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.
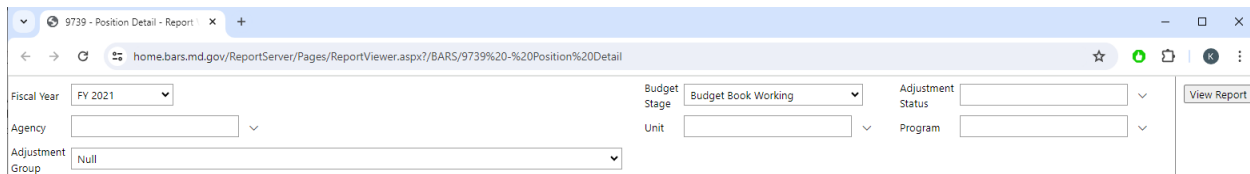
Step 1:

Log into BARS Production.

Step 2:

From the **BARS** Homepage/Worktray, select the **Reports** button at the top of the page. In the **Reports** page, click on the expand icon ⊕ for "Position Reports" and select **Position Detail**. Users may be required to input their log-in information again in order to access the report.

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.
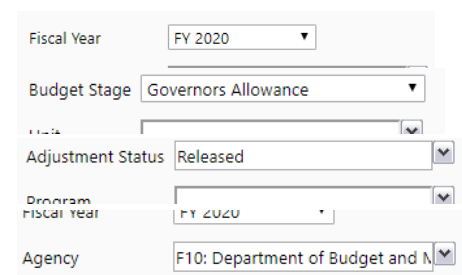
Step 4:

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**.
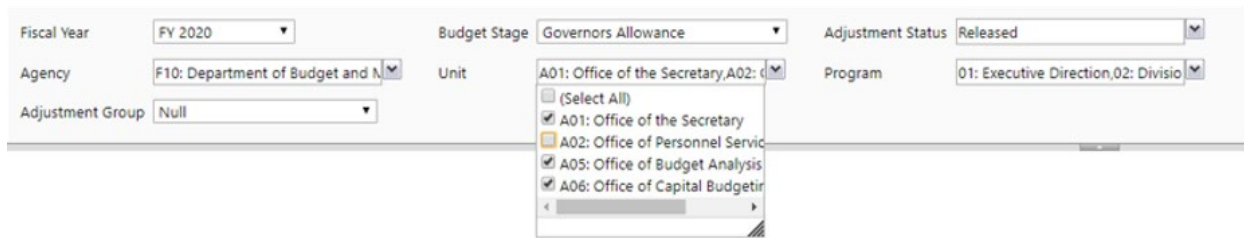
Select "Released" in **Adjustment Status**.

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.
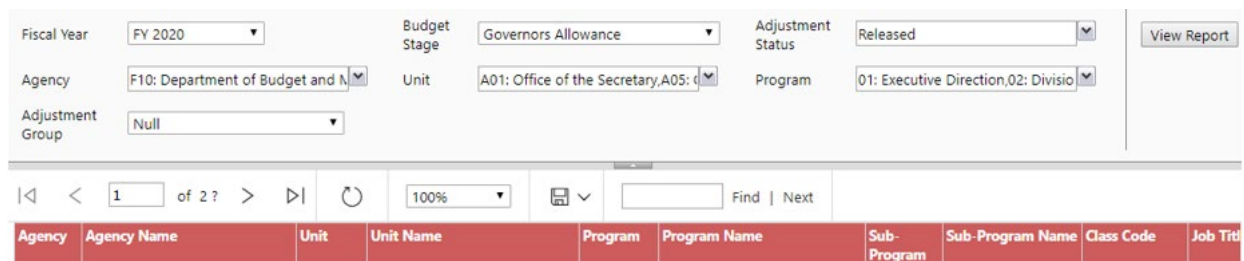

If you see **Adjustment Group** available as a selector, please ignore it.

Step 5:

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

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	Job Title	Increment Month
Agency Name	Position Number (a.k.a. PIN)	Retirement Plan
Unit		Annual Salary
Unit Name	Action (e.g., Move/Change/etc...)	FICA
Program	FTE Number	Retirement Amount
Program Name	Salary Class	Unemployment Insurance
Sub-Program	Grade	Total Benefit
Sub-Program Name	Step	Total Salary + Benefits
Class Code	Sloped Position (T/F)	Staffing Status

Funds % (All)   **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.