



**DATE:** DECEMBER 16, 2011  
**TO:** PROJ-LEAP@LISTS.SDSU.EDU  
**FROM:** Yesenia Acosta, Assistant Budget Analyst  
**SUBJECT:** 2012 Position Management Training

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Hello everyone,

We (Budget & Finance, Employment and Payroll) have set the dates for the 2012 Position Management Training sessions:

**Date:** **Thursday, January 19th**  
**Time:** 9am – 11am presentation followed by an open lab from 11am - 12pm  
**Location:** Applications Training Lab, AD-233

**Date:** **Thursday, May 24th**  
**Time:** 9am – 11am presentation followed by an open lab from 11am - 12pm  
**Location:** Applications Training Lab, AD-233

Seating is limited to 15 persons per session; please **RSVP with your name, number, department and job title to [budget@mail.sdsu.edu](mailto:budget@mail.sdsu.edu)** to reserve a seat. You will receive 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
- 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

We will also have an open lab for hands-on training and department specific questions.

The Position Management Training slides are available online:

<http://bfa.sdsu.edu/~budfin/training.htm>

Please contact me with any questions. We look forward to seeing you at one of our training sessions!

Sincerely,

*Yesenia E. Acosta*

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*Budget & Finance*

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