PeopleSoft HR Position Data Guide

Purpose

This guide will assist the user in looking up a PeopleSoft position number and explain the various attributes of a PeopleSoft position.

Process

Navigate to the CSU, Chico Human Resources Service Center page found at: https://www.csuchico.edu/hr/

Then click on the PeopleSoft HR button on the lefthand side of the page.

Upon logging into PeopleSoft, navigate to: Main Menu>Organizational Development/ Position Management>Maintain Positions/Budgets>Add/Update Position Info

Once here, the user can click “Add to Favorites” to expedite navigation to this page in the future.

Searching for a position number

The Add/Update Position Info screen is where the user will then search for the position number they’re after.
Typically, the Department field will be the most useful as the user can simply enter their Dept ID in this field to return all positions which are based in that department. If the position number is known then that can also be used in the first search field.

If the user is trying to find all positions which report to a particular manager/director, the manager/director's position number can be entered in the “Reports To Position Number” field and all positions reporting to that individual will be returned.

Job Code is another field that can be used if the user knows the particular job code of the position they're after and the search will return all position numbers that utilize that job code. Position Status can also be used to search for Active or Inactive positions.

Finally, any combination of the above fields can be used and the more filters that are utilized will simply narrow down the results returned.

**Position Details**

**Description Tab**

Upon selecting a position number from the Add/Update Position screen the following window will be displayed. The Description tab will always be the default tab displayed and contains the majority of the position details. The most notable fields are described below.
Position Information

- **Position Number**: The eight-digit code which represents the position
- **Headcount Status**: Will be either Open or Filled
- **Current Head Count**: Displays the number of incumbents out of the total allowable for the position. Most positions are single headcount while Student and Lecturer positions are multi-headcount with a maximum of 999.
- **Status**: Will be either Active, Frozen or Inactive
- **Effective Date**: The date which the position number was last updated as well as the reasoning for the update.

Job Information

- **Job Code**: The identifying code for the type of job this position represents (ASC, ASA, MPP, etc.)
- **Reg/Temp**: Permanent positions are classified as Regular while positions temporary in nature are classified as Temp. This field is separate from an employee being Permanent/Temporary and applies only to the position itself. Most positions are classified as Regular.
- **Union Code**: Displays the bargaining unit this job code falls under.
- **Title**: This field is the same as the job code description except for MPP’s who have their working title entered here.
• **Detailed Position Description:** 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](image)

**Work Location**

• **Department:** The Dept ID which the position belongs to.
• **Reports To:** The position number which this position reports to. This is always a position number rather than an employee ID.

**Salary Plan Information**

• **Grade:** Generally, displays the level of the position in the classification, for example ASC 1 or ASC 2, AAS 1 or AAS 2. Can also denote time base for certain job codes, 6 represents a 10/12 schedule and 8 an 11/12 schedule.

**Specific Information Tab**

The Specific Information tab initially displays with the Education and Government section rolled up, but can be expanded upon clicking on the carrot next to the title.

![Specific Information Tab](image)

This tab displays the Max Headcount (1 for a single headcount position or 999 for multi headcount) as well as the FTE value for the position (1 for single headcount, .01 for multi headcount).
Some positions still have a value populated in the Position Pool ID field but this value is being phased out and eventually will be blank for all positions. Previously, this field was used to denote the funding source but a more reliable methodology is available via the Position Funding Report found on the University Budget Office’s Position Management web page.

**Budget and Incumbents Tab**

This page will display the Name and Empl ID of the employee/s currently occupying this position or will be blank if the position is vacant as seen below.

![Budget and Incumbents Tab](image)

**CSU Position Data Tab**

- **Unit**: A three-digit code used by the State Controller’s Office (SCO) to determine the department in which the position falls under. There is a one to one relationship between CSU, Chico Dept IDs and SCO Units.
- **Primary Fund**: A general description of the fund this position’s expenditures post to. Some funds are specific such as GFND being equivalent to G1006 but other funds such as T8508 – Student Learning Fee are displayed as “Other”.
- **MPP Job Family Code, Function and Reporting Category**: Unique codes to consistently classify MPP positions across the CSU system.
- **CSU Working Title**: Repeat of the Title field from the Description tab.