



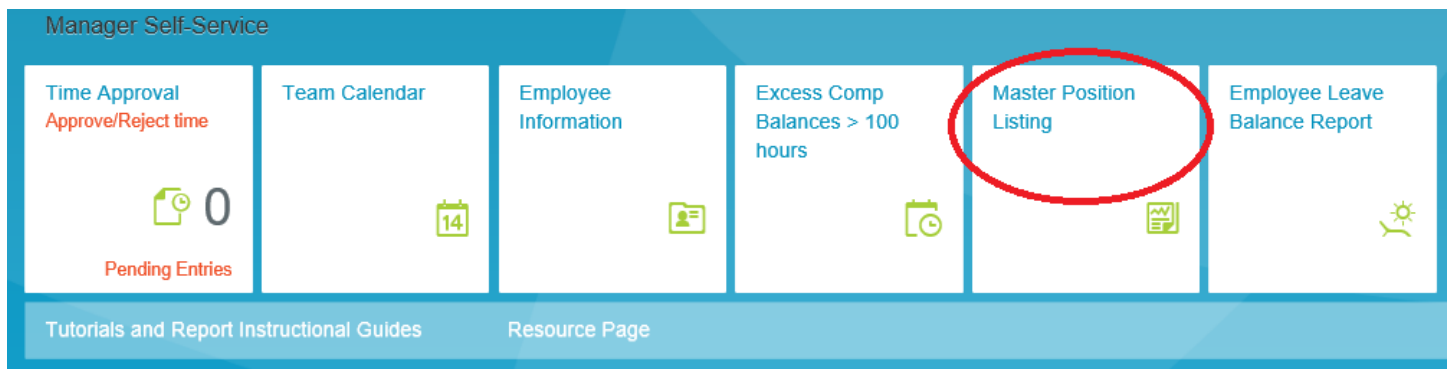
# Master Position Listing MSS – Report Instructions



Use this report to view a complete listing of positions and employees assigned to your organization. This report will assist with monitoring vacant positions and important employee information. Specifically, an employee’s employment status, salary, and sick months of service are each available on the PA Master Position Report (Master Position Listing). Additionally, *Organizational Unit Chiefs* (who is the head of a particular structure) and *Reports To* (lists who each employee reports to) relationships are provided on this report.

NOTE: This report includes all employees assigned to the manager’s organization level and below. It is not specifically tied to the manager. If the manager supervises an employee that is assigned to a different organizational unit, the employee will not appear on the report. If specific information is needed for an employee who fits this description, the manager may obtain that information from the agency HR office.

1. The PA Master Position Report (Master Position Listing) can be accessed within Manager Self Service (MSS). Select the **Master Position Listing** tile



2. Once you click on the link, the selection screen appears.

**PA Master Position Report**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

**Objects**

**Reporting key date**

Today | [Date Field]

3. The **Reporting Key Date** is the only piece of information required to execute the **PA Master Position Report**. While the text to the left of the field says “Today”, this report can be run (executed) for other dates as well. Because KHRIS maintains employee and position information in real time, the date keyed into this field will directly affect the report results.

Enter the reporting key date (MM/DD/YYYY) into the field.

4. Select **Execute** to run the report.
5. The report appears.

Cabinet	Cab Org	Department	Dept Org	Division	Div Org	Branch	Branch	Sec	Sec	Unit	Unit	Pers.No.	Employee/Appl.Name	Incr Date
Economic Development Cabinet	10102474	Department for Business Development	10102488									145678	John Doe	01/01/2016
Economic Development Cabinet	10102474	Department for Business Development	10102488	Division of Small Business Services	10102494								Position Vacant	

Job Title	Job key	Position	Sub	Salary	Gr	OT	Status	EType	Und	Month	Year	Race	Gender	County	Reports to	Reports to Position	Reports to	Reports to Holder	Chief	Chief Org Unit Desc	MOS
Administrative Specialist III	20001827	31001245	1001	3500	12	C	Status	F		01	1960	White	Male	Franklin	31001237	Commissioner	123456	Comm. Name			43.0
Economic Development Directo	20001935	31001246	1000	0.000	19				X					Franklin	31001237	Commissioner	123456	Comm. Name	10102494	Division of Small Business Services	

The PA Master Position Report includes numerous columns, causing the information to continue to the right. Scroll bars are available on the right and bottom edges of the report to allow the user to maneuver and view all of the details provided.

**Description of Output Fields**

- *Cabinet, Department, Division, Branch, Section and Unit* columns provide the organizational assignment of the positions listed. Any org levels below the assigned organization will be blank. After each level, the organization number displays as well.
- *Personnel Number* is the numeric identification number assigned within KHRIS. This number is utilized in system operations to ensure social security numbers are protected. [Data will display for filled positions only.]
- *Employee Name* column lists the name of the employee that is assigned to the position. If the position is vacant, this field will display “Position Vacant”.
- *Increment Date* column lists the next date that the employee will receive an annual increment. Typically, this field will display a date that falls within the next 12 months. The date in this column can be beyond 12 months if the employee is serving initial probation. If the reflected increment date is a date that has passed, please notify the agency HR office to ensure the employee’s record is reviewed for accuracy. [Data will display for filled positions only.]
- *Job Title* is the job classification of the position. After the title, the *Job Key* is provided. This is the system identifier for the job classification.
- *Position* provides the system ID for the position, the Position Number.
- *Personnel Subarea* contains a system code used to identify position details such as full-time, part-time or interim. At the supervisory level, this code is not as beneficial since the manager is aware of the employees and positions assigned. This field is most useful in reporting at the Department and Cabinet levels.
- *Salary* is the hourly or monthly wage of the employee assigned to the position. [Data will display for filled positions only.]
- *Grade* provides the pay grade assigned to the position.
- *Overtime/Comp Indicator* identifies if the employee will receive paid overtime for hours worked in excess of 40, or accrue compensatory leave for the excess hours. [Data will display for filled positions only.]
- *Status* designates if the employee is serving probation, detailed to special duty, employed as an interim, etc. A status of “Status” denotes that the employee has merit status in the position currently assigned to. [Data will display for filled positions only.]
- *Employee Type* identifies whether the employee is Full-Time, Part-Time, Interim, etc. [Data will display for filled positions only.]

- *Unclassified* identifies whether or not the position is unclassified. Positions designated with an “X” are unclassified (non-merit), while blanks designate classified (merit) positions.
- *Month* displays the birth month of the employee. [Data will display for filled positions only.]
- *Year* lists the birth year of the employee. [Data will display for filled positions only.]
- *Race* and *Gender* identifies the employee’s demographics. [Data will display for filled positions only.]
- *County* provides the assigned work county of the position.
- *Reports To Position*, *Reports To Position Description*, *Reports To Holder (ID)* and *Reports To Holder (Name)* list the supervisor for the position. The holder information will be blank if the supervisory position is vacant.
- *Chief* and *Chief Org Unit Description* are provided only on the one position that oversees the entire organizational unit. The *Chief* column lists the org unit that the manager oversees while the *Chief Org Unit Description* displays the name of the org unit.
- *MOS* provides the Sick Months of Service for the employee assigned to the position. This figure is the primary factor for determining seniority in state government. As the accrual of a month of service is dependent upon hours worked within the month, the *Reporting Key Date* and the day that the report is executed greatly impact this data. Upon running, if the MOS display a 0.00 for all filled positions, the user can run the report again after the execution of payroll (around the 9<sup>th</sup> of the month) to obtain the data. If urgent, the user can request the information from the agency HR office. [Data will display for filled positions only.]