



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.

View Position Data.....	1
Searching on the “Find an Existing Value” tab:.....	1
View output of search that produced no results:	2
View output of search that produced results:.....	2
View the “Description” tab of an opened position:	3
View the “Specific Information” tab/panel of an open position:	4
View the “Budget and Incumbents” tab/panel of an open position:	5
View the “CSU Position Data” tab/panel of an open position:	5
Vacant Budgeted Positions.....	6
Searching on the “Find an Existing Value” tab:.....	6

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:

- If there are no positions that met the criteria of your search parameters, you will see no output.

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) [Add a New Value](#)

View output of search that produced results:

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

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results 5

View All First 1-68 of 68 Last

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
00001811	Student Assistant	Approved	CHICO	U99999	1870	00001275
00001825	Student Assistant	Approved	CHICO	U99999	1870	00001421
00001854	Student Assistant	Approved	CHICO	U99999	1870	00001102
00001858	Student Assistant	Approved	CHICO	U99999	1870	00000929
00001874	Student Assistant	Approved	CHICO	U99999	1870	00001280
00001883	Student Assistant	Approved	CHICO	U99999	1870	00000030
00001932	Student Assistant	Approved	CHICO	U99999	1870	00000529
00001943	Student Assistant	Approved	CHICO	U99999	1870	00001097
00001953	Student Assistant	Approved	CHICO	U99999	1870	00000695
00001970	Student Assistant	Approved	CHICO	U99999	1870	00000040
00002031	Student Assistant	Approved	CHICO	U99999	1870	00001462
00002037	Student Assistant	Approved	CHICO	U99999	1870	00001462
00002045	Student Assistant	Approved	CHICO	U99999	1870	00002865
00002058	Student Assistant	Approved	CHICO	U99999	1870	00000925

- 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.

Description | Specific Information | Budget and Incumbents | CSU Position Data

Find | View All | First | 1 of 1 | Last

Position Information

Position Number: 00001811

Headcount Status: Open

8a Current Head Count: 0 out of 999

*Effective Date: 07/01/2010

8b *Status: Inactive

Reason: UPD Position Data Update

Action Date: 04/28/2011

*Position Status: Approved

Status Date: 07/01/1950

☐ Key Position

Job Information

*Business Unit: CHICO California State Univ, Chico

*Job Code: **8c** 1870 Student Assistant

*Reg/Temp: Regular

*Full/Part Time: Part-Time

*Regular Shift: N/A

Union Code: E99 Excluded

*Title: Student Assistant

Short Title: STUD AST **8f** Detailed Position Description

Work Location

*Reg Region: USA United States

*Department: **8d** U99999 University Wide

Company: CHI California State Univ, Chico

*Location: CHICO California State Univ, Chico

Reports To: **8e** 00001275 Director of Admissions

Dot-Line:

Supervisor Lvl:

Security Clearance:

Salary Plan Information

Salary Admin Plan: E08

Grade: 0

Step:

Standard Hours: 0.40

Work Period: W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0.08	0.08	0.08	0.08	0.08		

USA

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.

Detailed Position Description

Position Level Funding:
G1006 D17700 601303 5IR10 100%
Student Assistant

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.”

10 Specific Information

Position Number: 00001811

Headcount Status: Open

Effective Date: 07/01/2010 Status: Inactive

Max Head Count: 11999

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

12 Education and Government

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.

Position Number: 00001811

Headcount Status: Open Current Head Count: 0 out of 999

Effective Date: 07/01/2019 Status: Active

Max Head Count: 999

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Incumbents

☐ Update Incumbents

☐ Include Salary Plan/Grade

☒ Budgeted Position

☐ Confidential Position

☐ Job Sharing Permitted

☐ Available for Telework

Education and Government

Position Pool ID: 13 GF1 G1006 GFND

*Pre-Encumbrance Indicator: Immediate

*Encumber Salary Option: Salary Step

*Classified Indicator: All

Calc Group (Flex Service):

Academic Rank:

FTE: 0.010000 ☐ Adds to FTE Actual Count

View the “Budget and Incumbents” tab/panel of an open position:

14. Select “Budget and Incumbents” tab.
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.

14

Description	Specific Information	Budget and Incumbents	CSU Position Data	
Position Number: 00001811				
Headcount Status: Open		Current Head Count: 0 out of 999		
Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

15

Current Incumbents					Customize Find First 1 of 1 Last
Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Name	Job Data
0			0.00		16 Job Data

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.)

