

Job Aid: Running and modifying the Position Funding report

Table of Contents

Contents

Table	of (Contents	1
Main	Inst	tructions	2
1	L.	Agency finance partner running the Position Funding report	2
2	2.	Agencies modifying the Position Funding report	2
3	3.	Important items of note to reduce unnecessary delays	3
4	ŀ.	Send adjusted file to Workday-Fiscal Year End Funding email address	6

Main Instructions

1. Agency finance partner running the Position Funding report

Depending on the characteristics of the positions within a particular agency, the requesting agency should run one of two reports. Most agencies have costing allocations attached to the position restriction so they would run the **Position Funding – Position Restrictions** report. A handful of agencies have positions that are classified as job managed, so these agencies would run the report **Position Funding – Job Management**. Both reports show all PINs that currently have a costing allocation. The requesting agency will need to download this to Excel.

approx bit in the second of the secon														
Company 090 OFFICE OF M	ANAGEMENT AND ENTERPRI	ISE SERV	Bud Ref 23							~				
2134 items										(II) II = 1	0	■ =		
		Worker			Allocation Details						Bud	_		
Company	Worker	ID	Position Restriction	Job Profile	Distribution Percent	Start Date	End Date	Company	Fund	Cost Center	Ref	Prog		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Carissa Terry	268775	0900000500001 Business Manager - Carissa Terry	7520-EH - Business Manager (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800200	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Philip Puckett	131975	0900000600001 Network Technician - Philip Puckett	5283-EH - Network Technician (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800102	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV			0900000700002 Business Continuity and Disaster Recovery Coordinator (Unfilled)	8323-EH - Systems Support Specialist (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800111	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Robert Goad	155163	0900000800002 Contracting & Procurement Admr - Robert Goad	F11B-EH - Contracting & Procurement Admr (EH)	100.00	07/01/2022	06/30/2023	090	090_27100	090_5000001	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lisa Raihl	111818	0900000900001 Human Resources Payroll/Benefit Services Manager - Lisa Raihl	6878-EH - Human Resources Payroll/Benefit Services Manager (EH)	50.00	07/01/2022	06/30/2023	090	090_20000	090_1000003	23	000_		
					50.00			090	090_19301	090_1000003	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lucy Allensworth	340714	0900001100001 HR Payroll Specialist - Lucy Allensworth	9238-NH - Payroll Specialist (NH)	5.00	07/01/2022	06/30/2023	090	090_19301	090_1000003	23	000_		
					95.00			090	090_20000	090_1000003	23	000_		
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Amy Max	157523	0900001200001 Director of Customer Success - Amy Max	4589-EH - Manager (EH)	100.00	07/01/2022	06/30/2023	090	090_19301	090_8800107	23	000.		

2. Agencies modifying the Position Funding report

After downloading the report to Excel, modifications are needed. As an example, in the following screenshots, we will be using the example of conversion from FY 2023 to FY 2024. On this file, agencies need to change the **Start date** to 07/01/2023, **End Date** to 06/30/2024, **Bud Ref** to 24, and any other chart fields that the agency requests to be changed. Do not change any formatting on the worksheet with the exception on the highlight mentioned below. Highlight any changes made to this report in yellow to be quickly able to see what changes are made.

