



# PeopleSoft HR Position Data Guide

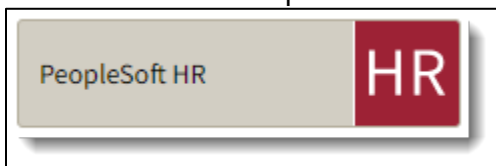
## Purpose

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

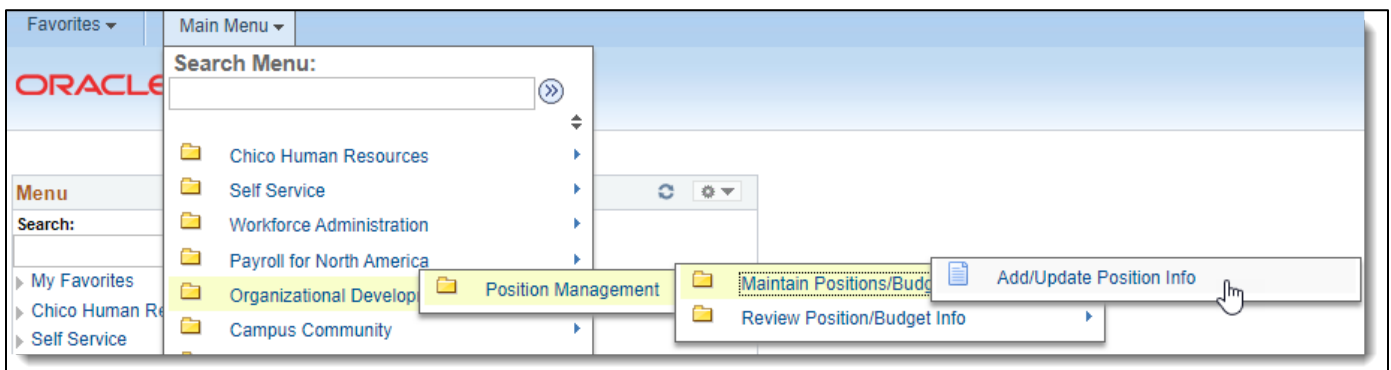
## Process

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

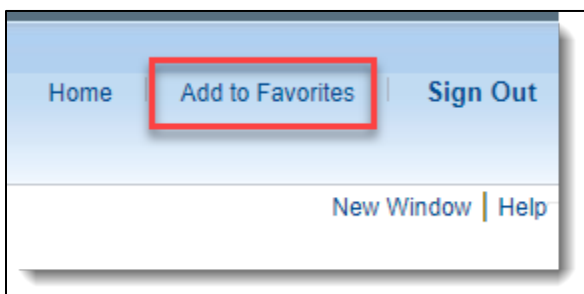
Then click on the PeopleSoft HR button on the lefthand side of the page.



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.

**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

▼ Search Criteria

Position Number:    begins with ▼   

Description:    begins with ▼   

Position Status:    = ▼     ▼

Business Unit:    begins with ▼     🔍

Department:    begins with ▼     🔍

Job Code:    begins with ▼     🔍

Reports To Position Number: begins with ▼   

Include History     Correct History     Case Sensitive

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

Search    Clear    Basic Search 🔍    Save Search Criteria

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.

Description	Specific Information	Budget and Incumbents	CSU Position Data
<b>Position Information</b> Find   View All First 1 of 7 Last			
Position Number:	00006162	Current Head Count:	0 out of 1
Headcount Status:	Open	*Status:	Active
*Effective Date:	02/01/2023	Reason:	UPD Position Data Update
*Position Status:	Approved	Action Date:	02/07/2023
Status Date:	07/01/2015	<input type="checkbox"/> Key Position	
<b>Job Information</b>			
*Business Unit:	CHICO California State Univ, Chico	*Full/Part Time:	Full-Time
*Job Code:	1034 Admin Support Coord 11/12	Union Code:	R07 Cal St Univ EE Union-Clerical
*Reg/Temp:	Regular	*Title:	Admin Support Coord 11/12
*Regular Shift:	N/A	Short Title:	ASC 11 <a href="#">Detailed Position Description</a>
<b>Work Location</b>			
*Reg Region:	USA United States	Company:	CHI California State Univ, Chico
*Department:	D10400 Languages & Cultures	*Location:	CHICO California State Univ, Chico
Reports To:	00000437 Dept Chair AY	Dot-Line:	
Supervisor Lvl:		Security Clearance:	
<b>Salary Plan Information</b>			
Salary Admin Plan:	705 Grade:	1 Step:	
Standard Hours:	40.00 Work Period:	W Weekly	
Mon	Tue	Wed	Thu
8.00	8.00	8.00	8.00
Fri	Sat	Sun	
8.00			
USA			
Updated on: 02/07/2023 10:36:20AM Updated By: 005284202 Jessica Anderson			

## 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.



## 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.

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

Position Number: 00006162  
Headcount Status: Open  
Current Head Count: 0 out of 1

**Specific Information** Find | View All First 1 of 7 Last

Effective Date: 02/01/2023 Status: Active

Max Head Count: 1  
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**

Health Certificate:  
Signature Authority:

Job Sharing Permitted  
 Available for Telework

▼ **Education and Government**

Position Pool ID: GF1 G1006 GFND  
\*Pre-Encumbrance Indicator: Immediate  
\*Encumber Salary Option: Salary Step  
\*Classified Indicator: All  
Calc Group (Flex Service):  
Academic Rank:  
FTE: 1.000000  Adds to FTE Actual Count

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.

Description	Specific Information	Budget and Incumbents	CSU Position Data		
Position Number: 00006162		Current Head Count: 0 out of 1			
Headcount Status: Open					
<b>Current Budget</b>					
Earnings	Deductions	Tax	Cdn Tax		
0.000	0.000	0.000	0.000		
Total		0.00			
<b>Current Incumbents</b>					
Personalize   Find   [Print]   [Grid]			First 1 of 1 Last		
Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Name	Job Data
	0		0.00		Job Data

### CSU Position Data Tab

Description	Specific Information	Budget and Incumbents	CSU Position Data
Position Number: 00006162		Current Head Count: 0 out of 1	
Headcount Status: Open			
<b>CSU Position Data</b>			Find   View All   First 1 of 7 Last
Effective Date:	02/01/2023		
Unit:	289 Languages & Cultures		
Primary Fund:	GFND General Fund		
MPP Job Family Code:	<input type="text"/>		
MPP Job Function:	<input type="text"/>		
MPP Reporting Category:	<input type="text"/>		
CSU Working Title:	Admin Support Coord 11/12		

- **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.