

EMPLOYEE INFORMATION

SPAN OF CONTROL

APRIL 2015

EMPLOYEE INFORMATION-SPAN OF CONTROL

To enter span of control for your employees, you need to start at the supervisor's employee information screen. Type an "O" in the Header Action Field will open the Position Detail Screen.

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D3325361      ACTION: O      EMPLOYEE INFORMATION      PRINTER:
EMPLOYEE RECORD RETRIEVED
+----- KEY INFORMATION -----+----- PAYROLL INFORMATION -----+
| LAST NAME .....: SUPERVISOR      | PAY NAME ...: SALLY B SUPERVISOR  |
| FIRST NAME .....: SALLY          B | PAYGRADE .....: 23                STEP: MX |
| SOCIAL SECURITY: xxx-xx-xxxxx      | PAY PLAN .....: 014                |
| EMPLOYEE NUMBER: 34444            | *MODE OF PAY ..: 03 BIWEEKLY HR WK: 40 |
|                                     | ANNUAL BASE ..:          0.00        |
+----- POSITION INFORMATION -----+ BIWEEKLY BASE : 2,136.00           |
| NUMBER: 123-445-1474-86406-007    |                                     |
| CSTCNT: 123 401474 SECURITY        | FMR PAY PLAN ..: 006                |
| ASSIGN:                            |                                     |
| CLASS TITLE: CORR SUPERVISOR      |                                     |
| *TYPE .....: 00 PERM FULL TIME-MERT |                                     |
| *EMP STATUS : 08 PERMANENT MERIT   |                                     |
| *COND OF EMP: 01 FULL TIME        |                                     |
| *ELIGIBILITY: N CONTRACT COVERED  |                                     |
| *BARG CODE ..: 006 SECURITY        |                                     |
|                                     | INCREASE DATE : 10/17/2008        |
+-----+-----+-----+-----+
| FULLNAME: SALLY B SUPERVISOR      | *TERM. REASON ..: 00 ACTIVE--      |
| USER ID :                          | *LEAVE REASON ..: 00 ACTIVE        |
+-----+-----+-----+-----+
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT
    
```

To add employees to Sally B Supervisor's Span of Control, from the 'Position Detail' screen enter "P" for span of control.

```

D3324361      POSITION CONTROL SYSTEM
ACTION  P      POSITION DETAIL
POSITION RECORD RETRIEVED
+----- KEY INFORMATION -----+----- POSITION HOLDER -----+
|                                     | SALLY B SUPERVISOR                |
| NUMBER ...: 123-445-1474-86411-007 | EMP SSAN ...: xxx-xx-xxxxx        |
| SERIAL KEY: 000000                | ENTRY DATE : 01/01/2011          |
|                                     | ENTRY TYPE : 021                  |
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----+
|                                     |                                     |
| COST CENTER: 123-401474 SECURITY    | MANAGED BY :                      |
| CLASS TITLE: CORR SUPERVISOR      | POSITION NO:                        |
| *POS TYPE ..: 00 PERM FULL TIME-MERT |                                     |
| *FIELD STAT : N NOT FIELD STATUS   +----- BUDGET INFORMATION -----+
| *BARG ELIG ..: N CONTRACT COVERED  |                                     |
| *EMP UNIT ..: 000 NOT CLASSIFIED    | FTE .....: 1.000                 |
|                                     | FUND DATE: / /                    |
|                                     | *FUND CODE: 2 BLANKET HIRE APPRV. |
|                                     | P-5 DATE : 04/25/2006            |
+-----+-----+-----+-----+
* INDICATES SELECTION LIST ----
PE PREV EMPLES P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD PD PAY DISTRIB
P SPAN OF CONTROL G GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST
M5 M5S PF1 PREV POSITION PF2 NEXT POSITION PF9 HELP PF12 RETURN CLEAR EXIT
    
```

EMPLOYEE INFORMATION-SPAN OF CONTROL

From this screen, you can enter each employee the supervisor is in charge of. You can enter the employee's for a supervisor in two ways. If you do not know the position number of the employee, or if you have multiple positions to enter, you can use the PF4 key to pull up a position list.

