

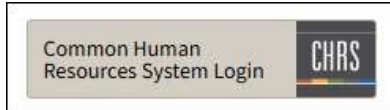


I. Purpose

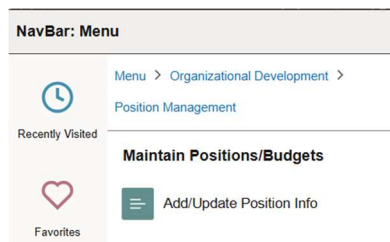
- Overview of guide’s objective
- Assisting users in locating position numbers
- Explaining position data attributes in CHRS

II. Accessing Common Human Resources System (CHRS)

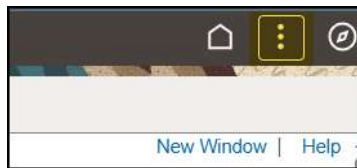
- Navigating to [CSU, Chico Human Resources Service Center](#)
- Path to “Common Human Resources System Login” in the left menu bar



- Navigation in CHRS:
 - Main Menu > Organizational Development/Position Management > Maintain Positions/Budgets > Add/Update Position Info



- Option to “Add to Favorites” – Click the three dots (:) in the top-right corner of the page, then select "Add to Favorites" to easily access this page in future sessions.



III. Searching for a Position Number

- Overview of the **Add/Update Position Info** screen
- Common search fields and use cases:
 - **Department ID** - Enter your Dept ID to view all positions within that department. This is usually the easiest and most useful search option.
 - **Position Number** - Use this if you know the exact position number and want to view a specific position.
 - **Reports To Position Number** – Enter a manager or director’s position number to see all positions that report to them.
 - **Job Code** – Use this when you know the job code to find all positions with that classification.
 - **Position Status** – Filter by Active or Inactive positions.
 - **Multiple Filters** – Combine any of the above fields to narrow down your search results.

Position Number	begins with	<input type="text"/>	
Description	begins with	<input type="text"/>	
Position Status	=	<input type="text"/>	
Business Unit	begins with	<input type="text"/>	Q
Department	begins with	<input type="text"/>	Q
Job Code	begins with	<input type="text"/>	Q
Reports To Position Number	begins with	<input type="text"/>	

- **Specific Information Tab**

- **Expandable section** - Initially displays with the Education and Government section rolled up but can be expanded upon clicking on the carrot next to the title.
- **Max Headcount** - 1 for a single headcount position or 999 for multi headcount
- **FTE** - 1 for single headcount, .01 for multi headcount
- **Position Pool ID** - Some positions still show value in the Position Pool ID field, but this is being phased out and will eventually be blank for all positions.

- **Budget and Incumbents Tab**

- Displays Name and CHRS ID number of current incumbent(s).
- Shows if the position is vacant.

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0			0.00		04/22/2025				Job Data

- **CSU Position Data Tab**

- **Unit** - A three-digit code used by the State Controller’s Office (SCO) to identify the department. Each CSU, Chico Dept ID matches one SCO Unit.
- **Primary Fund** - Shows where the position’s expenses are charged. Some funds are specific (like GFND = G1006), while others (like T8508 – Student Learning Fee) appear as “Other.”
- **MPP Classification** - Standard codes used to classify MPP positions across the CSU system.
 - Job Family Code
 - Job Function
 - Reporting Category
- **CSU Working Title** - A descriptive, informal job title used to reflect the actual duties of the position; it may differ from the official job code description.