	NuteSanne 👓 🛱 '9	• (² - ∓	Position_FundingPo	sition_Restrictions (6) also +	P	Search (Alt+Q)			0	Patrick G	ranahan 🎆 📼	(x/
F	le Home Insert	Page Layout Formul	as Data Review	view Help Power Pin	rot						PCo	mments 🔄 Share
[2	Cut Cut Copy ∽ Ste ✓ Format Painter	Arial 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		• 🔅 Wrap Text	General ~ \$ ~ % ? % -%	Conditional Format as	rmal Bad Iculation Check Cell	Good Explanatory	Neutral	Delete Format → Clear →	Sort & Find & Filter + Select +	Sensitivity
	Clipboard 15	Font	n .	Nignment r	S Number 15		Styles			Cells	Editing	Sensitivity ^
14	* 1 ×	√ <i>f</i> r 090										v
4	в	с	D	E	F	G	н	I	J	к	L	
1					Allocation Details		Indicates Changes to File					
2	Worker	Worker ID	 Position Restriction * 	Job Profile 💌	Distribution Percent *	Start Date 💌	End Date	Company	y 💌 Fund	Cost Center	 Bud Ref 	 Pro
3	Carissa Terry	268775	0900000500001 Business Manager - Carissa Terry	7520-EH - Business Manager (EH)	100.00	7/1/2023	6/30/202/	090	090_21000	090_8800200	24	000_D0102
ļ	Philip Puckett	1 31975	0900000600001 Network Technician - Philip Pucket	5283-EH - Network Technician (EH)	100.00	7/1/2023	6/30 <u>A</u> }	090	090_21000	090_8800102	24	000_D0102
5			0900000700002 Business Continuity and Disaster Recovery Coordinator (Unfilled)	8323-EH - Systems Support Specialist (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800111	24	000_D0102
6	Robert Goad	155163	090000800002 Contracting & Procurement Admr - Robert Goad	F11B-EH - Contracting & Procurement Admr (EH)	1 00.00	7/1/2023	6/30/2024	090	090_27100	090_5000001	24	000_D0102
7	Lisa Raihl	1 11818	090000090001 Human Resources Payrol/Benefit Services Manager - Lisa Raihl	6878-EH - Human Resources Payroll/Benefit Services Manager (EH)	\$0.00	7/1/2023	6/30/202/	1090	090_20000	090_1000003	24	000_D0202
8	Lisa Raihl	1 11818	090000090001 Human Resources Payrol/Benefit Services Manager - Lisa Raihl	6878-EH - Human Resources Payroll/Benefit Services Manager (EH)	\$0.00	7/1/2023	6/30/2024	1090	090_19401	090_1000003	24	000_D0202
9	Lucy Allensworth	340714	0900001100001 HR Payroll Specialist - Lucy Allensworth	9238-NH - Payroll Specialist (NH)	5.00	7/1/2023	6/30/2024	090	090_19401	090_1000003	24	000_D0202
10	Lucy Allensworth	340714	0900001100001 HR Payroll Specialist - Lucy Allensworth	9238-NH - Payroll Specialist (NH)	95.00	7/1/2023	6/30/2024	090	090_20000	090_1000003	24	000_D0202
11	Amy Max	157523	0900001200001 Director of Customer Success - Amy Max	4589-EH - Manager (EH)	100.00	7/1/2023	6/30/2024	090	090_19401	090_8800107	24	000_00102
12	Griffin Spivy	359989	0900001400002 Provisioning Specialist - Griffin Snivy	2101-NH - Technician (NH)	100.00	7/1/2023	6/30/202/	090	090_19401	090_8800104	24	000_D0102
13	Griffin Spivy	359989	0900001400002 Provisioning Specialist - Griffin Specy	2101-NH - Technician (NH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800107	24	000_D0102
14	Tony Rumpl	109317	0900001600001 Physical Threat Analyst - Tony Rumpl	6660-NH - Cyber Security Specialist (NH)	1 00.00	7/1/2023	6/30/2024	090	090_19401	090_8800104	24	000_D0102
	Michael Ray	131478	0900001900001 Server Engineering Support -	9699-EH - Server Support Specialist (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800109	24	000_D0102

3. Important items of note to reduce unnecessary delays

1) An agency needs to confirm that each Position Restriction has the Distribution Percentage = 100%.

This can be one funding line or numerous lines like 25%, 25%, 25%, 25% adding to 100%, etc. The result is the total of the combined lines for one PIN must equal 100%. This is an issue because the report will pull in all funding attached to the PIN even if it is old. This can lead to a PIN having a distribution percentage > 100%. In this case, enough of the lines need to be deleted where one PIN must have one or more lines totaling to a distribution percentage of 100%. See the example below of something that would need to be deleted.

