Temporary Alpha Positions

(Also referred to as Pooled Positions)

Temporary Alpha Positions

Topics

- Why and how were these positions established?
- Who can be paid from these temporary positions?
- How do I know which position number to use?
- How was the default position FOAP chosen?
- How do I change the FOAP on these positions?
- What funding sources can be used for these positions?

Temporary Alpha Positions

Why and how were these positions established?

- Temporary alpha positions (pooled positions) were established to allow campus departments to use the same position number with multiple funding sources. This approach eliminated the need to have a new position created for every source of funds within a specific organization (ORG) code.

- ORG codes were the key to this process.

- One 5-digit Alpha Position number has been established per ORG code.

- The position number series begins with the letter corresponding to the alpha position category and ends with a 5-digit number.

- The 5-digit number component of the position will be the same for each ORG.

  - So, if your dept has 10 different funds with the same ORG code then the number component of your Alpha Positions will be the same.

Temporary Alpha Positions

Who can be paid from these temporary positions?

- In all, 11 Alpha Position categories have been established to handle campus needs:

A	EHRA Non-faculty on Loan
B	SHRA Employee on Loan
C	EHRA Faculty on Loan
D	Departmental Undergraduate and Hourly Graduate
E	Temporary Faculty Lecturer
F	Undergraduate, Flat Pay
G	Temporary Graduate Assistants, Flat Pay
N	Temporary Non-teaching Lecturer
T	SHRA Temporary
W	Work-Study Students
Z	Graduate Work Study

Temporary Alpha Positions

How do I know which position number to use?

- To determine your Temporary Alpha Position number:
  - Identify the type of payment you are going to make.
  - Select the corresponding Alpha Letter.
  - Add your 5-digit position number based on your ORG code.

- Example: Undergraduate Student Payment
  - Look through the alpha listing and find position type **D** which is the alpha established to pay departmental students.
  - Add your 5-digit position number (i.e., 99999) that was established for your ORG code, and you will have your Temporary Alpha Position (i.e., D99999).

Temporary Alpha Positions

How was the default position FOAP chosen?

- Banner HR **requires** that a FOAP (**F**und, **O**RG, **A**ccount, **P**rogram) be assigned to each position.

- To assure that the payments always have a default FOAP to be charged to, the FOAP must be a permanent funding source.
  - A permanent state funding source was chosen for each position beginning with Program 101- Instruction.
    - The only exception is for Student Activity FOAP's which are considered permanent.
    - Overhead, Trust (Non-state), and Contract and Grant Funds are not considered to be permanent sources of funding.

Temporary Alpha Positions

How do I change the FOAP on these positions?

- You will not be able to makes changes to the actual position. Instead, you will change the FOAP that is listed on the JOB record, EPAF, or manual payroll form.

- This change will <u>temporarily over-ride the FOAP</u> that was used to establish the Alpha Position.

    - Reminder - the position is simply a means by which the employee can be paid.

Temporary Alpha Positions

What funding sources can be used for these positions?

Alpha Position Category	Description	Account	Acceptable Funding Source
A	EHRA Non-faculty on Loan	101220	State, Trust (Non-state), Contract and Grant Funds
B	SHRA Employee on Loan	101230	State, Trust (Non-state), Contract and Grant Funds
C	EHRA Faculty on Loan	101240	State, Trust (Non-state), Contract and Grant Funds
D	Departmental Undergraduate and Hourly Graduate	140210	State, Trust (Non-state), Contract and Grant Funds
E	Temporary Faculty Lecturer	101030	Trust (Non-state), Contract and Grant Funds
F	Undergraduate, Flat Pay	140210	State, Trust (Non-state), Contract and Grant Funds
G	Temporary Graduate Assistants, Flat Pay	101010 or 101030	Trust (Non-state), Contract and Grant Funds
N	Temporary Non-teaching Lecturer	101010	Trust (Non-state), Contract and Grant Funds
T	SHRA Temporary	140010	State, Trust (Non-state), Contract and Grant Funds
W	Work-Study Students	140220	Federal Work Study
Z	Graduate Work Study	140220	Federal Work Study

Temporary Alpha Positions

Questions?

Please reach out to the Budget Office at budget@uncg.edu