Managing non-budgeted positions

DAS CHRO Recruitment and Selection policy references the use of non-budgeted positions and when the use of them is appropriate. It is the agency's responsibility to monitor the use of their positions, including those that are non-budgeted. Note: Policy references non-budgeted positions as doublefill(s). Section: (5)(b)(B) https://www.oregon.gov/das/Policies/40-010-02.pdf

Reasons why you may create a non-budgeted position

1. Position pending budget approval.
2. Temporary need – such as filling behind someone on leave, short term overlap of employees into impending vacant position for purposes of training, or for a work out of class/job rotation. Note: Use *Limited Duration* for the Worker Sub-Type when creating a non-budgeted position for work out of class/job rotation.
3. Job Share (multiple workers sharing a single position where the percentage of time for all employees filling the position does not exceed 100%).
4. When approved or directed by the DAS Budget and Management section to address budget issues.

When creating a non-budgeted position

Make sure to include in the "Comments" how you plan to resolve the budget for the position. It is the agency's responsibility to monitor the use of positions, including those that are non-budgeted.

For positions pending budget approval

Once the position is created, freeze the position until the budget is approved unless you have approval from the DAS Budget and Management section.

Closing non-budgeted position

Once the need for the non-budgeted position has passed (ex. employee returned from leave, job share ended, work out of class/job rotation ended, etc.) you will close the non-budgeted position.

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov

Page 1 of 2
Document Revised 9/13/2022

Reports

There are many reports agencies can use to manage their non-budgeted positions. Two examples are provided. These reports include a number of fields populated when creating unbudgeted positions, as appropriate. These fields include but are not limited to: the reason for creating the non-budgeted position, the notes associated with the position (this is where we recommend the agency state how they intend to resolve the funding needed for the position), create requisition reason, the freeze reason, and the designation if the position is pending budget approval.

HCM | Employees in Non-Budgeted Positions – This report returns, but is not limited to, the following information: Supervisory Organization, Employee, Employee ID, Employee Type, Job Profile, Create Position Reason, Create Position Comments and Create Job Requisition Reason, Pending Budget Approval.

HCM | Vacant Non-Budgeted Position Report – This report returns, but is not limited to, the following information: Position Restriction, Position Agency Cross Reference, Job Profile, Location, Position Created Reason, Position Create Comments, Open or future Job Requisition, Freeze Reason, Earliest Hire Date, Worker Type, Time Type and Workday Position ID. Note: Months vacant is based on the previous incumbent's last day in position. If no previous incumbent, the months vacant is based on the availability date on the position restriction. If the position has never been filled and the availability date hasn't been updated from 01/01/1900, the months vacant will return blank. The months vacant will also return blank for positions that have been vacant less than 1 month.

Job Aids

Position, create (including non-budgeted)
Position Freeze, manage
Close position
Position pending budget approval, prepare

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov

Page 2 of 2
Document Revised 9/13/2022