

Position Detail Report

The Position Detail Report is utilized by department representatives for identifying filled and vacant positions within the department. This report may be run at any time.

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Overview

1. Log into OBI Reporting and select Position Detail from the HR Reports menu.
2. Select the department(s) for which you want to see vacant and/or filled positions.
3. Review the Position Detail Report.
4. Initiate data updates or corrections via ePAF+ or log or log cases(s) using the FSU Service Center, if required.

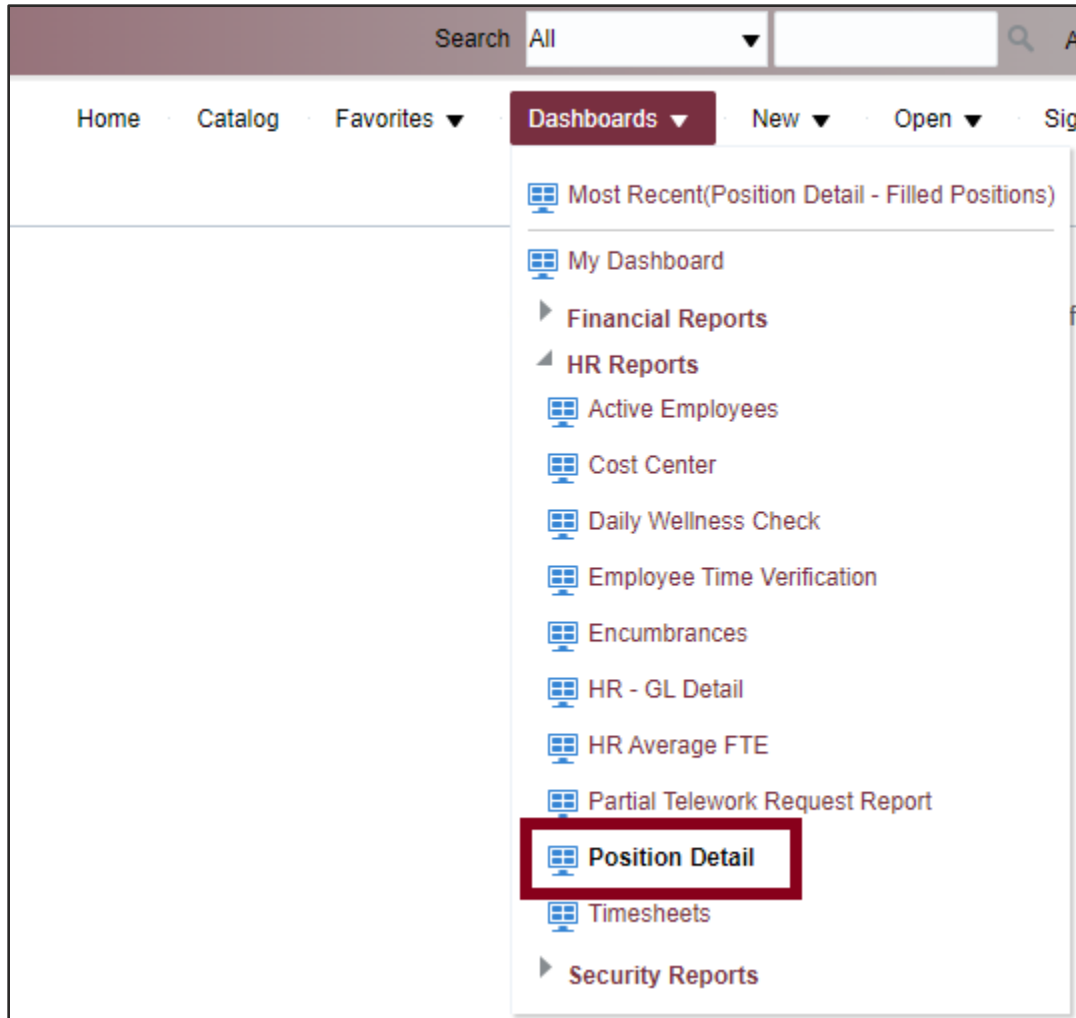
Navigation

OMNI Portal >BI Reporting > Dashboards > HR Reports > Position Detail



Process

1. Begin by logging into OBI Reporting and selecting Dashboards “Position Detail” from the HR Reports.



2. Select from the Position Detail which type of positions you would like to view, "Filled Positions" or "Vacant Positions".

