



May 27, 2025

TO: Business, Payroll and Personnel Administrators
HRS District Coordinators
Selected Los Angeles County School and Community College Districts

FROM: Laura Gutierrez, HRS Coordinator
Employee Services Section
District Personnel Information Services
Division of School Financial Services

SUBJECT: 2025-2026 HRS Position Control Planning

The Los Angeles County Office of Education (LACOE) will establish the 2025-2026 Position Control Database (PCDB) during nightly processing using the 2024-2025 PCDB. The timeline for this two-step process is as follows:

June 12, 2025	The 2024-2025 PCDB is copied.
July 10, 2025	The 2024-2025 PCDB copied file is “rolled in” to establish the functional 2025-2026 PCDB.
July 11, 2025	The 2024-2025 PCDB is purged or deleted from the Human Resource System (HRS).
July 11, 2025	The Position Control Database is operational.

Detailed information on the following functions can be found in the Position Control Manual:

- Creating Next Fiscal-Year Positions (Sect. V, pg.37)
- Position Status Codes (Sect. III, pg. 11)
- Adding and Changing Position Numbers (Sect. II I, pg. 4)

PC Budget districts planning to utilize the PC File Upload to create their 2025-2026 PCDB can contact Tiffany Price at Price_Tiffany@lacoe.edu by June 5, 2025.

Please see the attached timeline for an explanation of the process used to establish the 2025-2026 PCDB and for recommendations on how to clean-up copied information.

2025-2026 HRS Position Control Planning

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Should you have questions regarding this process, please contact the Employee Services Unit via email at SFSEmployeeServices@laoe.edu.

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

LG:sm

SFS-A62-2024-2025

Division of School Financial Services HRS Position Control Database (PCDB)

Creating Next Fiscal-Year Position Control File 2024-2025 PCDB to 2025-2026 PCDB

Beginning June 12, 2025, ~~~ 2024-2025 PCDB Copied to Establish 2025-2026 PCDB File

- Select 2024-2025 PCDB information in Function 10 with the Position Status “A” (active). Active files will be copied to establish the 2025-2026 PCDB.
- Any position number that indicates “C” (closed) or “S” (closing) in the Position Status Field Screen 10/002 (through June 30, 2025), **will not** be copied to the **2025-2026** PCDB.
- Once the **2025-2026** PCDB is established, districts may begin making changes, such as account additions, changes, and deletions. Changes that affect both the **2024-2025** and the **2025-2026** PCDB’s **must be** updated in **both** years.
- The **2024-2025** PCDB file will remain in effect through July 10, 2025. Until then, two sets of Discrepancy Reports (**2024-2025 and 2025-2026**) will be produced by the system.
- Until the “roll” on July 10, 2025, the fiscal year **2024-2025** *Daily Discrepancy Report* will display the following message for each employee: “Employee not on PCDB.” **Districts should ignore this message.** This message will go away when the copied file rolls to establish the **2025-2026** file.

*July 10, 2025, ~~~ Copied File Rolled in to Establish 2025-2026 PCDB File
July 11, 2025, ~~~ 2024-2025 PCDB File Purged/Deleted from HRS*

- The “roll” will bring forward any additions, changes or deletions that have been made to position numbers and establish the **2024-2025** PCDB. If an active Employee Database (EDB) assignment does not have a **2024-2025** PCDB match, the position number for that assignment will be established in the **2025-2026** PCDB file with an “I” (inactive) position status.

Note: Special handling by the district is necessary for all “I” (inactive) position statuses; either terminate the EDB assignment or transfer the employee to another “A” (active) position number. When the employee is no longer active in the EDB, the system automatically changes the position status to “C” (closed).

- If changes have been made in the **2025-2026** PCDB to Function 10, Transaction 003 Labor Distribution, the EDB will be updated with the new account number, Function 01, Transaction 006 Labor Distribution, on the night of the “roll.” It will include the EDB Labor accounts that have the following message, “Position Control Distribution is Overridden.” The jobs that have been terminated will have the message, “Job Terminated – No Pos. Ctrl. Check.” A *Change Register* and *Employee Information Report* (EIR) will be produced from the EDB, and a *Change Register* and *Position Profiles* will be produced from the PCDB.
- The districts that have comments in the Comment Field on screen 10/002 on their 2024-2025 files, will not see these comments on their 2025-2026 files when the files become available. These comments are saved in a separate file until the files are copied over to the new fiscal year. The comments will be loaded back on July 10, 2025.
- **Districts are advised to carefully review the FIN Account File to make sure that all possible labor accounts to be used in the next fiscal year are included in the file before it is sent to LACOE for the upload in FIN.** By July 7, 2025, the Account File will be loaded in FIN. Until then, the position control process will not be able to validate the accounts. The daily discrepancy report (POSR060) will display a discrepancy message, “Labor account not on file.” **Districts should ignore this message** until the Account File is uploaded in FIN. The message will go away after the Account File is uploaded and the system is able to validate the labor accounts.

July 11, 2025, ~~~2025-2026 Position Control Database is functional and ready for use