```
D3324374          POSITION CONTROL SYSTEM          PAGE: 0001
                SPAN OF CONTROL          LEVEL .....:
POSITIONS MANAGED BY: 123-445-1474-86411-007    COST CENTER: 123-401474
MANAGER'S NAME   : SALLY B SUPERVISOR          CLASS TITLE: CORR OFFICER
THERE ARE NO POSITIONS REPORTING TO THIS POSITION.
ACT POSITION NUMBER          CLASS TITLE  COST CENTER  SUPERVISORY
- - - - -                  -
P SPAN OF CONTROL  L LOOK AT POSITION          R REFRESH  A ADD    D DELETE
PF1 PREV POSITION   PF2 NEXT POSITION          PF3 MANAGER'S BOSS  PF4 POSITION LIST
PF7 BKWD          PF8 FWD                   PF9 HELP           PF12 RETURN        CLEAR EXIT
```

Enter a cost center or position number to pull up a list of positions. Once you find the employee you want to add, type "A" in the ACT line and hit enter to add each employee to the supervisors span of control. If an employee already has a supervisor you will see the message 'this position already reports to another position' and you will first need to delete them from the current supervisor before adding them to the new supervisor. Once done, PF12 to return to the previous screen.

```
D3312381          POSITION CONTROL SYSTEM          PAGE: 0001
                SPAN OF CONTROL POSITION SELECTION LIST
                ----- CURRENT MANAGER -----
ENTER COST CENTER  ==> 123-401474          | SALLY B SUPERVISOR
POSITION NUMBER    ==> 123-445-1474-00018-001 | 123-445-1474-86411-007
                -----
ACT  POSITION NUMBER          EMPLOYEE NAME          CLASS TITLE
_   123-445-1474-00018-001    TIM S MOORE            CLERK-SPEC
_   123-445-1474-80696-001    LORI E COOK           INVEST 2
_   123-445-1474-80763-001    LARRY A WOLTERS       TRAIN SPEC 1
_   123-445-1474-86406-001    **** V A C A N T **** CORR OFFICER
A   123-445-1474-86406-002    STEPHEN L SMITH       CORR OFFICER
SPAN OF CONTROL RECORD ADDED
_   123-445-1474-86406-005    JIM D HALL            CORR OFFICER
A   123-445-1474-86406-006    MIKE T DAVIS          CORR OFFICER
THIS POSITION ALREADY REPORTS TO ANOTHER POSITION.

