Position Management help document

*In order to avoid hiring more people than budget allows, HRIS tracks filled and vacant budgeted positions by department. A budgeted position is generally equivalent to a permanent full-time (or FTE) job. Only **permanent** employees are put into budgeted positions.*

View Position Details

Follow the instructions below to view the information that is linked to the position number including; Job Code and Title, Department, Location Code, Reports To, Salary Schedules, Standard Hours, Max Head Count, Classified Indicator, FTE and Incumbent

1. Navigate to **Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**

2. Enter your position search details

3. Click **Search**

Find a Vacant Position Number

Follow the instructions below to find a vacant position number using the last employee who held the position

1. Navigate to **Workforce Administration > Job Information > Job Data**

2. Enter your desired Search criteria (Employee ID or Name)

3. Click **Search**

4. View the **Position Number** on the Work Location tab

View Vacant Positions

Follow the instructions below to find a position number find a vacant position number (by department) in order to fill a vacancy.

1. Navigate to **Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions** or access the Important Link in the Management Center

2. Click **Search** to display all departments to which you have access

3. Click on the appropriate department to see all open positions **Note:** If you only have access to one department only the positions for that department will display

4. Click on the Vacant Position to view the position details