

Student Position Data & DBT Setup

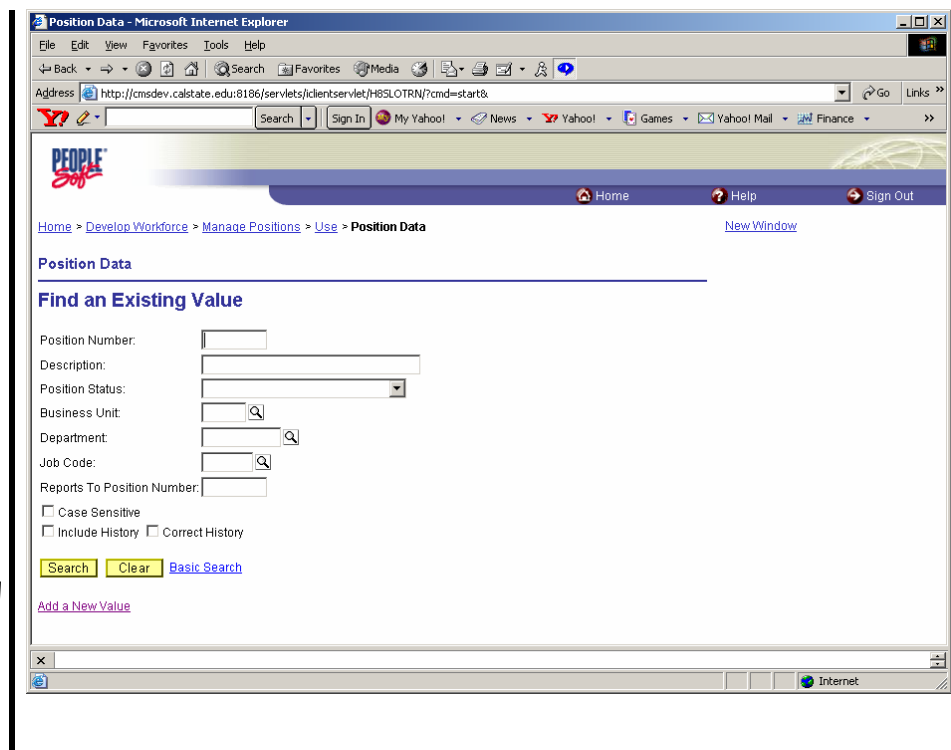
Student Position set-up requires three types of student positions be established, a regular student position (1870), a work-study position (1872), and a Bridge Student position (1871). All three positions will use the same funding pool since they should all be charged to the same chartfields, however the Work Study position will also be set-up in the DBT in order to split the distribution, 25% to the department chartfield string and 75% to the Federal chartfield string.

Navigation:

[Home](#) > [Develop Workforce](#) > [Manage Positions](#) > [Use](#) > Position Data

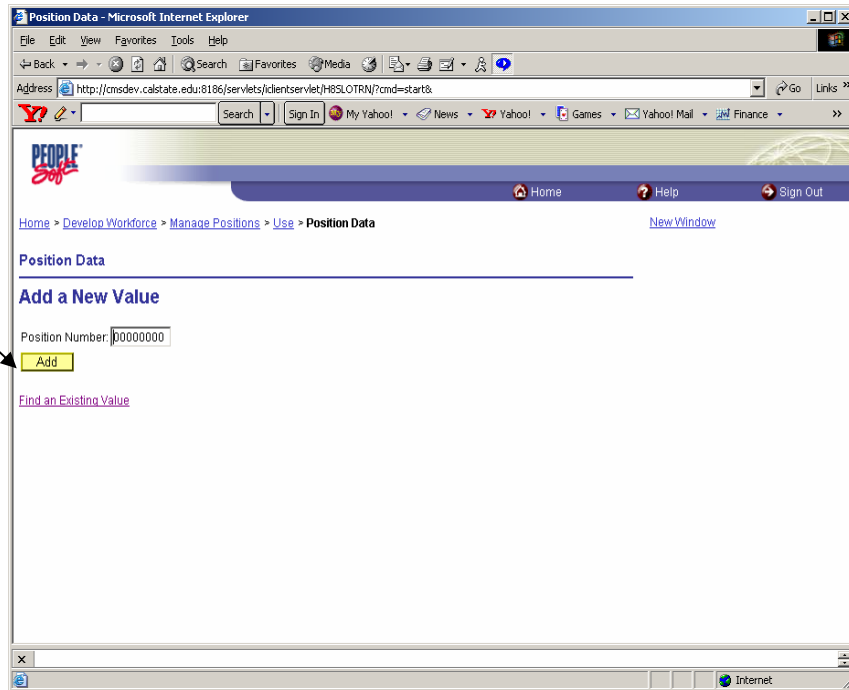
1. At the "Find an Existing Value" panel:

Click on the "Add a New Value" purple link.