A ADD POSITION TO MANAGER  PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
```

EMPLOYEE INFORMATION-SPAN OF CONTROL

If you know the 18-digit position number of the employee(s) you want to add, you can type an "A" in the line action field, then the 18-digit position number. When you hit enter, it will add the position to the Span of Control.

| | | |
|--|---------------------------|-------------------------|
| D3324374 | POSITION CONTROL SYSTEM | PAGE: 0001 |
| SPAN OF CONTROL | | LEVEL |
| POSITIONS MANAGED BY: 123-445-1474-86411-007 | COST CENTER: 123-401474 | |
| MANAGER'S NAME : SALLY B SUPERVISOR | CLASS TITLE: CORR OFFICER | |
| THERE ARE NO POSITIONS REPORTING TO THIS POSITION. | | |
| ACT POSITION NUMBER | CLASS TITLE | COST CENTER SUPERVISORY |
| A 123-445-1474-86406-002 | - | |
| P SPAN OF CONTROL L LOOK AT POSITION R REFRESH A ADD D DELETE | | |
| PF1 PREV POSITION PF2 NEXT POSITION PF3 MANAGER'S BOSS PF4 POSITION LIST | | |
| PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT | | |

Below you will be able to see all the employees the supervisor has under their span of control.

| | | |
|--|-------------------------|-------------------------|
| D3312374 | POSITION CONTROL SYSTEM | PAGE: 0001 |
| SPAN OF CONTROL | | LEVEL |
| POSITIONS MANAGED BY: 123-445-1474-86411-007 | COST CENTER: 123-401474 | |
| MANAGER'S NAME : SALLY B SUPERVISOR | CLASS TITLE: CORR SUPV | |
| ACT POSITION NUMBER | CLASS TITLE | COST CENTER SUPERVISORY |
| - 123-445-1474-86406-002 | CORR OFFICER | 123-401474 NO |
| STEPHEN L SMITH | | |
| - 123-445-1474-86406-018 | CORR OFFICER | 123-401474 NO |
| DAN B BROWN | | |
| - 123-445-1474-86406-080 | CORR OFFICER | 123-401474 NO |
| **** V A C A N T **** | | |
| - 123-445-1474-86409-017 | SR CORR OFF | 123-401474 NO |
| JOE J CARR | | |
| - 123-445-1474-86406-041 | CORR OFFICER | 123-401474 NO |
| ANDY G JONES | | |
| - 123-445-1474-86406-033 | CORR OFFICER | 123-401474 NO |
| DAVE M NEWTON | | |
| - 123-445-1474-86406-075 | CORR OFFICER | 123-401474 NO |
| JOSEPH R THOMAS JR | | |
| P SPAN OF CONTROL L LOOK AT POSITION R REFRESH A ADD D DELETE | | |
| PF1 PREV POSITION PF2 NEXT POSITION PF3 MANAGER'S BOSS PF4 POSITION LIST | | |
| PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT | | |

EMPLOYEE INFORMATION-SPAN OF CONTROL

Once you have added the employees to the supervisor's span of control, you can check by going to the employee's Employee Information screen, enter "O" and the supervisor should be listed in the span of control box .

| | | | |
|--|------------------|---|----------|
| D3325361 | ACTION: O | EMPLOYEE INFORMATION | PRINTER: |
| EMPLOYEE RECORD RETRIEVED | | | |
| +----- KEY INFORMATION -----+ | | +----- PAYROLL INFORMATION -----+ | |
| LAST NAME: SMITH | | PAY NAME ...: STEPHEN L SMITH | |
| FIRST NAME: STEPHEN | L | PAYGRADE: 23 | STEP: MX |
| SOCIAL SECURITY: xxx-xx-xxxx | | PAY PLAN: 014 | |
| EMPLOYEE NUMBER: 33333 | | *MODE OF PAY ...: 03 BIWEEKLY HR WK: 40 | |
| | | ANNUAL BASE ...: 0.00 | |
| +----- POSITION INFORMATION ----- | | BIWEEKLY BASE : 2,136.00 | |
| NUMBER: 123-445-1474-86406-047 | | | |
| CSTCNT: 123 401474 SECURITY | | FMR PAY PLAN ..: 006 | |
| ASSIGN: | | | |
| CLASS TITLE: CORR OFFICER | | | |
| *TYPE: 00 PERM FULL TIME-MERT | | | |
| *EMP STATUS : 08 PERMANENT MERIT | | | |
| *COND OF EMP: 01 FULL TIME | | | |
| *ELIGIBILITY: N CONTRACT COVERED | | | |
| *BARG CODE ..: 006 SECURITY | | | |
| | | INCREASE DATE : 10/17/2008 | |
| +----- | | +----- | |
| FULLNAME: STEPHEN L SMITH | | *TERM. REASON ..: 00 ACTIVE-- | |
| USER ID : | | *LEAVE REASON ..: 00 ACTIVE | |
| +----- | | +----- | |
| ? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT | | | |

| | | | |
|--------------------------------------|-----------------|--|---|
| D3312361 | ACTION | POSITION CONTROL SYSTEM | POSITION DETAIL |
| POSITION RECORD RETRIEVED | | | |
