

Position Control Report

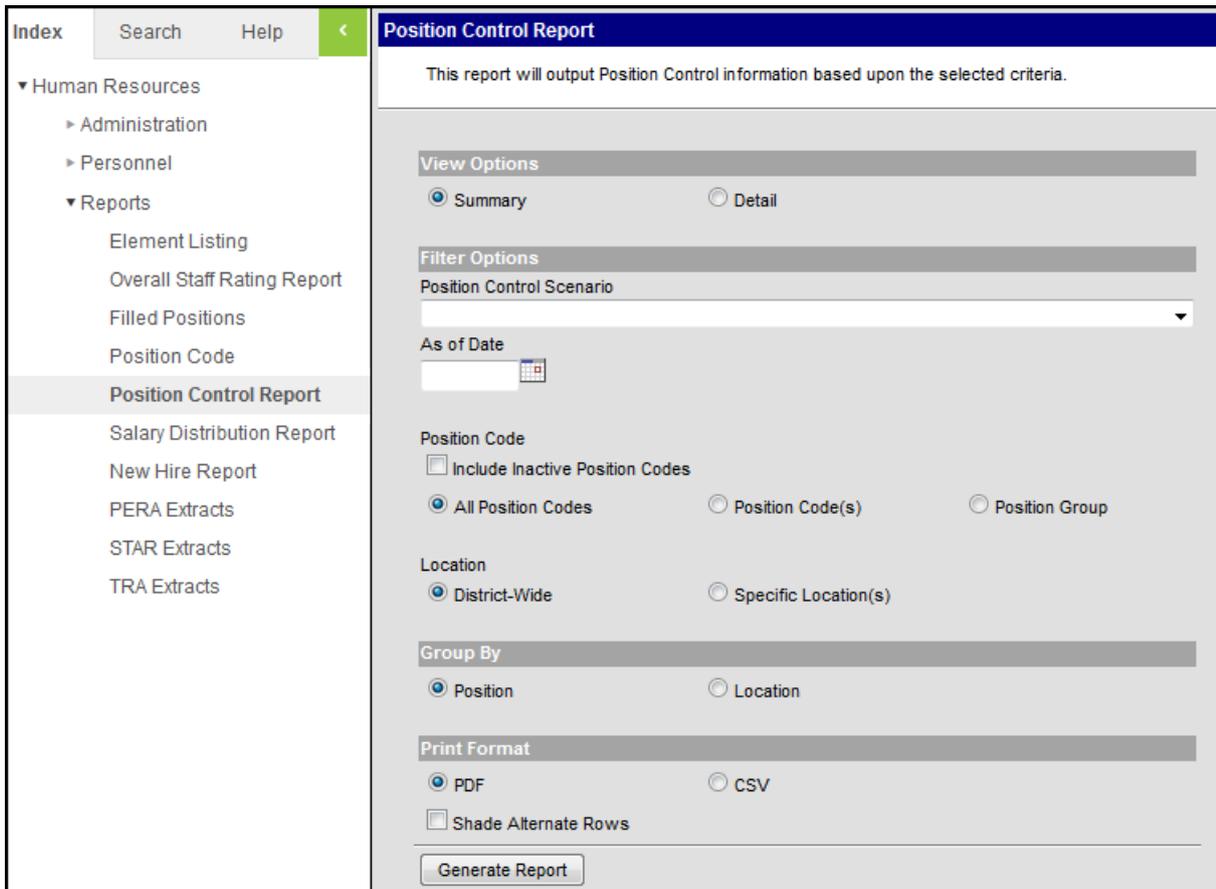
Last Modified on 10/22/2022 10:49 am CDT

[Example Summary Position Control Report](#) | [Example Detail Position Control Report](#)

PATH: *Human Resources > Reports > Position Control Report*

The Position Control Report provides budget summary and detail information by position. The detailed version of the report includes employees and their FTEs. You can refine the report results by selecting specific Position Control Scenarios, Position Codes, and Locations.

This report is also available from the [Position Control](#) tab.



