



OKLAHOMA
Office of Management
& Enterprise Services

Job Aid: Running and modifying the Position Funding report

Process to populate and run EIB: Costing Allocation

Table of Contents

Contents

Table of Contents	1
Main Instructions.....	2
1. Agency finance partner running the Position Funding report	2
2. Agencies modifying the Position Funding report	2
3. Important items of note to reduce unnecessary delays	3
4. 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.

Position Funding - Position Restrictions												
Company 090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV Bud Ref 23												
2134 items												
Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Details			Company	Fund	Cost Center	Bud Ref	Prog
					Distribution Percent	Start Date	End Date					
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Carissa Terry	268775	090000500001 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	090000600001 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			090000700002 Business Continuity and Disaster Recovery Coordinator (Unified)	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	090000800002 Contracting & Procurement Adm - Robert Goad	F118-EH - Contracting & Procurement Adm (EH)	100.00	07/01/2022	06/30/2023	090	090_27100	090_5000001	23	000.
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lisa Rahl	111818	090000900001 Human Resources Payroll/Benefit Services Manager - Lisa Rahl	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	090001100001 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	090001200001 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.

Position Funding - Position Restrictions												
Company 090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV Bud Ref 23												
2134 items												
Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Details			Company	Fund	Cost Center	Bud Ref	Prog
					Distribution Percent	Start Date	End Date					
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Carissa Terry	268775	090000500001 Business Manager - Carissa Terry	7520-EH - Business Manager (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800200	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Philip Puckett	131975	090000600001 Network Technician - Philip Puckett	5283-EH - Network Technician (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800102	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV			090000700002 Business Continuity and Disaster Recovery Coordinator (Unified)	8323-EH - Systems Support Specialist (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800111	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Robert Goad	155163	090000800002 Contracting & Procurement Adm - Robert Goad	F118-EH - Contracting & Procurement Adm (EH)	100.00	7/1/2023	6/30/2024	090	090_27100	090_5000001	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lisa Rahl	111818	090000900001 Human Resources Payroll/Benefit Services Manager - Lisa Rahl	6878-EH - Human Resources Payroll/Benefit Services Manager (EH)	50.00	7/1/2023	6/30/2024	090	090_20000	090_1000003	24	000_00202
					50.00			090	090_19401	090_1000003	24	000_00202
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lucy Allensworth	340714	090001100001 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_00202
					95.00			090	090_20000	090_1000003	24	000_00202
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Amy Max	157523	090001200001 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
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Griffin Spay	559889	090001400002 Provisioning Specialist - Griffin Spay	2101-NH - Technician (NH)	100.00	7/1/2023	6/30/2024	090	090_19401	090_8800104	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Griffin Spay	559889	090001400002 Provisioning Specialist - Griffin Spay	2101-NH - Technician (NH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800107	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Tony Rumpf	109317	090001600001 Physical Threat Analyst - Tony Rumpf	6603-EH - Cyber Security Threat Analyst (EH)	100.00	7/1/2023	6/30/2024	090	090_19401	090_8800104	24	000_00102
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Michael Ray	131478	090001900001 Server Engineering Support -	9699-EH - Server Support Specialist (EH)	100.00	7/1/2023	6/30/2024	090	090_21000	090_8800109	24	000_00102

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.

	A	B	C	D	E	F	G	H	I	J	K	L
	Company	Worker	Worker ID	Position Restriction	Job Profile	Distribution Percent	Start Date	End Date	Company	Fund	Cost Center	Bud R
81	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds	547088	3400007800002 Project Bonds - Christian	2647-EH - Regional Health Consultant (EH)	100	7/1/2023	6/30/2024	340	340_19301	340_4540012	24
82	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds	547088	3400007800002 Project Bonds - Christian	2649-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	547088	3400007800002 Project Bonds - Christian	2647-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024	340	340_40000	340_4540012	24

Agencies will need to convert the Position Restriction column to text 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.