E48	815 * i × s	/ fr			-	Agency will need to dele this PIN's	ete either the top line distribution percent	e or the bottom two to age = 100%.	have			
4	A	В	c	D	E		G	Н	1	J	К	L
81	240 OKLAHOMA STATE DEPARTMENT OF HEALTH	Worker Christian Bonds	347088	3400007800002 Project Coordinator - Christian Bonds	Job Profile 2647-EH - Regional Health Consultant (EH)	Distribution Percent *	Start Date	End Date	Company 💌	Fund 340_19301	240_4540012	- Bud R
82	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds	347088	3400007800002 Project Coordinator - Christian Bonds	2647-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024 340		340_19301	340_4540012	24
83	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds	347088	3400007800002 Project Coordinator - Christian Bonds	2947-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024 340		340_40000	340_4540012	24
4810						200						

Agencies will need to convert the Position Restriction column to text to columns to accurately capture P positions (those positions that start with a P).

a) This can be accomplished by filtering the **Position Restrictions** column for those items that begin with P.

					Jo Search (Alt+Q)				Patrick Grananan		<u> </u>
F	ile Home Insert	Page Layout Formula	as Data Review	View Developer He	lp Power Pivot					Comments	년 Shar
(D	Get From From Tom T ata ~ Text/CSV Web Ran	Table/ Recent Existing Connections	Refresh BEdit Links	rections 2↓ ZA Z↓ Sort Filt	Text to Columns	Flash Remove Data Fill Duplicates Validation	Consolidate Relationships	Manage Data Model Model Mat-If Forecast Analysis ~ Sheet	Group Ungroup Subtot	*극 Show Detail -극 Hide Detail al	
	Get at Hansi	orm Data	Queries & connectio	15 1 2011 0	x riner i	Data	10015	Porecast	Ounie	(9)	
F	6 × I ×	√ <i>f</i> _x 15									
4	A	В	C	D	E	F	G	н	1	J	
1						Allocation Details					_
3	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Marshall VanWinkle	360787	3400000100002 Nutrition Therapist I - Marshall VanWinkle	Z25A-NH - Nutrition Therapist I (NH)	Distribution Percent 100	Start Date * 7/1/2022	6/30/2023 340	Company 3	40_40000	34
4	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Beth Gifford	265460	3400000200001 Vital Records Specialist IV - Beth Gifford	E26D-EH - Vital Records Specialist IV (EH)	100	7/1/2022	6/30/2023 340	3	40_21000	34
5	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	348488	3400000300002 Administrative Technician III - Allison Johnson	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023 340	3	40_40000	34
6	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	348488	Administrative Techni III - Allison Johnson Show	tom AutoFilter w rows where:			? ×	3	40_40000	34
7	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	348488	3400000300002 F Administrative Techni III - Allison Johnson	begins with	P		8	3	40_21000	34
8	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Marjorie Bostic (On Leave)	138156	3400000400001 Healt Planning Specialist II Marjorie Bostic (On L Use	And Or	er			3	40_21000	34
9	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Lacey Beaman	559956	3400000500001 Use Breastfeeding Peer Counselor - Temporar Lacey Beaman	* to represent any series of chara	scters		OK Cancel	3	40_40000	34
10	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	361269	3400000700001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023 340	3	40_40000	34
11	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	361269	3400000700001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023 340	3	40_40000	34
12	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	361269	3400000700001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	20	7/1/2022	6/30/2023 340	3	40_21000	34
13	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	361269	3400000700001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	50	7/1/2022	6/30/2023 340	3	40_21000	34
	340 OKLAHOMA STATE DEPARTMENT OF	Gabriela Chapa	290973	3400000800001 Administrative Technician	E16C-NH - Administrative Technician III (NH)	20	7/1/2022	6/30/2023 340	3	40_21000	34

