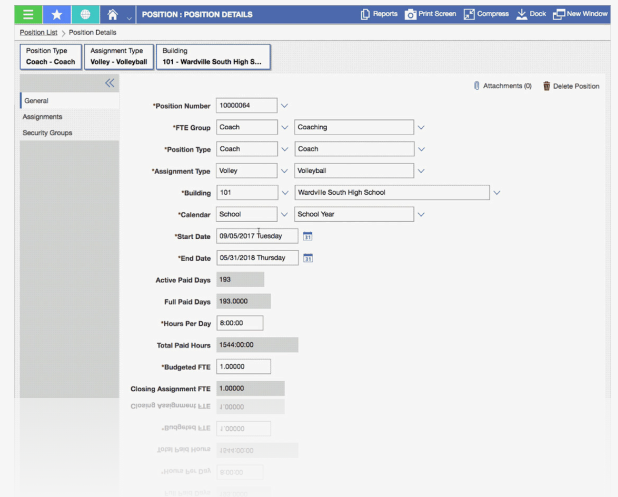


POSITION MANAGEMENT

WATCH YOUR CURRENT EMPLOYEES GROW. HAVE BETTER INFORMED CONVERSATIONS.
IDENTIFY NEEDS.

- Job-based position management helps you to focus on the position.
- Track the evolution of a position from year to year.
- Review vacancies to make informed hiring decisions.



The screenshot displays the 'POSITION : POSITION DETAILS' window in the Skyward system. It shows a form for a 'Coach - Coach' position. Key fields include: Position Number (10000064), FTE Group (Coach), Position Type (Coach), Assignment Type (Volley), Building (101 - Wardville South High School), Calendar (School), Start Date (08/05/2017 Tuesday), and End Date (05/31/2018 Thursday). Summary statistics at the bottom show: Active Paid Days (193), Full Paid Days (193.0000), Hours Per Day (8:00:00), Total Paid Hours (1544:00:00), Budgeted FTE (1.00000), and Closing Assignment FTE (1.00000).

ONE-STOP EMPLOYEE ADMINISTRATION

The Position module works with Payroll, Employee, Time Off, Time Tracking, Substitute Tracking, and Applicant Tracking. Manage all of your employee information from a centralized Position Control system - no more chasing down information across different platforms. Updates sync with payroll, staff planning, and your general ledger.

CONTROL FTE MAXIMUMS

Group positions are based on district-defined criteria and enforce an optimal as well as maximum FTE limit to manage and control position creation. If you reach your maximum, you will receive an error to prevent overstaffing. This also allows you to report on how many vacant FTEs you have.