

## Position Query

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Use this page to review positions, position funding and employees.

|   |                                      |
|---|--------------------------------------|
| <input checked="" type="radio"/> <b>Funding</b> |                                      |
| PF Department                                   | <input type="text" value="2620010"/> |
| Fund  | <input type="text" value="1100"/>    |
| Project   | <input type="text"/>                 |
| <input type="radio"/> <b>Job Information</b>    |                                      |
| Position #                                      | <input type="text"/>                 |
| HR Department #                                 | <input type="text"/>                 |
| Empl ID   | <input type="text"/>                 |

The Position Query Page is a very valuable tool available for Departments to use when they are hiring new employees or keeping their positions up-to-date.


**PeopleSoft Navigation Path:** Home>Self Service>Position Query

### Tips:


Part-Time Temporary, Student Wage, Part-Time Faculty, Grad Assistants, Mobile Phone Allowance and Federal Work Study are all Pool positions. This means they can be used by multiple employees at the same time.


Benefit-eligible position numbers are to only be used by 1 employee at a time. (An exception to this is if one employee will be replacing another there may be 2 employees in the same position temporarily.)

If searching on Funding, you can search on PF Department, Fund, Project or a combination of the 3. Wildcard (%) can be used in the Funding fields. For example, if 262% is entered for PF Department, all positions with funding on PF Department Ids starting with 262 will be returned.

If searching on Job Information search on only ONE of three criteria: Position, HR Department, or Empl ID. Then click the Submit button. Use the magnifying glass  to search by additional criteria. Example: Description for HR Department # or by Name (LN, FN) for Empl Id.

If you already know the position number you would like to use you can type it in the first box. Keep in mind this is an 8 digit field so leading zero's are required. ex: 00012345

Search by HR Department number only ex: 70200, or if you don't know your HR Dept. # you can use the magnifying glass  to search by description. ex: University Budget Office

Search by the employee ID number or use the magnifying glass  to search by name.

When Funding is inactive in PeopleSoft, querying by Funding will return no rows. However, when you query by any of the other options, active positions associated with inactive funding will be returned.

### Viewing Position Query results:

| EMPLID | Name<br>(Lastname.Firstname) | Empl<br>Rcd<br>nbr | Position | Description | HR<br>Department | HR Dept<br>Name | Job<br>Code | PF<br>Department | Fund | Program | Project | Budget<br>Use Only | Percent of<br>Distribution | Count<br>Employee | Job | Funding<br>Status | Percent<br>of<br>Effort | Budgeted<br>Position |
|--------|------------------------------|--------------------|----------|-------------|------------------|-----------------|-------------|------------------|------|---------|---------|--------------------|----------------------------|-------------------|-----|-------------------|-------------------------|----------------------|
|--------|------------------------------|--------------------|----------|-------------|------------------|-----------------|-------------|------------------|------|---------|---------|--------------------|----------------------------|-------------------|-----|-------------------|-------------------------|----------------------|

Use the spreadsheet icon on the field bar of the results window to download to Excel. Push the control key and the spreadsheet icon simultaneously and hold until the File Download message box appears.

Viewing your criteria on the screen can be done as View 15, View All or View 100 items at one time choose from the search results header.

Click on column headers to sort the data in the results window.

### How to Request a new position:



Position Request Form Button is used to request a new position number.

E-mail Budget Office button is used if you have a question.

### When should a new pool position be requested?

- ✓ If there is not already a position with the appropriate description and funding available. There is an option to change the funding on a pool position. Instructions can be found at [http://nau.edu/Budget/\\_Forms/Funding-Form---Initiator-Instructions/](http://nau.edu/Budget/_Forms/Funding-Form---Initiator-Instructions/). Follow instructions above to search for a position.
- ✓ There is a new Funding (PF Department – Fund – Program – Project) created and new pool positions are needed.
- ✓ Part-time position employees that are being paid for 2 different jobs at two different pay rates will need to have two different position numbers.

**What is needed to request a new position?**

1. Reason: Requisition, Pool, Department Move, or Waiver. For a change please use requisition and include details in the comments
2. Job Title: ex: Part-Time Temporary Employee, Administrative Assistant...
3. HR Department: department number will need to be entered.
4. Funding (PF Department – Fund – Program – Project).
5. The REPORTS TO position number.