	AutoSave 💽 🖫 り~	(? ⊽ Pos	ition_FundingPosition_Restri	ctions (16) xlsx 👻					Patrick Granahan 🔮	
F	ile Home Insert	Page Layout Formula	as Data Review \	/iew Developer Help	Power Pivot					모 Comments 🖻 Sh
(Da	Set From From Tal ta ~ Text/CSV Web Range Get & Transfor	ble/ Recent Existing Sources Connections m Data	Refresh All ~ Dependies & Connection Befresh All ~ Dependies Queries & Connection	sctions	Clear Clear Reapply Text to Columns Filter	Flash Remove Data Fill Duplicates Validation ~ Data To	Consolidate Relationships Man Data N	age Model Analysis ~ Sheet Forecast	Group Ungroup Subtol	al = Hide Detail al = Hide Detail
				(,						
	A	В	С	D	E	F	G	н	1	J
2	Company	Worker	• Worker ID •	Position Restriction -T	loh Profile	Allocation Details	Start Date *	End Date T	Company	Fund
475	340 OKLAHOMA STATE DEPARTMENT OF 2 HEALTH	Worker	Norker ID	P102740 Employee Experience Manager (Unfilled)	6833-NH - Program Coordinator (NH)	100	8/30/2022	6/30/2023 340	company	340_24800
475	340 OKLAHOMA STATE DEPARTMENT OF 3 HEALTH	Jalon Rhodes	'357682	P102911 Materiel Management Specialist I - Jalon Rhodes	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023 '340		340_40000
475	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Cole Shipman	357701	P102912 Materiel Management Specialist I - Cole Shipman	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023 340		340_40000
475	340 OKLAHOMA STATE DEPARTMENT OF 5 HEALTH			P102951 Compliance Administrative Programs Officer (Unfilled)	4080-NH - Administrative Programs Ofcr (NH)	100	8/14/2022	6/30/2023 340		340_24800
475	340 OKLAHOMA STATE DEPARTMENT OF 6 HEALTH	Kristin Elsenbeck	176633	P102963 Human Resources Programs Mgr III - Kristin Elsenbeck	C32C-EH - Human Resources Programs Mgr III (EH)	100	8/14/2022	6/30/2023 340		340_40000
475	340 OKLAHOMA STATE DEPARTMENT OF THEALTH	Karl Wasserleben	357532	P102975 Division Manager II - Karl Wasserleben	E10B-EH - Division Manager II (EH)	100	9/1/2022	6/30/2023 340		340_40000
475	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014 Administrative Officer - Reaina Harris	4903-EH - Administrative Officer (EH)	21	10/17/2022	6/30/2023 340		340_40000
475	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014 Administrative Officer - Reaina Harris	4903-EH - Administrative Officer (EH)	79	10/17/2022	6/30/2023 340		340_19301
476	340 OKLAHOMA STATE DEPARTMENT OF			P103016 PCO - Project Coordinator (Temp)	0020-NH - Temporary (NH)	100	7/1/2022	6/30/2023 340		340_19301
476	340 OKLAHOMA STATE DEPARTMENT OF 1 HEALTH			P103017 Health Educator II (Unfilled)	X20B-NH - Health Educator II (NH)	20	9/15/2022	6/30/2023 340		340_19301
476	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017 Health Educator II (Unfilled)	X20B-NH - Health Educator II (NH)	80	9/15/2022	6/30/2023 340		340_21000
476	340 OKLAHOMA STATE DEPARTMENT OF 3 HEALTH			P103018 Community Health Worker (Unfilled)	2852-EH - Preventive Medical Consultant (EH)	100	9/15/2022	6/30/2023 340		340_40000
476	340 OKLAHOMA STATE DEPARTMENT OF 4 HEALTH	Audrey Shephard	357629	P103023 Registered Nurse II - Audrey Shephard	Y12B-EH - Registered Nurse II (EH)	100	9/26/2022	6/30/2023 340		340_40000
	340 OKLAHOMA STATE	Adriana Gonzalez	357716	P103025 Administrative	EH - Administrative	100	7/1/2022	6/30/2023 340		340_21000

b) Then copy and paste these results to another tab.

c) Where the results were copied and pasted, see the **Data** menu and select **Text to Columns**. Select **Fixed width** and **Next**.

