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)

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