



# Position Types

Finance > HR > Organization > Position Types

A position type maps a state defined position to a locally implemented position type. This categorization is critical to the following areas:

- These position templates are used when setting up a new position on an employee in Finance > HR > Staff Manager in TRAQS and PEIMS reporting
- Setting up access for teachers in the student service module.



Adding a Position

Click Add Position Type

Position Types ➕ Add Position Type

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System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
8	AS-NR	ADJUNCT STAFF - NON-REPORTABLE	Teacher/Full-time Librarian	True	
7	ADMIN	ADMINISTRATOR	Professional Staff	False	
4	BUS DRIVER	BUS DRIVER	Bus Driver	False	
5	COUNSELOR	COUNSELOR	Full-time Nurse/Counselor	False	
6	LIBRARIAN	LIBRARIAN - FULLTIME	Teacher/Full-time Librarian	False	
1	PROF STAFF	PROFESSIONAL STAFF	Professional Staff	False	
9	SUB-NR	SUBSTITUTE - NON-REPORTABLE	Teacher/Full-time Librarian	True	
3	SUPPORT	SUPPORT STAFF	Support Staff	False	
10	SUPPORT	SUPPORT STAFF (NON-PEIMS)	Support Staff	True	
2	TEACHER	TEACHER	Teacher/Full-time Librarian	False	

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A position type is a means by which you can organize employees and report them on service records more accurately

**Identifier**

Code\*

Description\*

State Position\* 02 - Teacher/Full-time Librarian

- ▶ **Code** – Enter a short code (abbreviation) for the position type that is being added. This will print on the employee’s service record (up to 10 characters)
- ▶ **Description** – Enter a description of the position that is being added for example: Teacher, Professional, Aide, Maintenance.
- ▶ **State Position** – Select the appropriate state position from the drop down box.

A position type is a means by which you can organize employees and report them on service records more accurately

**Identifier**


**Code\***

**Description\***

**State Position\***

Click  **Create**

This view allows you to configure position types for tracking the different roles and responsibilities within your organization

**Identifier**  **Edit Identifier**

**Code\*** Coach

**Description\*** Soccer Coach

**State Position\*** 02 - Teacher/Full-time Librarian

**PEIMS Exempt\*** False - Report to PEIMS ←

\*\* **PEIMS Exempt** – This field appears as the position type is created. It will always default to – FALSE – Report to PEIMS. If this position is PEIMS exempt, such as a substitute:

Click  **Edit Identifier**

This view allows you to configure position types for tracking the different roles and responsibilities within your organization

**Identifier**

**Code\***

**Description\***


**State Position\***

**PEIMS Exempt\***  ←

- ▶ **PEIMS Exempt** – Select TRUE – DO NOT REPORT TO PEIMS from the drop down menu.

Click  Save


This view allows you to configure position types for tracking the different roles and responsibilities within your organization

**Identifier**  Edit Identifier

**Code\*** Coach


**Description\*** Soccer Coach

**State Position\*** 02 - Teacher/Full-time Librarian






















**PEIMS Exempt\*** True - DO NOT REPORT TO PEIMS 

 **Edit a Position**


Click  next to the position that will be corrected.

**Position Types** 



Page Size: 10 Filter: Active Records

System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
8	AS-NR	ADJUNCT STAFF - NON-REPORTABLE	Teacher/Full-time Librarian	True	 
7	ADMIN	ADMINISTRATOR	Professional Staff	False	 
4	BUS DRIVER	BUS DRIVER	Bus Driver	False	 
5	COUNSELOR	COUNSELOR	Full-time Nurse/Counselor	False	 
6	LIBRARIAN	LIBRARIAN - FULLTIME	Teacher/Full-time Librarian	False	 
1	PROF STAFF	PROFESSIONAL STAFF	Professional Staff	False	 
11	Coach	Soccer Coach 	Teacher/Full-time Librarian	False	 
9	SUB-NR	SUBSTITUTE - NON-REPORTABLE	Teacher/Full-time Librarian	True	 
3	SUPPORT	SUPPORT STAFF	Support Staff	False	 
10	SUPPORT	SUPPORT STAFF (NON-PEIMS)	Support Staff	True	 