AutoSave 💽 🕅	<u>出 ら、</u>		Po	sition_Fundi	ngPositic	on_Restrictio	ns (16).xlsx		9 :	iearch (Alt+)	2)									Patrick Granz	ihan 🌸	•		ð
File Home	Insert P	age Layout	Formul	as Dat	a Revie	ew View	r Devel	oper H	lelp Po	wer Pivot												Comm	ents	남 Sha
Get From From Data ~ Text/CSV Web Ge	n From Table Range t & Transform	/ Recent Sources	Existing Connections	Refresh All ~	Queries Properti Control Cont	& Connections	ons Â↓ Z↓	Sort F	ilter	apply vanced	Text to Columns	lash Remo Fill Duplic	ve Data ates Validatio Da	Consol on ~	idate Relatio	enships M Data	anage a Model	What-If F Analysis ~ Foreca:	orecast Sheet st	Group Ungro	outline	+팩 Show D -팩 Hide De	etail tail Fa	
A1 * :	× v	f _N P	102740 Emp	ployee Exp	erience M	lanager (Ur	filled)																	
A	В	С	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	R	S	Т	U	V	W	Х	1
P102/40 Employe Experience Manager (Unfilled)	e .																							
P102911 Materiel Management Specialist I - Jalon Rhodes																								
P102912 Materiel Management Specialist I - Cole Shipman																								
3 P102951																								
Compliance Administrative Programs Officer (Unfilled)																								
P102963 Human Resources Programs Mgr III - Kristin Elsenbeck 5																								
P102975 Division Manager II - Karl Wasserleben	sition Fundir	n - Position	Pac	beet4	(4)									: [7]										

	AutoSave 💽 🖪	1 % - 6	- -	Position	_FundingPe	osition_Restricti	ions (16) xlsx	-	2	Search (Alt+	Q)									Patrick Gran	ahan 🌸	æ	- e	• /×
F	File Home In	isert Pa	ge Layout	Formulas	Data F	Review Vie	ew Deve	loper H	Help Po	wer Pivot												🖓 Comn	ients 2	🖻 Share
(Di	Get From From ata ~ Text/CSV Web Get 8	From Table/ Range & Transform E	Recent E Sources Cor	xisting R anections	Lefresh E Pro All ~ 🕞 Edit Queries 8	eries & Connec iperties t Links & Connections	tions 2↓ Z↓	Sort Sor	Filter GA	ear apply dvanced	Text to Columns	Flash Remo Fill Duplic	ve Data ates Validatio Da	Consol	■ E	onships N Da	Manage ta Model	What-If Analysis ~ Fore	Forecast Sheet	Group Ung	oup Subtota Outline	+큭 Show -큭 Hide E	Detail etail	
A	1 *	×	f _x P102	2740 Employ	ee Experient	ce Manager (l	Unfilled)																	
	A P102740 Employee Experience Manager (Unfilled)	В	С	D	E F	G	Н	1	J	к	L	М	N	0	Ρ	Q	R	S	Т	U	V	W	x	Y
1	P102911 Materiel Management Specialist I - Jalon Rhodes									Conv The T If this Orig	ert Text to C ext Wizard h is correct, c inal data typ	olumns Wiza as determiner 100se Next, o e	rd - Step 1 of I that your da r choose the	3 Ita is Fixed V data type the	/idth. at best desc	ribes your d	? >	<						
2	P102912 Materiel Management Specialist I - Cole Shipman									Che	Delimited Fixed with	the set of	describes yo ers such as o re aligned in	ur data: ommas or tal columns wit	os separate h spaces be	each field. tween each	field.							
3	P102951 Compliance Administrative Programs Officer (Unfilled)									Pres	riew of select 202740 Em 202911 Ma 202912 Ma 202951 Co 202953 Hu	ed data: ployee Exp teriel Mar teriel Mar mpliance A man Resour	erience M agement S agement S dministra ces Progr	nager (Un becialist becialist tive Progr ms Mgr I:	nfilled) I - Jalo I - Cole cams Offi II - Kris	n Rhodes Shipman cer (Unf: tin Elser	illed) nbeck							
4	P102963 Human Resources Programs Mgr III - Kristin Elsenbeck												Cancel	< Ba	a (Next >	Einish							
5	P102975 Division Manager II - Karl Wasserleben																							
Re	ady 🐻 🛣 Access	ition Fundin	g - Position R	es Sheet											-	-	_	-	Count	58 1	<u>م</u> ۳			+ 100