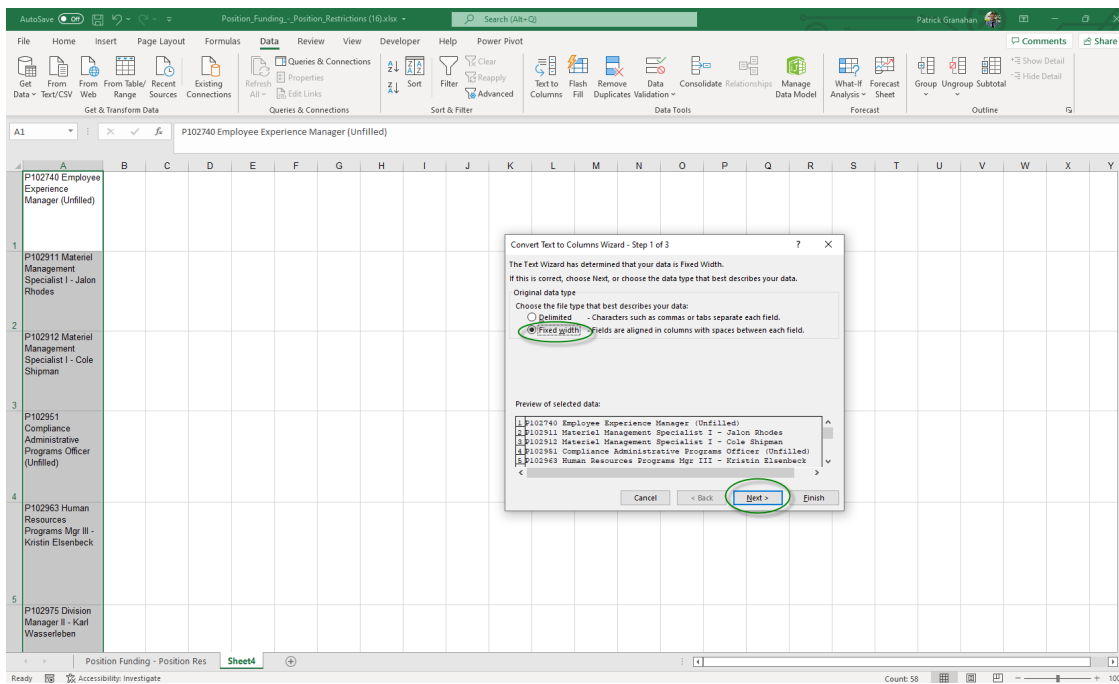
	A	B	C	D	E	F	G	H	I	J
	Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Details	Start Date	End Date	Company	Fund
2	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Marshall VanWinkle	560787	3400000100002 Nutrition Therapist I - Marshall VanWinkle	Z25A-NH - Nutrition Therapist I (NH)	100	7/1/2022	6/30/2023	340	340_40000
3	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Beth Gifford	265460	3400002020001 Vital Records Specialist IV - Beth Gifford	E26D-EH - Vital Records Specialist IV (EH)	100	7/1/2022	6/30/2023	340	340_21000
4	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	548488	3400003000002 Administrative Technician III - Allison Johnson	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_40000
5	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	548488	3400003000002 Administrative Technician III - Allison Johnson	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_40000
6	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Allison Johnson	548488	3400003000002 Administrative Technician III - Allison Johnson	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_21000
7	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Marjorie Bostic (On Leave)	138156	3400004000001 Health Planning Specialist II - Marjorie Bostic (On Leave)	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_21000
8	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Lacey Beaman	559956	3400005000001 Breastfeeding Peer Counselor - Temporary Lacey Beaman	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_40000
9	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	561269	3400007000001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_40000
10	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	561269	3400007000001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	15	7/1/2022	6/30/2023	340	340_40000
11	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	561269	3400007000001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	20	7/1/2022	6/30/2023	340	340_21000
12	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Katelyn Scott-Grubb	561269	3400007000001 Administrative Technician III - Katelyn Scott-Grubb	E16C-NH - Administrative Technician III (NH)	50	7/1/2022	6/30/2023	340	340_21000
13	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Gabriela Chapa	290973	3400008000001 Administrative Technician III - Gabriela Chapa	E16C-NH - Administrative Technician III (NH)	20	7/1/2022	6/30/2023	340	340_21000

