

**AGENCY ON-LINE REPORTING PROCEDURES FOR POSITION  
REALIGNMENT FOR NEW FISCAL YEAR**

The Position Realignment for New Fiscal Year on-line system has been designed to allow agencies to change an employee's line number for the upcoming new fiscal year.

1. To access the Position Realignment for New Fiscal Year screen:
  - a. Access the payroll system through security (see page 6 of the Payroll Inquiry for Agencies Manual).
  - b. Once the Main Menu appears press the PF19 key to display the Position Realignment for New Fiscal Year screen.

**Note to agencies authorized to access more than one agency:**

When the Main Menu is displayed, it will contain your primary agency code. If this is the agency you will enter transactions for, press PF19. If you want to enter transactions for a different agency, change the Agency Code Field on the Main Menu, then press PF19. The Position Realignment for New Fiscal Year screen will be displayed with the agency code requested. That agency code will continue to be displayed in each Position Realignment transaction screen until you return to the main menu.

The Position Realignment for New Fiscal Year Screen appears as:

```

POSITION REALIGNMENT FOR NEW FISCAL YEAR SCREEN

AGENCY CODE 10000

OLD LINE                NEW LINE
-----                -

```

2. To enter a transaction:

All 5 positions of the Old and New Line must be entered.

Press the **ENTER** Key. The transaction will be edited.

The processed transaction will appear as:

```

POSITION REALIGNMENT FOR NEW FISCAL YEAR SCREEN

AGENCY CODE 10000

OLD LINE                NEW LINE
00024                  00025

LINE CHANGES ACCEPTED

```

The message **LINE CHANGES ACCEPTED** is on the lower left if there are no errors. If there are edit errors the transaction will not accept. See Number 3.

To enter another transaction, press the PF13 key and a new screen will be displayed with the agency code from the previous transaction. When all keying has been completed (or when you wish to change the agency code) press the PF19 key to return to the Main Menu.

### 3. Error Messages

When transactions are edited they may reject for any of the reasons listed below. When the error message appears on the display screen the cursor will be positioned at the field that is in error. Rekey the field and press ENTER.

**NO MATCHING RECORD FOUND** - no match was found for the agency code and/or old line number.

**OLD LINE INVALID** - the old line number is missing, alpha or 00000.

**NEW LINE INVALID** - the new line number is missing, alpha or 00000.

### 4. Corrections to Transactions

A. If after reviewing the screen and before the **ENTER** key is pressed, you determine there is an error(s):

use the cursor and return to the error. Delete the error(s) by pressing the space bar.

B. If after reviewing an accepted transaction you determine:

- a. The old line number is incorrect
  - enter the correct old line number in the old line column and new line number.
- b. The new line number is incorrect
  - enter the same old number in the old line number column and the correct new line number in the new line number column.
- c. The old line number and new line number are incorrect
  - enter the same old number in the old and new line number column.

If multiple old line numbers are entered and accepted, the last transaction will be the one processed.

**5. Daily Position Realignment for New Fiscal Year Listing**

At the end of each work day OSC will transmit to your agency designated printer a dated listing of all accepted transactions keyed the previous day. Agencies without printers will receive a listing of all accepted transactions on a biweekly basis.

**6. Processing of Transactions**

The Position Realignment transactions will be processed after tentative payrolls are run in Administration 25-Lag and 26-Current and Institution 26-Lag. The Payroll Master and Locator File will be updated at that time.