d) Double check that the break occurs between the PIN and the PIN description. Select **Finish**.

	AutoSave 💽 🔐 📙	12.6	~ ~	Po	sition_Fund	ingPositio	in_Restriction	s (16) ælse ·		<u>Р</u>	Search ((Alt+Q)						6	2		Patrick	Granahan 👫	⊡ -	- 0 /X	\$
	File Home In	sert Pa	ge Layout	Formul	as Dat	a Revi	w View	Devel	oper	Help P	ower Pi	vot											🖓 Comment	s 🖻 Share	
D	Get From From lata ~ Text/CSV Web Get 8	From Table/ Range Transform D	Recent Sources (Existing Connections	Refresh All ~	Queries	& Connectio es nnections	ns 2↓ ∡↓	Sort Sc	Filter R Filter R Filter	llear ieapply idvanced	Text to Columns	Flash Rem Fill Dupli	ove Data cates Validatio	a Conse on ~ ata Tools	idate Relat	tionships D	Manage Iata Model	What-If Analysis • Fore	Forecast Sheet	Group	Ungroup Subtots	*팩 Show Detai -팩 Hide Detail	rs.	~
Α	u • :	× ~	f _x P	L02740 Emp	oloyee Exp	perience M	anager (Un	filled)																	^
	A	в	c .	D	F	F	G	н		1	L V		м	N	0	D	0	P	8	т	1.0	N N	107	x I X	
	P102740 Employee Experience Manager (Unfilled)	5			2										Ŭ		u.		Ū						Ĺ
1												Convert Text to	Columns Wiz	ard - Step 2 of	F3			?	×						
	P102911 Materiel Management Specialist I - Jalon Rhodes										Ţ	This screen lets y lines with arrow To CREATE a To DELETE a To MOVE a b	ou set field w s signify a col break line, cli break line, do reak line, click	idths (column umn break. k at the desin uble click on t and drag it.	breaks). ed position he line.										
2	P102912 Materiel																								
3	Management Specialist I - Cole Shipman											Data preview) 2	30		40	50	60							
	P102951 Compliance Administrative Programs Officer (Unfilled)											P102740 Emg P102911 Mat P102912 Nat P102963 Fun P102963 Fun	loyee Expe eriel Mana eriel Mans pliance Ad an Resourc	rience Man gement Spe gement Spe ninistrati as Program	ager (Un cialist cialist ve Progra s Mgr II	filled) I - Jalon I - Cole ans Offic I - Krist	Rhodes Shipman er (Unfil in Elsenb	lled) Seck	^						
4	P102963 Human											-		Cancel		par.K	illext >	I CEINIS							
	Resources Programs Mgr III - Kristin Elsenbeck																								
5																									
	P102975 Division Manager II - Karl Wasserleben																								
	< > Posi	tion Funding	g - Position	Res S	heet4	÷									: •	1	1							•	
0.	ander III 19. Arrare	hilibr Invarti-	aste.																	Count		#1 m m		+ 100	Nic.

e) Lastly, copy and paste the P position back into the main tab under the Position Restriction tab so that P positions no longer have any description attached.