17

Description	Specific Information	Budget and Incumbents	CSU Position Data
Position Number: 00001811			
Headcount Status: Open		Current Head Count:	
CSU Position Data			
Effective Date: 07/01/2010			
Unit: 18	000	Unused Positions	
Primary Fund: 19	GFND	General Fund	
MPP Job Family Code:			
MPP Job Function:			
MPP Reporting Category:			
CSU Working Title: Student Assistant			

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.

Vacant Budgeted Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

SetID:

Department: begins with **1**

Description: begins with

Company: begins with

Location SetID: begins with

Location Code: begins with

☐ Case Sensitive

2

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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.

Vacant Budgeted Positions

SetID: CHICO Department: D11800 Nursing Total Vacant Positions: 11968 **3**

Customize | Find | View All | 1-10 of 22

Position	Description	Position Status	Reports To	Short Description	Vacant Positions	Max Head Count	Full/Part Time	Regular/Temp
00000585	Instr Fac AY	Approved	00000425	DC 12	1	1	Full-Time	Regular
00000754	Instr Fac AY	Approved	00000423	IF AY	1	1	Full-Time	Regular
00001202	Instr Fac AY	Approved	00000423	IF AY	1	1	Full-Time	Regular
00001230	Instr Fac AY	Approved	00000425	DC 12	1	1	Full-Time	Regular
00001458	Instr Fac AY	Approved	00000425	DC 12	1	1	Full-Time	Regular
00001716	Lecturer AY	Approved	00000425	DC 12	976	999	Part-Time	Regular
00001717	Special Consultant	Approved	00000423	IF AY	999	999	Part-Time	Regular
00001718	Instr Fac AY	Approved	00000425	DC 12	996	999	Part-Time	Regular
00002016	Student Assistant	Approved	00000423	IF AY	998	999	Part-Time	Regular
00002017	Stdnt Trnee, On-Cmps Wrk Stdy	Approved	00000423	IF AY	996	999	Part-Time	Regular

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.

SetID: CHICO Department: D11800 Nursing Total Vacant Positions: 11968

Customize

Position Information | Job Information | Work Location

Position	Description	Position Status	Reports To	Short Description	Vacant Positions
00003859	Admin Support Assistant 11/12	Approved	00000423	IF AY	1
00004450	Admin Support Assistant 12 Mo	Approved	00000423	IF AY	1
00002562	Brdg Student Assistant	Approved	00000423	IF AY	999
00002563	Brdg Student Trnee, On-Cmps WS	Approved	00000423	IF AY	999
00005258	Evaluator I	Approved	00000425	DC 12	1
00004062	IF Summer Session State Supprt	Approved	00000425	DC 12	999
00004180	Instr Fac 12 Mo	Approved	00000423	IF AY	1
00001718	Instr Fac AY	Approved	00000425	DC 12	996
00001230	Instr Fac AY	Approved	00000425	DC 12	5 1
00001458	Instr Fac AY	Approved	00000425	DC 12	1
00001202	Instr Fac AY	Approved	00000423	IF AY	1
00000585	Instr Fac AY	Approved	00000425	DC 12	1
00000754	Instr Fac AY	Approved	00000423	IF AY	1
00003326	Instr Fac, Summer Session	Approved	00000423	IF AY	999
00004912	Lecturer 12 Mo	Approved	00000423	IF AY	1
00001716	Lecturer AY	Approved	00000425	DC 12	976
00001717	Special Consultant	Approved	00000423	IF AY	999
00002017	Stdnt Trnee, On-Cmps Wrk Stdy	Approved	00000423	IF AY	996
00005506	Student Assistant	Approved	00000423	IF AY	999
00002016	Student Assistant	Approved	00000423	IF AY	998
00003516	Substitute Instructional Facul	Approved	00000425	DC 12	999
00002241	Teaching Associate AY	Approved	00000423	IF AY	999



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](#).*