| +----- KEY INFORMATION -----+ | | +----- POSITION HOLDER -----+ | |
| | | STEPHEN L SMITH | |
| NUMBER ...: 123 445 1474 86406 047 | | EMP SSAN ...: xxx-xx-xxxx | |
| SERIAL KEY: 002266 | | ENTRY DATE : 04/30/2010 | |
| | | ENTRY TYPE : 021 | |
| +----- POSITION INFORMATION ----- | | +----- SPAN OF CONTROL -----+ | |
| | | | |
| COST CENTER: 123-401474 SECURITY | | MANAGED BY : SALLY B SUPERVISOR | |
| CLASS TITLE: CORR OFFICER | | POSITION NO: 123-445-1474-86411-007 | |
| *POS TYPE ..: 00 PERM FULL TIME-MERT | | | |
| *FIELD STAT : N NOT FIELD STATUS | | +----- BUDGET INFORMATION ----- | |
| *BARG ELIG ..: N CONTRACT COVERED | | | |
| *EMP UNIT ...: 000 NOT CLASSIFIED | | FTE: 1.000 | |
| | | FUND DATE: / / | |
| | | *FUND CODE: 2 BLANKET HIRE APPRV. | |
| | | P-5 DATE : / / | |
| +----- | | +----- | |
| * INDICATES SELECTION LIST ----+ | | | |
| PE | PREV | EMPLYES | P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD PD PAY DISTRIB |
| P | SPAN OF CONTROL | G | GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST |
| M5 | M5S | PF1 | PREV POSITION PF2 NEXT POSITION PF9 HELP PF12 RETURN CLEAR EXIT |

Note – When an employee terminates or transfers, it is not necessary to clear out their span of control. Span of Control is based on position number and not the employee. If an employee transfers or terminates and then is rehired by a different department, their span of control will automatically update when they are placed into their new position.

EMPLOYEE INFORMATION-SPAN OF CONTROL

If the supervisor's position is vacant yet has employees assigned to it that need to be changed, you will need to go into the vacant supervisor position via the position control screen and delete those employees. By doing this, those employees will be able to be assigned to another supervisor.

Below in Sam's position detail record, his manager's position is vacant in the span of control box.

| D3324361 | | POSITION CONTROL SYSTEM | |
|--------------------------------------|---|-------------------------------------|--|
| ACTION | _ | POSITION DETAIL | |
| POSITION RECORD RETRIEVED | | | |
| +----- KEY INFORMATION ----- | | +----- POSITION HOLDER -----+ | |
| | | SAM C WORKER | |
| NUMBER ...: 123 445 1474 86406 099 | | EMP SSAN ..: XXX-XX-XXXX | |
| SERIAL KEY: 001807 | | ENTRY DATE : 10/01/1999 | |
| | | ENTRY TYPE : 001 | |
| +----- POSITION INFORMATION ----- | | +----- SPAN OF CONTROL -----+ | |
| | | | |
| COST CENTER: 123-401474 SECURITY | | MANAGED BY : **** V A C A N T **** | |
| CLASS TITLE: CORR OFFICER | | POSITION NO: 123-445-1474-86416-001 | |
| *POS TYPE ..: 00 PERM FULL TIME-MERT | | | |
| *FIELD STAT : N NOT FIELD STATUS | | +----- BUDGET INFORMATION ----- | |
| *BARG ELIG ..: N CONTRACT COVERED | | | |
| *EMP UNIT ...: 000 NOT CLASSIFIED | | FTE: 1.000 | |
| | | FUND DATE: / / | |
| | | *FUND CODE: 2 BLANKET HIRE APPRV. | |
| | | P-5 DATE : 09/29/1999 | |
| | | | |

Go into the vacant position to clear out the vacant's span of control via the position control and pulling up the vacant position.

| STATE OF IOWA | |
|-----------------------------|--------------------------|
| HUMAN RESOURCES | |
| AVAILABLE APPLICATIONS MENU | |
| _ PF1 | MAIL |
| _ PF2 | TIME REPORTING |
| _ PF3 | POSITION CONTROL |
| _ PF4 | POSITION CHANGE REQUEST |
| _ PF5 | PERSONNEL ACTIONS (P-1S) |
| _ PF6 | EMPLOYEE INFORMATION |

| HUMAN RESOURCE MANAGEMENT SYSTEM | |
|----------------------------------|----------------------------|
| POSITION CONTROL | |
| MAIN MENU | |
| _ PF1 | CLASSES BY CLASS NUMBER |
| _ PF2 | CLASSES BY CLASS TITLE |
| _ PF3 | POSITIONS IN A COST CENTER |
| _ PF4 | EMPLOYEES IN A COST CENTER |
| _ PF5 | COST CENTERS BY NUMBER |
| _ PF6 | PAY PLANS |
| _ PF7 | POSITIONS BY NUMBER |

EMPLOYEE INFORMATION-SPAN OF CONTROL

Enter position number for the vacant supervisor position