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**Edit: Soccer Coach** 

This view allows you to configure position types for tracking the different roles and responsibilities within your organization

**Identifier**  Edit Identifier 

**Code\*** Coach

**Description\*** Soccer Coach

**State Position\*** 02 - Teacher/Full-time Librarian

**PEIMS Exempt\*** False - Report to PEIMS

Click  **Edit Identifier**

This view allows you to configure position types for tracking the different roles and responsibilities within your organization

**Identifier**

**Code\***

**Description\***


**State Position\***

**PEIMS Exempt\***

► Correct the appropriate fields


Click  Save

 Delete a Position

Click  next to the position that will be deleted

**Position Types** + Add Position Type


Page Size: 10 Filter: Active Records

System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
8	AS-NR	ADJUNCT STAFF - NON-REPORTABLE	Teacher/Full-time Librarian	True	
7	ADMIN	ADMINISTRATOR	Professional Staff	False	
4	BUS DRIVER	BUS DRIVER	Bus Driver	False	
5	COUNSELOR	COUNSELOR	Full-time Nurse/Counselor	False	
6	LIBRARIAN	LIBRARIAN - FULLTIME	Teacher/Full-time Librarian	False	
1	PROF STAFF	PROFESSIONAL STAFF	Professional Staff	False	
11	Coach	Soccer Coach 	Teacher/Full-time Librarian	False	
9	SUB-NR	SUBSTITUTE - NON-REPORTABLE	Teacher/Full-time Librarian	True	
3	SUPPORT	SUPPORT STAFF	Support Staff	False	
10	SUPPORT	SUPPORT STAFF (NON-PEIMS)	Support Staff	True	

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Are you sure you want to delete this object?

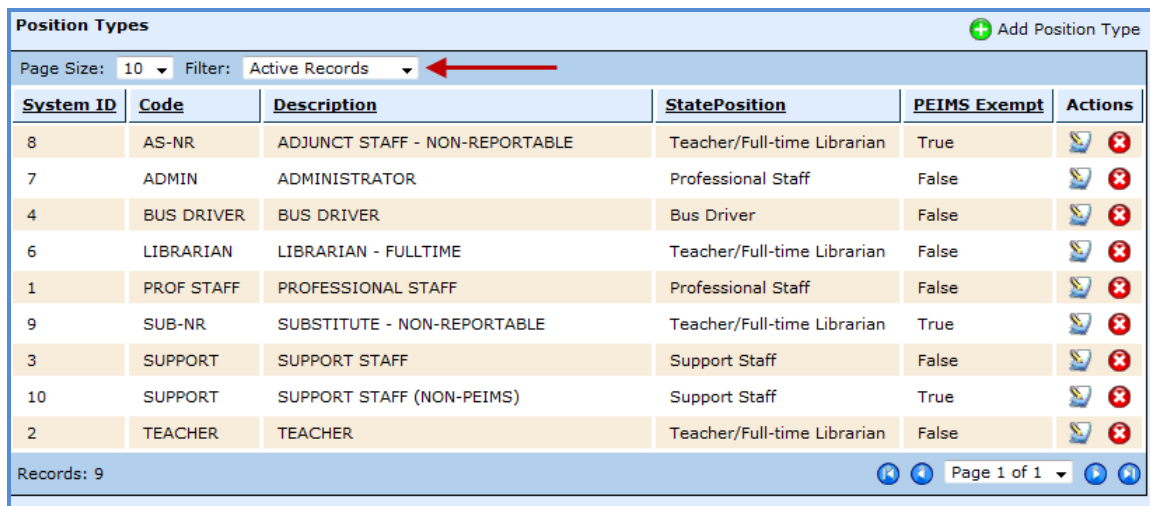
Click **OK** to continue to delete the position.



















