Student Position set-up requires three types of student positions be established, a regular student position (1870), a work-study position (1872), and a Bridge Student position (1871). All three positions will use the same funding pool since they should all be charged to the same chartfields, however the Work Study position will also be set-up in the DBT in order to split the distribution, 25% to the department chartfield string and 75% to the Federal chartfield string.

**Navigation:**
Home > Develop Workforce > Manage Positions > Use > Position Data

1. At the “Find an Existing Value” panel:
Click on the “Add a New Value” purple link.
2. At the “Add a New Value” panel:

Click on “Add.”

3. At the “Description” panel, fill in:

a) **Effective Date:** 01/01/1901

b) **Status:** Active

c) **Reason:** New

d) **Position Status:** Approved

e) **Status Date:** 01/01/1901
4. At the "Work Location" panel, fill in:

a) **Company**: SLO
b) **Dept ID**: ######
c) **Location Code**: SLO

5. At the "Job Information" panel, fill in:

a) **Job Code**:  
   (1870 for Regular SA  
   1871 for Workstudy SA  
   1874 for Bridge SA)

b) **Reg/Temp**: Temporary
c) **Full/Part Time**: Part-Time
6. At the “Specific Information” panel fill in:

   a) Max. Head Count: 999
   
   b) Click on / Open the “Education and Government” Bar and fill in: Position Pool ID

7. Skip over the “Budget and Incumbents” panel (its information will default) and at the “CSU Position Data” panel fill in:

   a) Unit: 600 (for student payroll)
   
   b) Primary Fund: GFND for General Fund or search for other applicable fund.

*Hit “Save”
8. You will receive a “Reports To” warning.

Click OK

9. You will receive a “Jobcode” warning.

Click OK

*Make note of position number assigned and Stop here for Regular and Bridge positions.

Continue to the end for Workstudy Positions.
10. Navigate to the Department Budget Table to assign the split distribution to the workstudy position.

   Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

At the “Find an Existing Value” panel, click on “Add a New Value”

(Regular and Bridge positions do not need to be set-up in the DBT)

11. At the “Add a New Value” panel, enter in data for:

   a) Department: Deptid on the position
   b) Fiscal Year: Current Fiscal Year
   c) Budget Level: Position
   d) Position Number

   *Click on “Add
12. Go to the "Dept. Budget Earnings Panel."

*Under the “Level” Section:

a) Enter Effective Date: 07/01/(Current FY)
b) Enter Status: Active

3. Under the Earnings Distribution Section:

a) Enter Sequence: 1
b) Enter Account Code: DeptID-Fund-Account-P/G
c) Enter % Distribution: 25
4. Add a New Row by hitting the + Key

*Repeat steps 3 and 4 but change:

a) **Account Code:** DeptID-MD001-Account-P/G

b) **% Distribution:** 75

*Hit “Save”*