The screenshot shows the 'Position Control Report' editor interface. On the left is a navigation menu with 'Reports' expanded to show 'Position Control Report' selected. The main panel has a title bar 'Position Control Report' and a subtitle 'This report will output Position Control information based upon the selected criteria.' Below this are several sections: 'View Options' with radio buttons for 'Summary' (selected) and 'Detail'; 'Filter Options' with a dropdown for 'Position Control Scenario' and a date picker for 'As of Date'; 'Position Code' with a checkbox for 'Include Inactive Position Codes' and radio buttons for 'All Position Codes' (selected), 'Position Code(s)', and 'Position Group'; 'Location' with radio buttons for 'District-Wide' (selected) and 'Specific Location(s)'; 'Group By' with radio buttons for 'Position' (selected) and 'Location'; and 'Print Format' with radio buttons for 'PDF' (selected) and 'CSV', plus a checkbox for 'Shade Alternate Rows'. A 'Generate Report' button is at the bottom.

Position Control Report Editor

Example Summary Position Control Report

| 0012 Campus ISD #1 District Generated on 06/09/2014 03:19:19 PM Page 1 of 1 | | Position Control Report - Summary PC Scenario: Position Control Scenario A (2013 - 2014) As of Date: 06/30/2014 | | |
|--|--------------|---|------------|--|
| Lincoln Elementary | | | | |
| Position Code: Description | Budgeted FTE | Filled FTE | Open FTE | |
| 1101: Teacher Elementary Grade 1 | 2.0 | 0.8 | 1.2 | |
| 1102: Teacher Elementary Grade 2 | 2.0 | 1.0 | 1.0 | |
| 1103: Teacher Elementary Grade 3 | 2.0 | 0.0 | 2.0 | |
| Totals | 6.0 | 1.8 | 4.2 | |
| Washington Elementary | | | | |
| Position Code: Description | Budgeted FTE | Filled FTE | Open FTE | |
| 1101: Teacher Elementary Grade 1 | 2.0 | 0.0 | 2.0 | |
| 1102: Teacher Elementary Grade 2 | 2.0 | 0.0 | 2.0 | |
| 1103: Teacher Elementary Grade 3 | 2.0 | 1.5 | 0.5 | |
| Totals | 6.0 | 1.5 | 4.5 | |

Example Summary Report - Sorted by Location

Example Detail Position Control Report

| 0012 Campus ISD #1 District Generated on 06/09/2014 03:19:19 PM Page 1 of 1 | | Position Control Report - Detail PC Scenario: Position Control Scenario A (2013 - 2014) As of Date: 06/30/2014 | | |
|--|--------------|--|------------|--|
| 1101: Teacher Elementary Grade 1 | | | | |
| Location | Budgeted FTE | Filled FTE | Open FTE | |
| Lincoln Elementary | 2.0 | 0.0 | 2.0 | |
| Washington Elementary | 2.0 | 0.8 | 1.2 | |
| 814: Brown, Amy | | 0.8 | | |
| Totals | 4.0 | 0.8 | 3.2 | |
| 1102: Teacher Elementary Grade 2 | | | | |
| Location | Budgeted FTE | Filled FTE | Open FTE | |
| Lincoln Elementary | 2.0 | 0.0 | 2.0 | |
| Washington Elementary | 2.0 | 1.0 | 1.0 | |
| 905: Anderson, Jill | | 1.0 | | |
| Totals | 4.0 | 1.0 | 3.0 | |
| 1103: Teacher Elementary Grade 3 | | | | |
| Location | Budgeted FTE | Filled FTE | Open FTE | |
| Lincoln Elementary | 2.0 | 1.5 | 0.5 | |
| 123: Smith, Andrew | | 1.0 | | |
| 130: Thomas, Jessica | | 0.5 | | |
| Washington Elementary | 2.0 | 0.0 | 2.0 | |
| Totals | 4.0 | 1.5 | 2.5 | |

Example Detail Report - Sorted by Position Code

