Overview

This document will detail the information found in the Position Management pages of PeopleSoft HR. This is intended for campus personnel who have access to Job Data.

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View Position Data

Navigate to: Main Menu>Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info

Searching on the “Find an Existing Value” tab:
1. Enter the Position Number if known.
   OR - To search for a Position:
2. Enter the Dept ID that you want to “Search” in.
3. To narrow your search parameters, enter Job Code.
NOTE: Leaving fields blank will bring up all CMS position numbers in all Dept Id’s that the end-users has access to. HR security is the limiting factor in a search like this.

View output of search that produced no results:
4. If there are no positions that met the criteria of your search parameters, you will see no output.

5. Multiple positions in a Dept Id will appear as a list. Click anywhere on the position line to open the position.

6. If there is only one position that met the criteria, it will open the position on the “Description” tab/panel.
View the “Description” tab of an opened position:
7. Position will open on the “Description” tab/panel.
8. The most pertinent information on the first panel (Description tab) is:
   a. Current Head Count
   b. Status
   c. Job Code
   d. Dept Id, and
   e. Reports To (…this field is the responsibility of the department to maintain)
   f. “Detailed Position Description” may have additional information regarding position funding levels.

Note: If there is a position returned that meets your needs that has been inactivated, the position can be re-activated by contacting the University Budget Office.

9. If you click the “Detailed Position Description” link, you will open a window that contains the standard text (the classification/job code title) or this box may also include any position level funding changes, including splits and Program Codes.
View the “Specific Information” tab/panel of an open position:

10. Select “Specific Information” tab.

11. On this panel you can verify the head count, but also the “Fund” the position is distributing payroll expenditures to.

12. Click on the white arrow pointing at the “E” in Education. A new pull-down window will open. There you can view the “Position Pool Id.”

13. The “Position Pool Id” is a condensed version of the “Fund” chartfield. The description of the Position Pool Id will include the associated fund for the position. The “Pool Id” is the default fund for the position. The default can be overwritten in certain situations to redirect distributions during the monthly LCD process.
View the “Budget and Incumbents” tab/panel of an open position:
15. On this panel you can see any individual(s) that may be appointed to the position number. Their EmplID, Empl Rcd # and Name will be available if the individual has an active appointment to the position.
16. Click on the “Job Data” link to view additional detail in Workforce Administration – you must have security clearance for access.

View the “CSU Position Data” tab/panel of an open position:
17. Select “CSU Position Data” tab.
18. The SCO Unit is assigned to the position here. There is a one to one relationship between SCO Unit and Dept Id (each Dept Id has its own SCO Unit).
19. The “Primary Fund” shows a broad category for the funding of the position (i.e. Housing, CERF, IRA, General Fund, etc.)
**Vacant Budgeted Positions**

**Navigate to:** Main Menu>Organizational Development>Position Management>Review Position/Budget Info>Vacant Budgeted Positions

**Searching on the “Find an Existing Value” tab:**
1. Enter the Department you want to search in for vacant positions.
2. Click “Search” or “Enter” on the keyboard.

3. The entire list of vacant positions may not fit on the screen. Make sure to click on the “View All” to see all available positions.

4. All vacant positions are visible after clicking “View All.” To group like positions together, click on the “Description” column heading to re-sort.

5. Under the “Vacant Positions” column you will see the number of vacancies still available in a given position.
Highlight and copy (Ctrl+C) any position number and return to the “Add/Update Position Info” screen to paste it (Ctrl+V) into the “Position Number” box. From there, you can view the position’s detail.

**Note:** This screen only displays vacant, active positions. If a position has been inactivated it will not show up in this search. If the position you are looking for does not appear in this search go back to the Add/Update Position Info screen and see if there is a position returned there that meets your needs that has been inactivated. If so, the position can be re-activated by contacting University Budget Office.