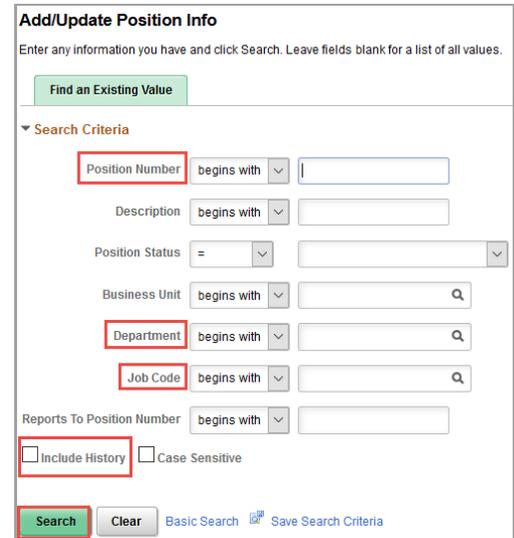


View Current Position Information

The purpose of this job aid is to explain how to view information for a current position.

- 1) **NavBar > Menu > HRMS > Organizational Development > Position Management > Maintain Positions Budgets > Add/Update Position Info.**
- 2) The **Position Information** search page is displayed. This page provides several options for performing a search. The most common search method is by **Position Number, Department, or Job Code.**
- 3) Enter the search parameter in the appropriate field and click the **Search** button.

NOTE: If you want to be able to view the position history, check the "Include History" box.



The **Position Information** page is displayed. This page is divided into four tabs: **Description** (default tab), **Specific Information**, **Budget and Incumbents**, and **HR Data**.



The **Description** page is broken into four sections: Position Information, Job Information, Work Location, and Salary Plan Information. This section will display the overall attributes of the position itself, including status, headcount, effective date, etc.

The **Position Information** section provides the position number, the current maximum headcount for the position, the actual head count, the effective date of the position, the status of the position, and the status date.



The **Job Information** section provides the job code, title, and the part time/full time status for the position.

Job Information			
Business Unit	UTA25	Global Ed, Outrch, Ext Studies	
Job Code	19017	Customer Service Representativ	
Reg/Temp	Regular	Full/Part Time	Full-Time
Regular Shift	Not Applicable	Union Code	
Title	Customer Service Representativ	Short Title	
		Csr	

The **Work Location** section provides the department associated with the position, the primary location, and the position number of the individual to whom the position reports.

Work Location			
Reg Region	USA	United States	
Department	511009	Admiss,Records and Registrat	Company
Location	ARL	ARLINGTON	ARL University of Texas, Arlington
Reports To	10010613	DIRECTOR*	Dot-Line
Supervisor Lvl			Security Clearance

The **Salary Plan** section provides the salary class and hours per week for the position.

Salary Plan Information						
Salary Admin Plan	CLAS	Grade	06	Step		
Standard Hours	40.00	Work Period	W	Weekly		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	8.00	8.00	8.00	8.00	8.00	

The **Specific Information** page displays the current and maximum head count for the position, the P.O. Box number, and work phone number where the position is located. Also, this page provides FTE (Full-Time Equivalent) information.

The FTE value is used to calculate the budget for the position e.g. 100%=1.0, 75%=.75, 50%=.50.

Description		Specific Information	Budget and Incumbents	HR Data
Position Number		10014534		Current Head Count
Headcount Status		Filled		1 out of 1
Specific Information				
Effective Date		01/01/2019		Status
				Active
Max Head Count	1	Incumbents		
Mail Drop ID	19197	<input checked="" type="checkbox"/> Update Incumbents		
Work Phone	817/272-2581	<input checked="" type="checkbox"/> Include Salary Plan/Grade		
Health Certificate		<input type="checkbox"/> Force Update for Title Changes		
Signature Authority		<input checked="" type="checkbox"/> Budgeted Position		
		<input type="checkbox"/> Confidential Position		
		<input type="checkbox"/> Job Sharing Permitted		
		<input type="checkbox"/> Available for Telework		
Education and Government				
Position Pool ID		Calc Group (Flex Service)		
Pre-Encumbrance Indicator	No Encumbrance	Academic Rank		
Encumber Salary Option	Salary Step	FTE 1.000000 <input checked="" type="checkbox"/> Adds to FTE Actual Count		
Classified Indicator	Classified			

The **Budget and Incumbents** page displays the incumbent(s) assigned to the position. In addition, it provides the Empl ID, record number, part time/full time status and hours per week for the incumbent(s).

Description	Specific Information	Budget and Incumbents	HR Data
Position Number 10014934 Headcount Status Filled Current Head Count 1 out of 1 Business Unit UTA25			
UTZ Position Data 1 of 1 View All			
Effective Date	01/01/2019	Effective Date	01/01/2019 Business Unit UTA25
Empl Class	CL	Classified	Officer Code Not Applicable
All Dates with Same Business Unit			
Effective Date	01/01/2019	Empl Class	CL Classified Officer Code Not Applicable
Effective Date	05/01/2018	Empl Class	CL Classified Officer Code Not Applicable
Effective Date	12/01/2016	Empl Class	CL Classified Officer Code Not Applicable

The **HR Data** page displays the employee class, current and past, of the incumbent. This information is based on the person not the position.

Description	Specific Information	Budget and Incumbents	HR Data
Position Number 10014934 Headcount Status Filled Current Head Count 1 out of			
Current Budget			
Earnings	Deductions	Tax	Cdn Tax Total
0.000	0.000	0.000	0.000 0.00
Current Incumbents 1-1 of 1			
Empl ID	Empl Record	Full/Part	Std Hrs/Wk Name
1234567890	0	Full-Time	40.00 Sam Maverick
			Effective Date Action Action Reason Override Position Data Job Data
			01/01/2019 Pay Rate Change Merit N Job Data