2. At the "Add a New Value" panel:

Click on "Add."



3. At the "Description" panel, fill in:

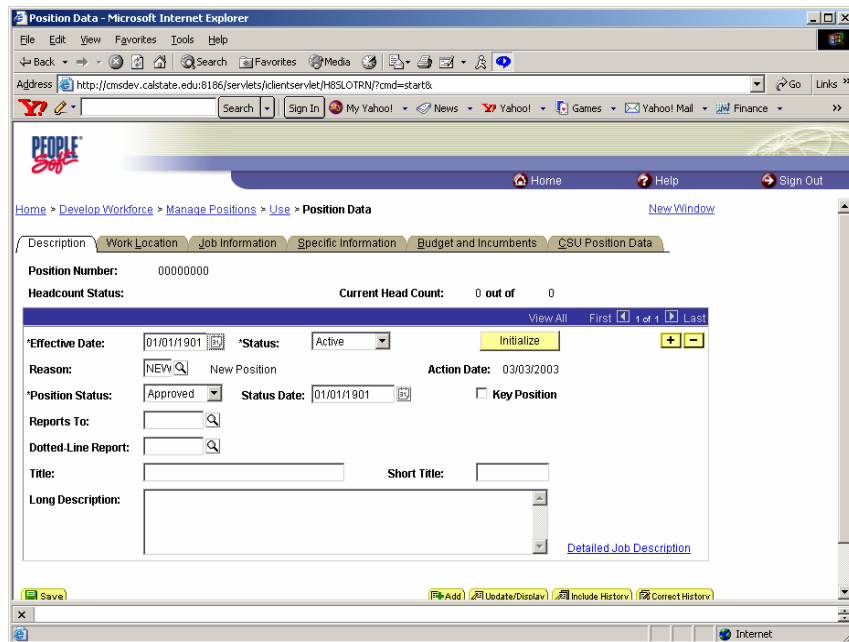
a) Effective Date:
01/01/1901

b) Status: Active

c) Reason: New

d) Position Status:
Approved

e) Status Date:
01/01/1901



4. At the "Work Location" panel, fill in:

- a) Company: SLO
- b) Dept ID: #####
- c) Location Code: SLO

5. At the "Job Information" panel, fill in:

- a) Job Code:
(1870 for Regular SA
1871 for Workstudy SA
1874 for Bridge SA)
- b) Reg/Temp: Temporary
- c) Full/Part Time: Part-Time

6. At the "Specific Information" panel fill in:

a) Max. Head Count: 999

b) Click on / Open the "Education and Government" Bar and fill in: Position Pool ID

7. Skip over the "Budget and Incumbents" panel (its information will default) and at the "CSU Position Data" panel fill in:

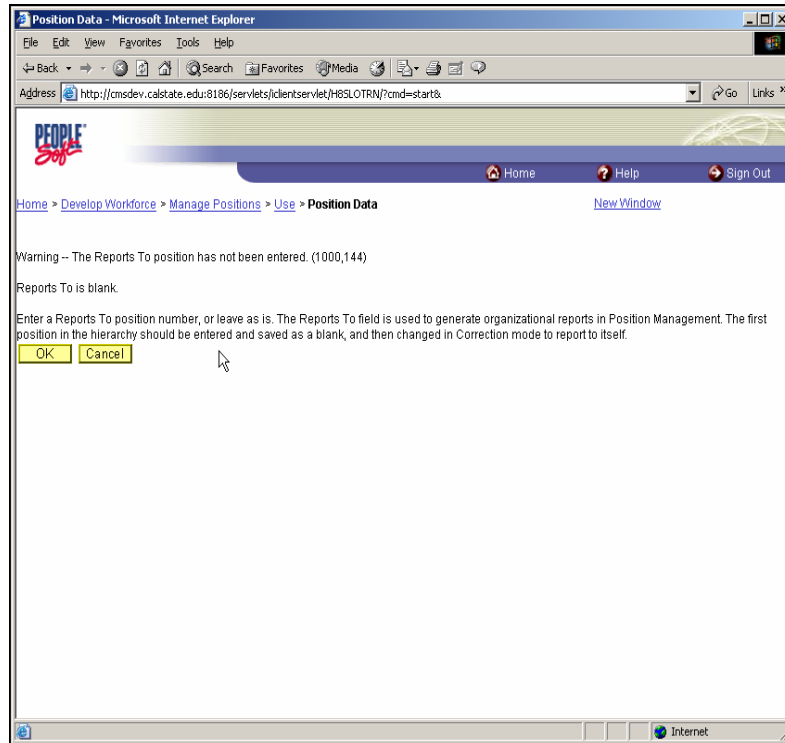
a) Unit: 600 (for student payroll)

b) Primary Fund: GFND for General Fund or search for other applicable fund.

