Start 2 Microsoft ... Position Main... Westchester C... Document1 - Mi... U:\New Folder 5:36 PM

In the Code field type in your Dept. # followed by an asterisk

Organization Search - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media SnagIt

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZap

Y! Search Web

AMS ADVANTAGE Performance Budgeting

Organization Search

Code: 13* Name: Usage:

Search Cancel

Display 10 Items

Code	Name	Usage
------	------	-------

In the Code field, type Dept # followed by an asterisk. The * is a wildcard, so you can limit the number of returns by including the unit and/or subunit. Example: 13*1000 would return only 13_1000 and 13_1000:1000.

Then click Search.

Start 2 Microsoft ... Organization ... Westchester C... Document1 - Mi... U:\New Folder 5:36 PM

Click Search – you must select a line that reflects both unit and sub-unit

Organization Search - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media SnagIt

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZap

Search Web

AMS ADVANTAGE Performance Budgeting

Organization Search

Code: 13* Name: Usage: Search Cancel

Display 10 Items Item Page: 1 2

Items 1-10 of 15

	Code	Name	Usage	Postable
Select	13	Department Of Budget	E	F
Select	13_0243	Storm Damage Budget	E	T
Select	13_0243:GRNT	Grant	E	T
Select	13_1000	Department Of Budget	E	T
Select	13_1000:1000	Department Of Budget	E	T
Select	13_1706	Storm 10/19/96	E	T
Select	13_1706:GRNT	Grant	E	T

Local intranet

Start 2 Microsoft ... Organization ... Westchester C... Document1 - Mi... U:\New Folder 5:37 PM

Position Maintenance is grouped by cost accounting. Therefore you must select the line with both unit and subunit.

Click on Search and the page should populate.

Position Maintenance - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media SnagIt

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZap

Y! Search Web

AMS ADVANTAGE Performance Budgeting Welcome, fvp1 [Home | Help | Preferences | Edit Password | Logout]

Reference Data SBFS Projection/Allocation Security Utilities Budget Tasks

Advantage Performance Budgeting > SBFS > Positions, Employees and Assignments > Position Maintenance

Position Maintenance

Position Number: Fund: FTE Amount:

*Organization: 13_1000:1000 Classification: Name:

Search New Edit

Click on Search to populate the position list.

Posi	Organization	Classification	FTE
- NO ITEMS TO DISPLAY -			

Local intranet

Start 2 Microsoft ... Position Main... Westchester C... Document1 - Mi... U:\New Folder 5:38 PM

Check the position that you wish to change and press Edit.

Position Maintenance - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media SnagIt

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZap

Y! Search Web

Position Number: Fund: FTE Amount:

*Organization: 13_1000:1000 Classification: Name:

Search

New Edit Delete Save Display 10 Items

Item Page: 1 2 Items 1-10 of 14

<input type="checkbox"/>	13_1000_0000266	Vacant	101	13_1000:1000	C0564	1
<input type="checkbox"/>	13_1000_0000286	CARRANO, KATHLEEN M	101	13_1000:1000	E0007	1
<input type="checkbox"/>	13_1000_0000287			13_1000:1000	E0427	1
<input type="checkbox"/>	13_1000_0000288			13_1000:1000	E0716	1
<input type="checkbox"/>	13_1000_0000290			13_1000:1000	E0825	1
<input type="checkbox"/>	13_1000_0000291			13_1000:1000	E0427	1
<input type="checkbox"/>	13_1000_0000292			13_1000:1000	E0123	1
<input type="checkbox"/>	13_1000_0000293	BURKART, CHRISTOPHER P	101	13_1000:1000	E0427	1
<input checked="" type="checkbox"/>	13_1000_0000294	PISKOROWSKI, FRANCES	101	13_1000:1000	E0427	1
<input type="checkbox"/>	13_1000_0000295	YURIS, LINDA A	101	13_1000:1000	C2355	1

Local intranet

Start 2 Microsoft ... Position Main... Westchester C... Document1 - Mi... U:\New Folder 5:39 PM

Check the position that you wish to change and press Edit.

The next two slides are the Edit Position Screen. You can change the function/mandate codes, the position unit, and/or position cost accounting for a position.

If you modify any information in this screen you must fill in the – Next Year Position Number box with the complete Dept_unit_position #.

For instance, in the following screen, consider moving position 13_1000_0000294 and its cost accounting from 13_1000 to 13_2000. In the next slide, the Next Year Position Number box must be populated with 13_2000_0000294. Then in the following slide, the cost accounting must be changed to 13_2000:2000 at the bottom of the screen in the Organization box.

Do not change any other fields. For instance, if a different employee is in the position, DO NOT UPDATE THE EMPLOYEE'S NAME in this screen. Make this change manually on the final 19-2 hard copy submitted with your budget request.

If there are no changes to a position do not go into this screen.

Edit Position - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Web Dictionary Smileys Screensavers.com Games AdZap

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZap

Search Web SnagIt

Advantage Performance Budgeting > SBFS > Positions, Employees and Assignments > Position Maintenance > Edit Position

Save Copy

Edit Position Benefits Supplemental Pay Future Changes Position Allocations

[Expand All](#) | [Collapse All](#)

☐ Position Information ⓘ

*Position Number:	13_1000_0000294	Next Year Position Number:	
Name:	PISKOROWSKI, FRANC	*Position Classification:	E0427
*Count:	1	*Position Category:	EXEC
Create Date:	07/18/2005	*Position Grade:	E14
Funding Start Date:		*Position Step:	01
Funding End Date:		*Salary Table:	EXEC
	NREP	Report Classification:	E0427
Description:			

If there are changes you must enter position i.e. 13_XXXX_0000294

Local intranet

Start 2 Microsoft ... Edit Position ... Westchester C... Document1 - Mi... U:\New Folder 5:40 PM

Edit Position - Microsoft Internet Explorer provided by Westchester County.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media SnagIt

Welcome Search: Web Dictionary Smileys Screensavers.com Games AdZa

Y! Search Web

Position Status: R1010 Position Location Code:

Employment Type: R Unemployment Factor:

Lump Sum: Current Salary Amount:

☐ Position Percentages

*FTE Amount: 1

Salary Percentage: 100

Benefit Percentage: 100

☐ Home Dimension Set

Accounting Template:

Dimension Set

*Fund: 101 Action Type: SS

*Organization: 13_1000:1000 *Main Program ID: GG

*Function: GG

Cost accounting Changes.

Local intranet

Start 2 Microsoft ... Edit Position ... Westchester C... Document1 - Mi... U:\New Folder 5:41 PM