```
D3324344          POSITION CONTROL SYSTEM
                  POSITIONS BY POSITION NUMBER

ENTER POS. NUMBER ==>> 123-445-1474-86416-001

                  COST      FUND
ACT NUMBER/EMPLOYEE NAME  CLASS      CENTER  CODE
L 123-445-1474-86416-001  CORR SEC DIR 123-401474 1
    **** V A C A N T ****

L LOOK AT POSITION      PF7 BKWD   PF8 FWD   PF9 HELP   PF12 RETURN  CLEAR EXIT
```

In the vacant supervisor's position detail screen, type 'P' for span of control

```
D3324361          POSITION CONTROL SYSTEM
ACTION _          POSITION DETAIL
POSITION RECORD RETRIEVED
+----- KEY INFORMATION -----+----- POSITION HOLDER -----+
|                               | **** V A C A N T **** |
| NUMBER ...: 123 445 1474 86416 001 | EMP SSAN ..: 000-00-0000 |
| SERIAL KEY: 002078           | ENTRY DATE : 09/08/2006 |
|                               | ENTRY TYPE : 021       |
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----+
|                               |                               |
| COST CENTER: 123-401474 SECURITY | MANAGED BY : IM IN CHARGE |
| CLASS TITLE: CORR SEC DIR       | POSITION NO: 123-445-1101-06425-001 |
|*POS TYPE ..: 00 PERM FULL TIME-MERT |                               |
|*FIELD STAT : N NOT FIELD STATUS  +----- BUDGET INFORMATION -----|
|*BARG ELIG ..: S SUPERVISORY      |                               |
|*EMP UNIT ...: 000 NOT CLASSIFIED  | FTE .....: 1.000         |
|                               | FUND DATE: / /          |
|                               |*FUND CODE: 1 P-5 APPROVED |
|                               | P-5 DATE : 06/09/2006   |
|                               |                               |
+-----+----- * INDICATES SELECTION LIST -----+
PE PREV EMPLYES P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD PD PAY DISTRIB
P SPAN OF CONTROL G GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST
```

EMPLOYEE INFORMATION-SPAN OF CONTROL

Once you have the vacant supervisor's position, you can delete out any employees that do not belong to the position.

```

D3324374                POSITION CONTROL SYSTEM                PAGE: 00
                        SPAN OF CONTROL                    LEVEL .....:
POSITIONS MANAGED BY: 123-445-1474-86416-001            COST CENTER: 123-401474
MANAGER'S NAME       : **** V A C A N T ****            CLASS TITLE: CORR SEC DIR

ACT POSITION NUMBER          CLASS TITLE  COST CENTER  SUPERVISORY
- 123-445-1474-86406-001   CORR OFFICER 123-401474   NO
  **** V A C A N T ****
D 123-445-1474-86406-003   CORR OFFICER 123-401474   NO
  SAM C WORKER
- 123-445-1474-86406-004   CORR OFFICER 123-401474   NO
  **** V A C A N T ****
- 123-445-1474-86406-006   CORR OFFICER 123-401474   NO
  ZACHARY S WORKER

P SPAN OF CONTROL  L LOOK AT POSITION          R REFRESH  A ADD  D DELETE
PF1 PREV POSITION   PF2 NEXT POSITION          PF3 MANAGER'S BOSS  PF4 POSITION LIST
PF7 BKWD          PF8 FWD                  PF9 HELP           PF12 RETURN        CLEAR EXIT
    
```

Once the employee has been deleted, return to the employee and his span of control should be empty and you will be able to enter a new span of control.

```

D3324361                POSITION CONTROL SYSTEM
ACTION _                POSITION DETAIL
POSITION RECORD RETRIEVED
+----- KEY INFORMATION -----+----- POSITION HOLDER -----+
|                               | SAM C WORKER |
| NUMBER ...: 123 445 1474 86406 099 | EMP SSAN ..: XXX-XX-XXXX |
| SERIAL KEY: 001807           | ENTRY DATE : 10/01/1999 |
|                               | ENTRY TYPE : 001       |
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----+
|                               |               |
| COST CENTER: 123-401474 SECURITY | MANAGED BY : |
| CLASS TITLE: CORR OFFICER       | POSITION NO:  |
|*POS TYPE ..: 00 PERM FULL TIME-MERT |               |
|*FIELD STAT : N NOT FIELD STATUS  +----- BUDGET INFORMATION -----|
|*BARG ELIG ..: N CONTRACT COVERED |               |
|*EMP UNIT ..: 000 NOT CLASSIFIED  | FTE .....: 1.000 |
|                               | FUND DATE: / / |
|                               |*FUND CODE: 2 BLANKET HIRE APPRV. |
|                               | P-5 DATE : 09/29/1999 |
|                               |               |
    
```

Data warehouse

A span of control report is available on data warehouse which will allow you to review your employee's supervisors as entered on HRIS. This report is updated and available in data warehouse the Wednesday after payroll writes each pay period.