*Hit "Save"

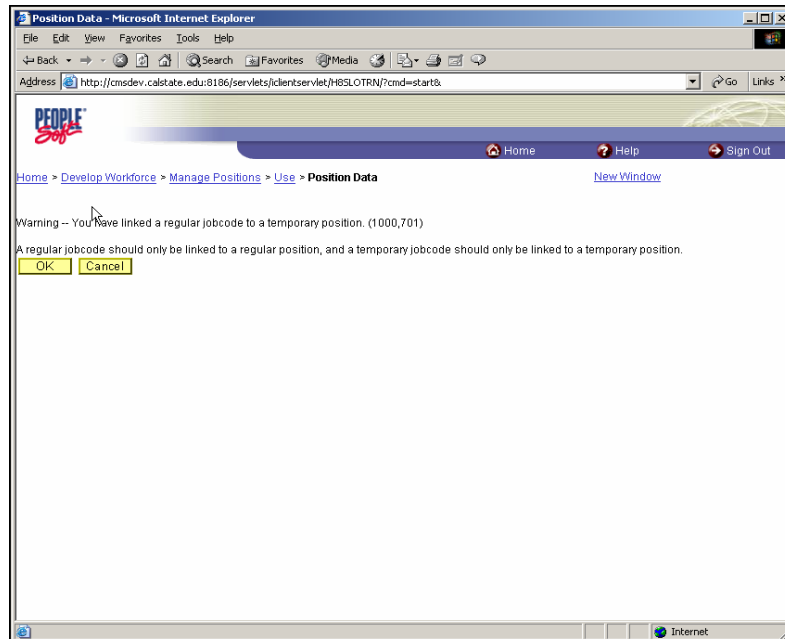
8. You will receive a
"Reports To" warning.

Click OK



9. You will receive a
"Jobcode" warning.

Click OK



***Make note of position
number assigned and
Stop here for Regular
and Bridge positions.**

**Continue to the end for
Workstudy Positions.**

10. Navigate to the Department Budget Table to assign the split distribution to the workstudy position.

[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > Department Budget Table

At the "Find an Existing Value" panel, click on "Add a New Value"

(Regular and Bridge positions do not need to be set-up in the DBT)

11. At the "Add a New Value" panel, enter in data for:

- Department: Deptid on the position
- Fiscal Year: Curent Fiscal Year
- Budget Level: Position
- Position Number

*Click on "Add"

12. Go to the "Dept. Budget Earnings Panel."

*Under the "Level" Section:

a) Enter Effective Date: 07/01/(Current FY)

b) Enter Status: Active

Department Budget Table - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/clientervlet/H8SLOTRN?cmd=start&

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

Dept Budget Date Dept Budget Earnings CSU Dept Budget Adjustment Dept Budget Deductions Dept Budget Taxes

SetID: SLCMP Department: 100100 CAGR-Agriculture Educ & Comm Fiscal Year: 2002

Budget Begin Date: 07/01/2002 Offset Group: DEFLT Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2003

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Position Number: 00004757 Student Assistant

Effective Date: 07/01/2002 Status: Active Budget Earnings Level Cap: 0.00 Currency: USD

Earnings Distribution View All First 1 of 2 Last

Earnings Code: *SEQ#: 1 % Effort: + -

*Account Code: 100100-AD202-602001 WrkStdy On-GF-AG EDUC & COMM

Account: 602001 Department: 100100 Project/Grant:

Product: Fund: AD202 Program:

Class: Affiliate: Operating Unit:

Alt. Account:

Budget Amount: 0.000 Distrib %: 25.000 Funding End Date:

3. Under the Earnings Distribution Section:

a) Enter Sequence: 1

b) Enter Account Code: DeptID-Fund-Account-P/G

c) Enter % Distribution: 25

Department Budget Table - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/clientervlet/H8SLOTRN?cmd=start&

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

Dept Budget Date Dept Budget Earnings CSU Dept Budget Adjustment Dept Budget Deductions Dept Budget Taxes

SetID: SLCMP Department: 100100 CAGR-Agriculture Educ & Comm Fiscal Year: 2002

Budget Begin Date: 07/01/2002 Offset Group: DEFLT Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2003

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Position Number: 00004757 Student Assistant

Effective Date: 07/01/2002 Status: Active Budget Earnings Level Cap: 0.00 Currency: USD

Earnings Distribution View All First 1 of 2 Last

Earnings Code: *SEQ#: 1 % Effort: + -

*Account Code: 100100-AD202-602001 WrkStdy On-GF-AG EDUC & COMM

Account: 602001 Department: 100100 Project/Grant:

Product: Fund: AD202 Program:

Class: Affiliate: Operating Unit:

Alt. Account:

Budget Amount: 0.000 Distrib %: 25.000 Funding End Date:

4. Add a New Row by hitting the + Key

* Repeat steps 3 and 4 but change:

a) Account Code: DeptID-MD001-Account-P/G

b) % Distribution: 75

* Hit "Save"