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

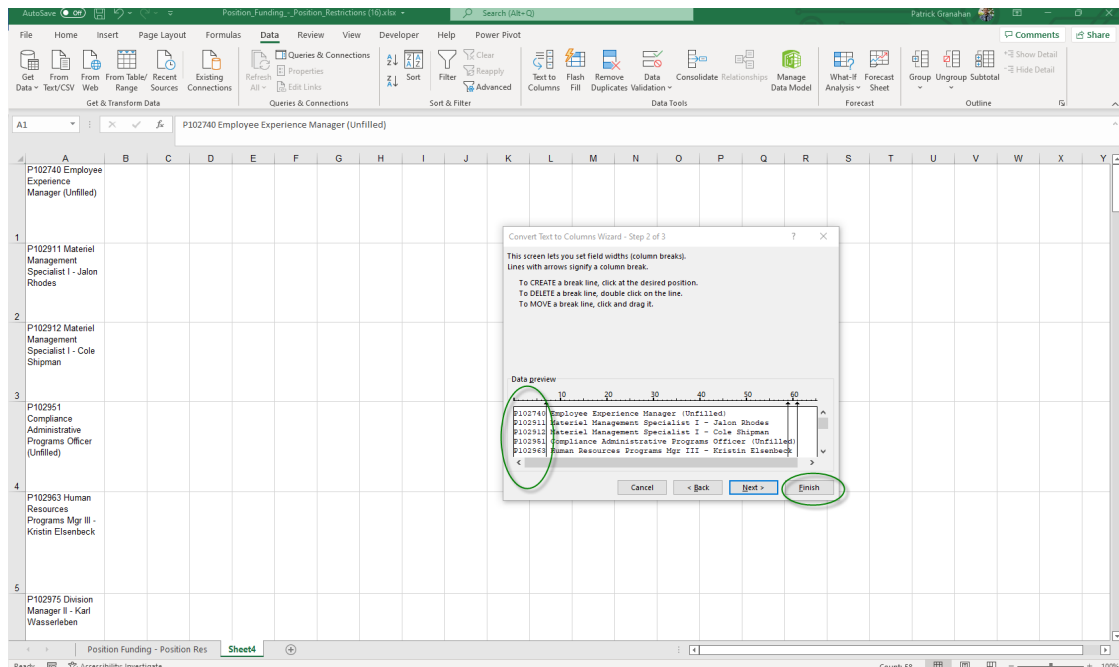
	A	B	C	D	E	F	G	H	I	J
	Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Percent	Start Date	End Date	Company	Fund
1	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P102740 Employee Experience Manager (Unfilled)	6833-NH - Program Coordinator (NH)	100	8/30/2022	6/30/2023	340	340_24800
4752	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Jalon Rhodes	557682	P102911 Materiel Management Specialist I - Jalon Rhodes	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023	340	340_40000
4753	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Cole Shipman	557701	P102912 Materiel Management Specialist I - Cole Shipman	F20A-NH - Materiel Management Specialist I (NH)	100	8/26/2022	6/30/2023	340	340_40000
4754	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P102951 Compliance Administrative Programs Officer (Unfilled)	4480-NH - Administrative Programs Ofcr (NH)	100	8/14/2022	6/30/2023	340	340_24800
4755	340 OKLAHOMA STATE DEPARTMENT OF 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
4756	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Karl Wassefleben	557532	P102975 Division Manager II - Karl Wassefleben	E10B-EH - Division Manager II (EH)	100	9/1/2022	6/30/2023	340	340_40000
4757	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	541075	P103014 Administrative Officer - Reaina Harris	4903-EH - Administrative Officer (EH)	21	10/17/2022	6/30/2023	340	340_40000
4758	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	541075	P103014 Administrative Officer - Reaina Harris	4903-EH - Administrative Officer (EH)	79	10/17/2022	6/30/2023	340	340_19301
4759	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103016 PCO - Project Coordinator (Temp) (Unfilled)	0020-NH - Temporary (NH)	100	7/1/2022	6/30/2023	340	340_19301
4760	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017 Health Educator II (Unfilled)	X20E-NH - Health Educator II (NH)	20	9/15/2022	6/30/2023	340	340_19301
4761	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017 Health Educator II (Unfilled)	X20E-NH - Health Educator II (NH)	80	9/15/2022	6/30/2023	340	340_21000
4762	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103018 Community Health Worker (Unfilled)	2852-EH - Preventive Medical Consultant (EH)	100	9/15/2022	6/30/2023	340	340_40000
4763	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Audrey Shephard	557629	P103023 Registered Nurse II - Audrey Shephard	Y12B-EH - Registered Nurse II (EH)	100	9/26/2022	6/30/2023	340	340_40000
4764	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Adriana Gonzalez	557716	P103025 Administrative	6833-EH - Administrative	100	7/1/2022	6/30/2023	340	340_21000

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

The screenshot shows the 'Text to Columns' dialog box in Excel. The 'Text to Columns' button in the ribbon is circled in green. The dialog box is open, and the 'Text to Columns' option is selected. The 'Fixed width' radio button is selected. The 'Next' button is highlighted. The spreadsheet background shows the first few rows of data from the previous screenshot, with columns A through X visible.



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



- 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.

	A	B	C	D	E	F	G	H	I	J
	Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Details	Start Date	End Date	Company	Fund
1	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Jalon Rhodes	357682	P102740	8833-NH - Program Coordinator (NH)	100	8/30/2022	6/30/2023	340	24800
4752	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	40000
4753	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	40000
4754	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Kristin Eisenbeck	176633	P102951	4080-NH - Administrative Programs Ofcr (NH)	100	8/14/2022	6/30/2023	340	24800
4755	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Kristin Eisenbeck	176633	P102963	C32C-EH - Human Resources Programs Mgr II (EH)	100	8/14/2022	6/30/2023	340	40000
4756	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Karl Wasserleben	357532	P102975	E10B-EH - Division Manager II (EH)	100	9/1/2022	6/30/2023	340	40000
4757	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014	4903-EH - Administrative Officer (EH)	21	10/17/2022	6/30/2023	340	40000
4758	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Reaina Harris	341075	P103014	4903-EH - Administrative Officer (EH)	79	10/17/2022	6/30/2023	340	19301
4759	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103016	0020-NH - Temporary (NH)	100	7/1/2022	6/30/2023	340	19301
4760	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017	X20B-NH - Health Educator II (NH)	20	9/15/2022	6/30/2023	340	19301
4761	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103017	X20B-NH - Health Educator II (NH)	80	9/15/2022	6/30/2023	340	21000
4762	340 OKLAHOMA STATE DEPARTMENT OF HEALTH			P103018	2852-EH - Preventive Medical Consultant (EH)	100	9/15/2022	6/30/2023	340	40000
4763	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Audrey Shephard	357629	P103023	Y12B-EH - Registered Nurse II (EH)	100	9/26/2022	6/30/2023	340	40000
4764	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Adriana Gonzalez	357716	P103025	(Ctrl) Administrative	100	7/1/2022	6/30/2023	340	21000

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