

Using Reports - Position Detail Report

Introduction:

The Position Detail report provides a complete view of all facets of each PIN within a specific agency. This detail is filtered by a specific Budget Stage (e.g., Governors Allowance, Legislative Appropriation) and Adjustment Status (e.g., Draft, Released, etc...). This report is useful by showing a comprehensive view of all PIN detail held within BARS, and may be used to begin identifying differences between BARS positional detail and Workday positional detail. Users may also use this report to view the outcome of the Legislative Session as it regards to positions.

Step 1:

Log into BARS Production; Log into BARS Reports

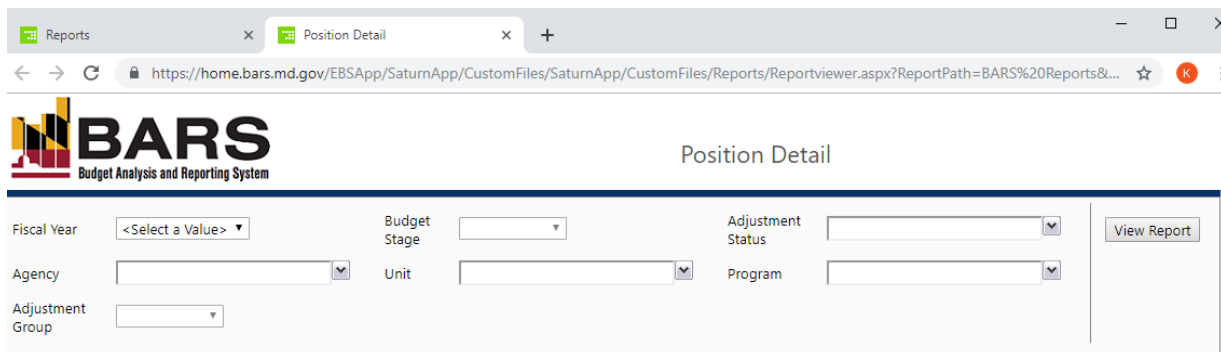
Step 2:

From the **BARS** Homepage/Worktray, select the **Reports** button at the top of the page. In the **Reports** page, you will see the following screen:

In the **Reports** page, click on the expand icon  for “Position Reports” and select **Position Detail**.

Step 3:

Users accessing this report will see the following data selectors to create a custom report:



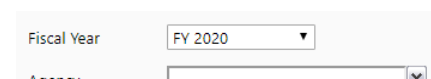
From this screen, users have access to run the Position Detail report from a variety of stages and statuses available to the specific user.

Note: All of the above data selectors must be used in order to create a report successfully.

Step 4:

For the purpose of observing Position Detail following the FY 2020 Allowance, agencies should select the following:

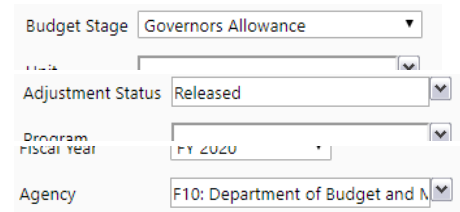
Select “FY 2020” in **Fiscal Year**.



Select “Governors Allowance” in **Budget Stage**.

Select “Released” in **Adjustment Status**.

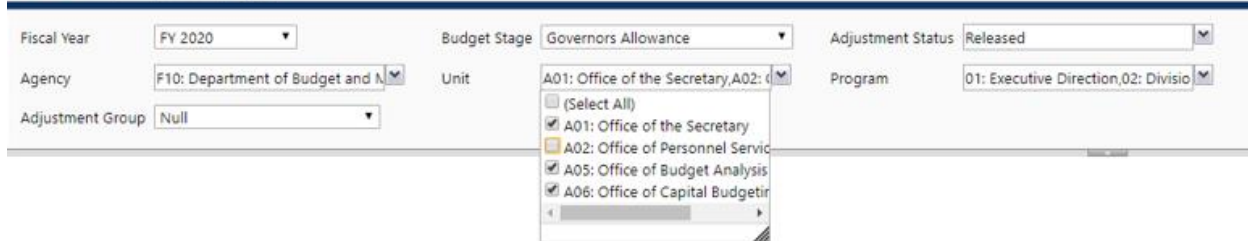
Select your desired **Agency**.



Upon selecting your **Agency**, the **Unit** and **Program** selectors will autofill and autoselect each subdivision within the agency. These may be checked on or off to exclude certain pieces of the agency as desired.



Position Detail



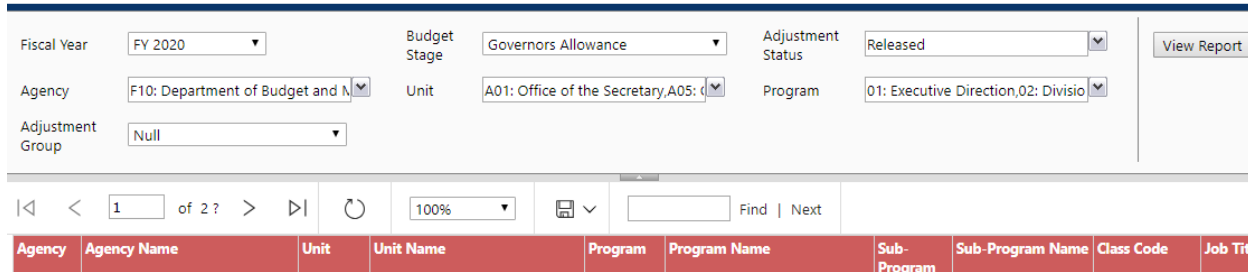
If you see **Adjustment Group** available as a selector, please ignore it.

Step 5:

Click on **View Report**. Users will see the following screen:



Position Detail



Agency	Agency Name	Unit	Unit Name	Program	Program Name	Sub-Program	Sub-Program Name	Class Code	Job Title
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The fields shown within this report indicate the data most recently entered into BARS for the Governors Allowance, which includes adjustments made by agencies and OBA. Users have access to each of the following fields of data:

Agency

Program

Class Code

Agency Name

Program Name

Job Title

Unit

Sub-Program

Position Number (a.k.a. PIN)

Unit Name

Sub-Program Name

Action (e.g., Move/Change/etc...)	Sloped Position (T/F)	Unemployment Insurance
FTE Number	Increment Month	Total Benefit
Salary Class	Retirement Plan	Total Salary + Benefits
Grade	Annual Salary	Staffing Status
Step	FICA	Funds % (All)
	Retirement Amount	Position Comment

Note: This data is not Workday positional data.

Step 6:

Agencies should begin viewing this data to observe changes made to positions for the Governor's Allowance, as well as preparing for changes that may be made during the Position Reconciliation Process later in the calendar year.