 Restore a deleted position

If a position has been deleted but has never been used during a payroll process it will be permanently deleted.

If a position has been used during one or more payroll processes then the deleted position moves from the active records to disabled records. If this position was deleted in error follow the following steps to restore position.

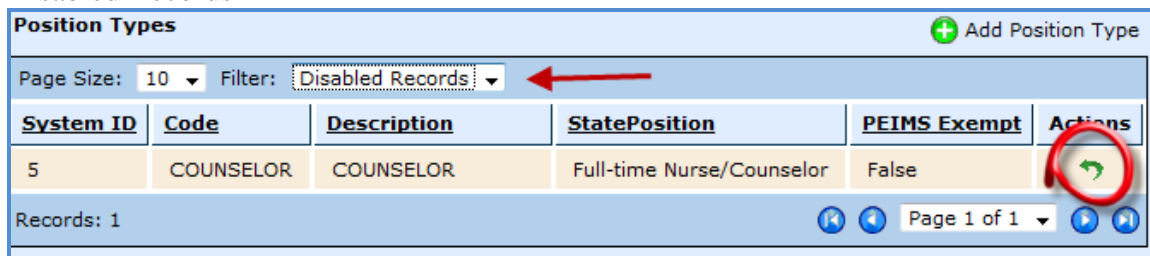
### Active Records





System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
8	AS-NR	ADJUNCT STAFF - NON-REPORTABLE	Teacher/Full-time Librarian	True	 
7	ADMIN	ADMINISTRATOR	Professional Staff	False	 
4	BUS DRIVER	BUS DRIVER	Bus Driver	False	 
6	LIBRARIAN	LIBRARIAN - FULLTIME	Teacher/Full-time Librarian	False	 
1	PROF STAFF	PROFESSIONAL STAFF	Professional Staff	False	 
9	SUB-NR	SUBSTITUTE - NON-REPORTABLE	Teacher/Full-time Librarian	True	 
3	SUPPORT	SUPPORT STAFF	Support Staff	False	 
10	SUPPORT	SUPPORT STAFF (NON-PEIMS)	Support Staff	True	 
2	TEACHER	TEACHER	Teacher/Full-time Librarian	False	 

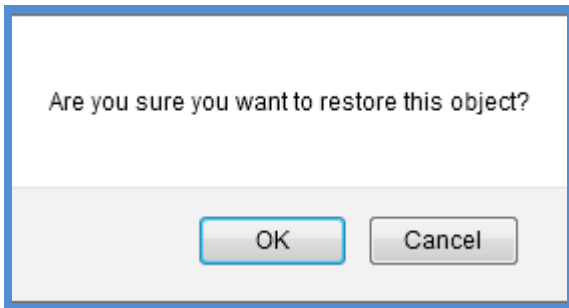
► **Filter** – Select Disabled Records from the drop down box

### Disabled Records



System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
5	COUNSELOR	COUNSELOR	Full-time Nurse/Counselor	False	

Click on  to restore to the position



Click **OK** to continue to restore the position.

Moved from disabled records

**Position Types** + Add Position Type

Page Size: 10 Filter: Disabled Records ←

System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
No Position Types Found					

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Restored to active records

**Position Types** + Add Position Type

Page Size: 10 Filter: Active Records ←

System ID	Code	Description	StatePosition	PEIMS Exempt	Actions
8	AS-NR	ADJUNCT STAFF - NON-REPORTABLE	Teacher/Full-time Librarian	True	
7	ADMIN	ADMINISTRATOR	Professional Staff	False	
4	BUS DRIVER	BUS DRIVER	Bus Driver	False	
5	COUNSELOR	COUNSELOR	Full-time Nurse/Counselor	False	
6	LIBRARIAN	LIBRARIAN - FULLTIME	Teacher/Full-time Librarian	False	
1	PROF STAFF	PROFESSIONAL STAFF	Professional Staff	False	
9	SUB-NR	SUBSTITUTE - NON-REPORTABLE	Teacher/Full-time Librarian	True	
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