Find Position Numbers 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.*

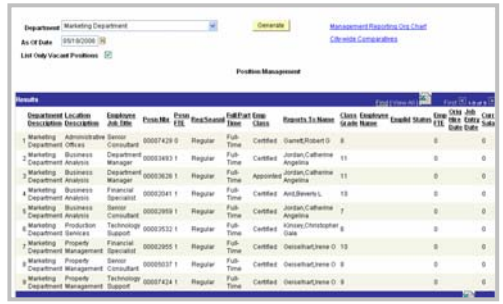
Find a Vacant Position Number

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. Search for the previous employee
3. View the **Position Number** on the Work Location tab

View Vacant Positions – Mgmt Report

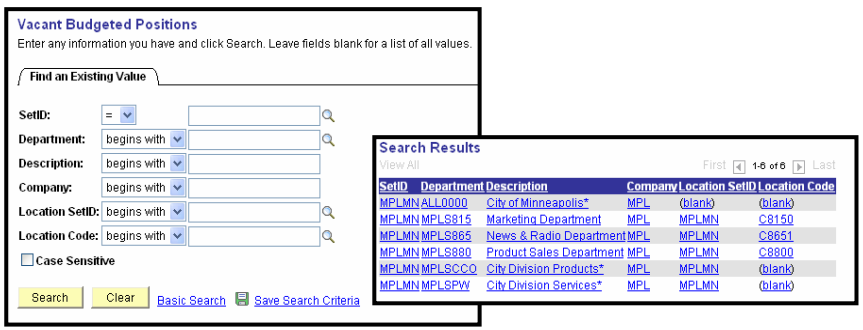
Follow the instructions below to find a position number find a vacant position number (by department) in order to fill a vacancy



1. Click on the Vacant Positions link in the Management Reports pagelet
2. Select your Department and turn on the "Vacant Positions" checkbox. Click the Generate button
3. View the **Position Number** in the report details

View Vacant Positions – Vacant Budgeted Positions Report

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