
December 3, 2018

TO: Business Administrators
FROM: External Business Services
SUBJECT: Position Control Implementation

This plan is designed for districts interested in implementing Position Control.

There must be an organizational commitment to implementing and using Position Control throughout the district for it to be a successful.

12/18/2018: Phase 1 Seminar
HSS Trainer (Don Hemwall) City Centre Rm 1A | 8:30am – 3:30pm

Overview of Position Control including how to set up positions. During phase 1 we will review master tables needed to create positions. This training will have homework for the districts to complete in order to be successful when attending the Phase 1 Hands-On Workshop.

1/10/2019: Status/Progress Check - Fiscal Advisors and District Staff

1/17/2019: Phase 1 Hands-On Workshop – City Centre Studio 3 | 1:00 pm – 4:00 pm

2/07/2019: Phase 2 Seminar
HSS Trainer (Don Hemwall) City Centre Studio 3 | 8:30am – 3:30pm

Assigning positions to employees, running of various reports and useful tools you will be able to use for analyzing your data you now have at your disposal. It will also include how to roll salary and benefit projections into a budget model. We will review benefit mapping as it is very important to set the mapping up correctly when using the benefit load from position control. You will be able to budget many benefits more precisely than using averages for positions that are assigned.

2/21/2019: Status/Progress Check - Fiscal Advisors and District Staff

2/28/2019: Phase 2 Hands-On Workshop – City Centre Studio 3 | 1:00 pm – 4:00 pm

3/20/2019: Year End Procedures Seminar – HSS Trainer (Don Hemwall)
City Centre Studio 3 | 8:30 am – 3:30 pm

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