



- Select Main Menu>Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info.
- Enter search criteria for the Position and click Search.
- Search fields are Position Number, Description, Position Status, Business Unit, Department, Job Code and Reports-To Position Number.

A. Description Tab: General overview of the position including the following information:

1. Position #
2. Current Headcount (*1=single; 999=multi*)
3. Position Status (*Active/Inactive*)
4. Job Code and Job Code Description
5. DeptID
6. Reports-To Position # and Position Description (*cannot be multi headcount position*)
7. Link to Detailed Position Description (more detail below)

Position Information

Position Number: 00006997 1
 Headcount Status: Open
 Current Head Count: 0 out of 999 2
 *Effective Date: 07/01/2018
 *Status: Active 3
 Reason: NEW New Position
 Action Date: 09/06/2018
 *Position Status: Approved
 Status Date: 07/01/2018
 Key Position

Job Information

*Business Unit: CHICO California State Univ, Chico
 *Job Code: 1150 Instr Stndt Asst 4
 *Reg/Temp: Regular
 *Full/Part Time: Full-Time
 *Regular Shift: N/A
 Union Code: R11 Cal Alliance Acad Stu Workers
 *Title: Instr Stndt Asst
 Short Title: ISA Detailed Position Description 7

Work Location

*Reg Region: USA United States
 *Department: D10200 History 5
 Company: CHI California State Univ, Chico
 *Location: CHICO California State Univ, Chico
 Reports To: 00003030 Dept Chair AY 6
 Dot-Line:
 Supervisor Lvl:
 Security Clearance:

Salary Plan Information

Salary Admin Plan: 110 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

Updated on: 09/06/2018 4:54:48PM Updated By: 005284202 Jessica Anderson

- a. Link opens another window displaying any additional chartfield information (mainly program codes, split funding or funding changes)

Detailed Position Description 7a

Position Level Funding:
 D10200-T8508-68038
 INSTRUCTIONAL STUDENT ASSISTANT

- B. Specific Information Tab: Gives additional chartfield Info including:
 - 8. Education and Government: Must hit carrot to expand
 - 9. Position Pool ID Description includes Fund and characters relating to Primary Fund

- C. Budget and Incumbents Tab: Includes information on who is currently in the position including:
 - 10. EmplID
 - 11. Empl Record #
 - 12. Name

- D. CSU Position Data Tab: Displays information related to the SCO including:
 - 13. SCO Unit #
 - 14. Primary Fund Source

Chartfield Information: Fund (9), DeptID (5), Program or Splits (7/7a)

Note: If you have questions about anything listed above or need a position inactivated or reactivated please contact the University Budget Office x5931.