

## Escape - Budget Prep and Position Control 2024/2025

This session is for Escape HR/Payroll and Finance users in Position Control activities for Budget Development.

We will review the setup to create the next fiscal year and Roll Assignments in order to create the 2024/2025 Adopted Budget.

Provide Checklist:

- Create Fiscal Year 2025
- Roll Calendars
- Review Positions
- Review Job Classes
- Vacancy Setup
- Roll Assignments

Position Control Reports:

- Pos08 - Assignment Roll Forward Problem Preview
- Pos07 - Assignment Roll Forward Review
- Pos03 - Position Assignments - Date Range
- Pos20 - Position Cost by Account
- Pos22 - Employee Assignment Funding

*This class is for Sonoma County employees only.*

**When** Thursday March 14, 2024  
9:00 am - 12:00 pm

**Location** Hybrid - Redwood C and Online. Zoom link and documentation will be sent to registered participants prior to date

**Presenter** SCOE IT Business Systems Support Analysts

**Cost** Free

**Audience** Escape HR/Payroll and Finance Users in Position Control and Budget Development

**Registration** [http://scoe.org/pub/htdocs/class.html?class\\_id=10950](http://scoe.org/pub/htdocs/class.html?class_id=10950)  
Tracy Lehmann, (707) 524-8410, tlehmann@scoe.org

**Questions** Tracy Lehmann, (707) 524-8410, tlehmann@scoe.org