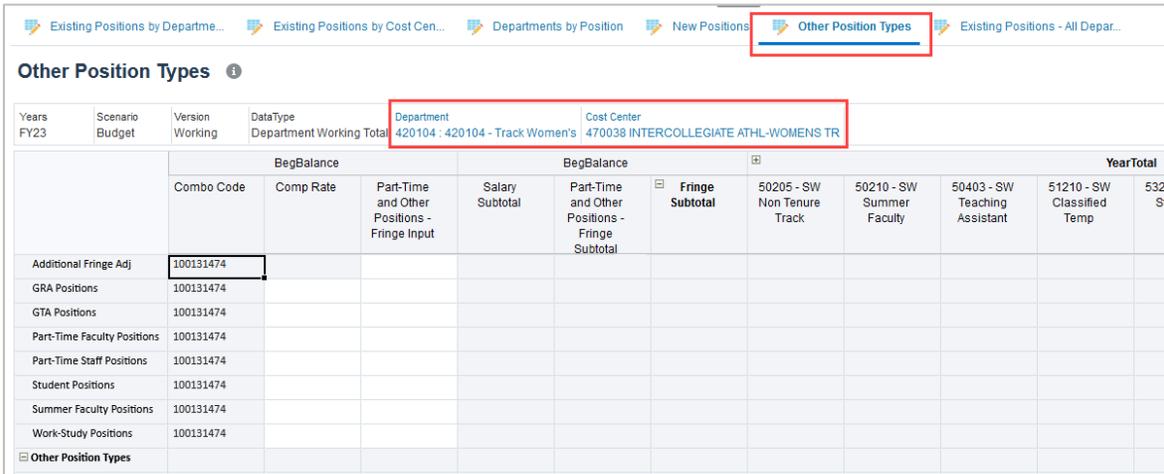


## Update Other Position Types

The purpose of this job aid is to explain how to update salary budgeting not specifically associated with position IDs but as a whole number along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA's, etc.

**Note:** Changes are updated in real-time and will be visible on the other forms.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Other Position Types** on the menu.
4. Verify the correct **Department** and **Cost Center** are displayed.

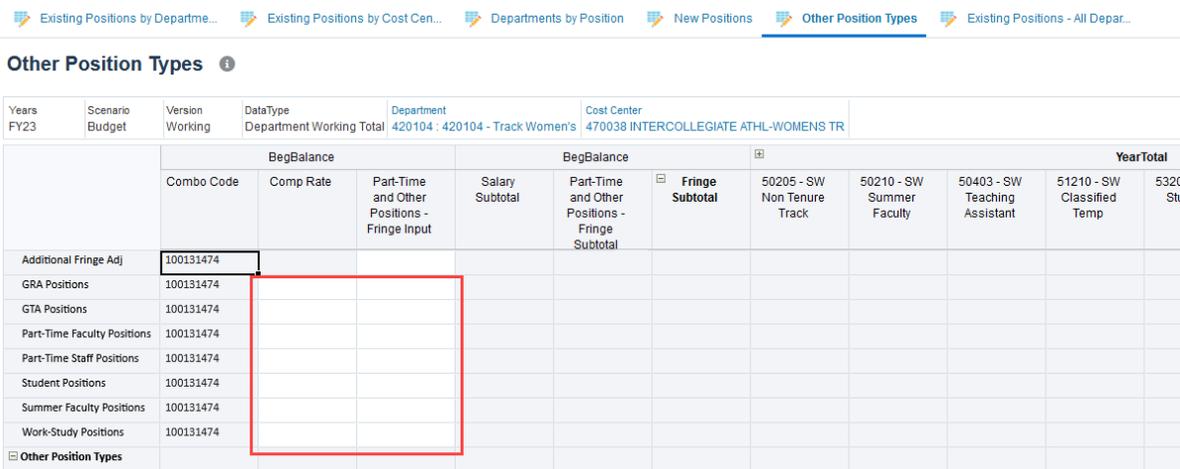


The screenshot shows the 'Other Position Types' form with the following data:

Years	Scenario	Version	Data Type	Department	Cost Center	BegBalance					Year Total					
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR	Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320 St
						100131474										
						100131474										
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- a. If necessary, click the Department name and/or Cost Center name to find the correct Department and/or Cost Center. Once the department and/or cost center is found, select the department or cost center name from the list and click **OK**.
- b. Click the "Go" arrow to refresh the data form data.

5. Locate the **Other Position Type** row you want to update and enter the **Comp Rate** (Calculated as a total dollar amount.) and **Part-Time and Other Positions – Fringe Input** (Calculated as the total dollar amount times the percentage used by the department).



The screenshot shows the 'Other Position Types' form with the following data:

Years	Scenario	Version	Data Type	Department	Cost Center	BegBalance					Year Total					
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR	Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320 St
						100131474										
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- 6 Continue entering lump dollar amounts in the **Other Position Types** rows as needed.
- 7 The **Additional Fringe Adj** cells are for those departments wishing to budget additional fringe dollars not associated to any salary specification. Enter as a whole dollar amount.

Existing Positions by Departme... Existing Positions by Cost Cen... Departments by Position New Positions **Other Position Types** Existing Positions - All Depar...

**Other Position Types** ⓘ

Years	Scenario	Version	Data Type	Department	Cost Center						Year Total	
FY23	Budget	Working	Department Working Total	420104 : 420104 - Track Women's	470038 INTERCOLLEGIATE ATHL-WOMENS TR							
		BegBalance			BegBalance							
		Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	5320 St
Additional Fringe Adj		100131474										
GRA Positions		100131474										
GTA Positions		100131474										
Part-Time Faculty Positions		100131474										
Part-Time Staff Positions		100131474										
Student Positions		100131474										
Summer Faculty Positions		100131474										
Work-Study Positions		100131474										
<b>Other Position Types</b>												

- 8 Click the Save button, and a confirmation message will be displayed. Click **OK**.