Hello everyone,

We (Budget & Finance, Employment and Payroll) are offering a Position Management Training session:

**Position Management Training 2016**

Date: **Wednesday, May 25**
Time: 9am – 11am presentation followed by an open lab from 11am - 12pm
Location: Applications Training Lab, AD-233

Please RSVP with your name, number, department and job title to yacosta@mail.sdsu.edu to confirm a seat. You will receive an email confirmation of your reservation prior to the training.

This training is for those interested in learning more about PeopleSoft Position Management and its touch points with human resource functions. Training is geared towards those individuals who are responsible for coordinating position and payroll activity within their departments, colleges or divisions. Our goal is that participants will leave this training with a better understanding of the inter-relationships between position management, employment, payroll and labor cost distribution.

**Topics to be covered include:**
- Overview of Position Management
- Position Action Request (PAR) form – guidelines to fill out properly
- Position Actions
- Funding Levels
- Position Reports
- Overview/Highlights of Employment and Payroll
- Overview of Labor Cost Distribution
- Labor Distribution Adjustment (LDA) form
- When to do LDA versus PAR versus Payroll Adjustment
- Payroll Reports

Please check our PowerPoint presentation at [http://bfa.sdsu.edu/~budfin/training.htm](http://bfa.sdsu.edu/~budfin/training.htm) for more information and contact me with any questions. We look forward to seeing you soon!
Thank you!
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