CODING IN BUDGETED POSITION FILE FOR:
UNFUNDED POSITIONS
POSITIONS FUNDED FOR A PORTION OF THE YEAR (PARTIAL YEAR)

UNFUNDED POSITIONS:

Unfunded positions have a "U" in the second character of the position suffix ---the "Position Status" field. These are positions which were authorized at one time in the budget but for which there is no funding in the current fiscal year.

    Example: For a full-time Typist Clerk II position, the coding would be:

        BC5001A<u>U</u>

PARTIAL YEAR FUNDED POSITIONS:

Positions which are funded for a portion of the fiscal year are coded in the budgeted position file using the codes shown below for the number of pay periods in the fiscal year for which the position is funded. For positions which are authorized on a mid-pay period date, use the pay period code which comes closest to the beginning date of the positions. For example, if a position is authorized to begin 1/1/97, the closest pay period beginning date is 12/28/96 (pay period 2/97), and you would use code "N" for 13 pay periods.

Code	Number of Pay Periods
A	26
B	25
C	24
D	23
E	22
F	21
G	20
H	19
I	18
J	17
K	16
L	15
M	14
N	13
O	12
P	11
Q	10
R	9
S	8
T	7
U	6
V	5
W	4
X	3
Y	2
Z	1