



Position Management Quick Reference Guide

Refer to the User Guide for complete instruction about Position Management.

Viewing Position Summary

- Organizational Development > Position Management > Review Position/Budget Info > Position Summary

Note: This page is used to view actions that have occurred since the position was created.

- ❖ Enter search criteria in the search fields and click Search.
- ❖ Select the appropriate option from the search results list.
- ❖ The Position Data Summary page will display.
- ❖ Click on each tab to view all of the information.

Viewing Position History

- Organizational Development > Position Management > Review Position/Budget Info > Position History

Note: This page displays all current and former employees assigned to a given Position Number.

- ❖ Enter search criteria in the search fields and click Search.
- ❖ Select the appropriate option from the search results list.
- ❖ The Position History page will display.
- ❖ Click Current Position Data to view a summary of the current position data.

Viewing Vacant Budgeted Positions

- Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions

Note: This page displays all open positions within a department.

- ❖ Enter search criteria in the search fields and click Search.
- ❖ Select the appropriate option from the search results list.
- ❖ The Vacant Budgeted Positions page will display.
- ❖ Click on each tab to view all of the information.