Aut	:0Save 👓 🖫 '9~	Q~ ⊽ Pos	ition_FundingPosition_Restri	ctions (16).xlsx 🝷					Patrick Granahan 🏾 🎆	• •	a x
File	Home Insert	Page Layout Formula	as Data Review \	/iew Developer Help	Power Pivot					P Comments	ය Share
Get Data	From From Ta - Text/CSV Web Rang	ble/ Recent Existing Existing Connections	Refresh All ~ Definition Connections	ections $2 \downarrow \overline{ZA}$ $Z \downarrow Sort$ $A \downarrow$ Sort	Clear Reapply Advanced	Flash Remove Data Fill Duplicates Validation ~	Consolidate Relationships Mana Data M	ge What-If Forecast odel Analysis ~ Sheet	Group Ungroup Subtotal	*극 Show Detail -극 Hide Detail	
	Get & Transfo	rm Data	Queries & Connection	s Sort &	Filter	Data T	ools	Forecast	Outline	5	^
D473	52 * : × ·	√ <i>f_K</i> P102740									^
						-					
1	A	B	C	U	E	F Allocation Details	G	н		J	<u> </u>
2	Company	Worker	 Worker ID 	Position Restriction -	Job Profile 💌	Distribution Percent *	Start Date 💌	End Date 💌	Company -	Fund	· ·
4752	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P102740	6833-NH - Program Coordinator (NH)	100	8/30/2022	6/30/2023 340	3	40_24800	34
4753 H	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Jalon Rhodes	357682	P102911	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023 340	3	40_40000	34
4754 H	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Cole Shipman	357701	P102912	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023 340	3	40_40000	34
4755 H	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P102951	4080-NH - Administrative Programs Ofcr (NH)	100	8/14/2022	6/30/2023 340	3	40_24800	34
4756 H	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Kristin Elsenbeck	176633	P102963	C32C-EH - Human Resources Programs Mgr III (EH)	100	8/14/2022	6/30/2023 340	3	40_40000	34
4757	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Karl Wasserleben	357532	P102975	E10B-EH - Division Manager II (EH)	100	9/1/2022	6/30/2023 340	3	40_40000	34
4758	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014	4903-EH - Administrative Officer (EH)	21	10/17/2022	6/30/2023 340	3	40_40000	34
4759 H	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014	4903-EH - Administrative Officer (EH)	79	10/17/2022	6/30/2023 340	3	40_19301	34
4760	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103016	0020-NH - Temporary (NH)	100	7/1/2022	6/30/2023 340	3	40_19301	34
4761	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017	X20B-NH - Health Educator II (NH)	20	9/15/2022	6/30/2023 340	3	40_19301	34
4762	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017	X20B-NH - Health Educator II (NH)	80	9/15/2022	6/30/2023 340	3	40_21000	34
4763	40 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103018	2852-EH - Preventive Medical Consultant (EH)	100	9/15/2022	6/30/2023 340	3	40_40000	34
4764	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Audrey Shephard	357629	P103023	Y12B-EH - Registered Nurse II (EH)	100	9/26/2022	6/30/2023 340	3	40_40000	34
4	340 OKLAHOMA STATE	Adriana Gonzalez	357716	P103025	Ctrl) • Administrative	100	7/1/2022	6/30/2023 340	3	40_21000	34 🖵
< Calant	Position Fun	nding - Position Res Si	heet4 (+)				: 4		sa 🖽 🕅 🚥		+ 10%

- 2) Delete unfilled position or those where the report shows the worker field as blank from the report. The upload into Workday@OK currently has issues with some unfilled positions populating incorrectly. If a worker is hired to these unfilled positions in the future, then a costing allocation can be manually added by the agency on a needed basis.
- 4. Send adjusted file to Workday-Fiscal Year End Funding email address

After all necessary adjustments described above have been made, please send the adjusted file to our group email address: <u>Workday-FiscalYearFunding@OfficeMgmtEntServ.onmicrosoft.com</u>

This will enable our group to prepare and load the funding changes requested by your agency through the submitted document into Workday@OK.