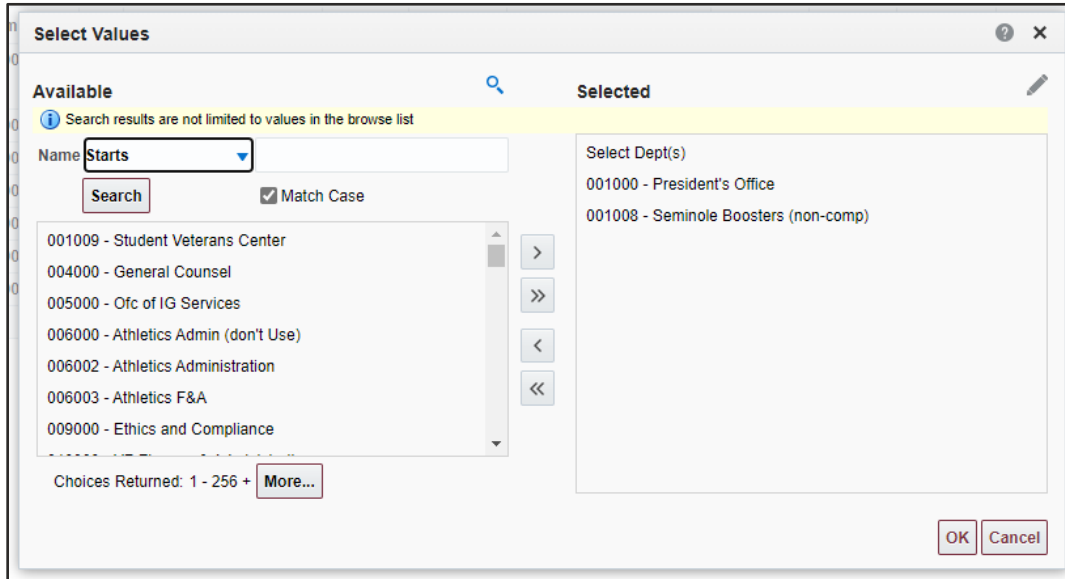
The screenshot shows the 'Position Detail' dashboard. At the top, there are four tabs: 'Filled Positions', 'Vacant Positions', 'Filled Positions - User Sortable', and 'Vacant Positions - User Sortable'. The 'Filled Positions' tab is highlighted with a red box. Below the tabs, on the left side, there is a box indicating 'Data last loaded on 11/04/2022 12:57:28 AM'. Below this is a section for '* Position Department' with a dropdown menu labeled 'Select Dept(s)', an 'Apply' button, and a 'Reset' button with a dropdown arrow. At the bottom left, there is a 'Position Detail Help' link with a book icon. On the right side of the dashboard, there is a red message that says 'No result message' and a prompt to 'Modify the selections in the dashboard prompt and click App'.

Position Detail for Filled Positions

Select the department or departments for which you want to review position detail by clicking the drop-down arrow and entering a check for the selected department(s). You MUST make selection(s) for any field marked with an asterisk (*)

This screenshot is similar to the one above, but the '* Position Department' dropdown menu is open. The menu lists several departments with checkboxes: 'Select Dept(s)', '001000 - President's Office', '001008 - Seminole Boosters (non-comp)', '001009 - Student Veterans Center', '004000 - General Counsel', and '005000 - Ofc of IG Services'. The first three options are checked. At the bottom of the dropdown menu, there is a 'More/Search...' link, which is highlighted with a red box. The rest of the dashboard, including the 'Filled Positions' tab and the 'No result message', remains the same as in the previous screenshot.

You can select your department from here or you can select your department(s) by clicking on More/Search. From the department criteria “Select Values” window, select the department or departments for which you want to review active employees. Individually select departments by double-clicking or highlighting the row and click the > button. Then click OK.



If you select multiple departments, they can be sorted within the report once it is run.

3. The “Filled Positions” Tab contains employee and position data for all currently filled positions. You have the ability to view the data with:
 - Location ID or Bldg/Room
 - Reports To Employee ID or Manager Person Name (Employee Supervisor).

You also have the ability to sort by Position Number or Incumbent Name
Review the Position Detail Report and verify data.

NOTE: Any data listed in **Blue** indicates more information is available.

Positions, assigned to the department, which have a currently active incumbent
 Red heading or data provides more detail when clicked
 Time run: 11/4/2022 9:54:04 AM

You may wish to choose different Data: Bldg Room ▼ Manager Person Name ▼


You may wish to choose a different View: Sort by Position Number ▼

025000 - Human Resources

Posn Number	Name ▲▼	Empl ID	Rcd	Position Desc	Job Code	Bldg Room	Manager Person Name	Salary Plan	Empl Stat	E C

By clicking on the “Reports To” position number, which is in [Blue](#), will drill down to the detail of the supervisor.

Position Detail



POSN - Filled Reports To Person Info Navigation
Time run: 11/4/2022 9:59:16 AM

Reports To	Employee ID	Manager Person Name	Work Phone	Preferred Email Address
00012345	000654321	Seminole, Sally	850/644-4477	-

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Likewise, clicking on the “Location ID” will drill down to the detail of the location.

NOTE: If your selected view indicates “Bldg/Room” the drill down will retrieve information about the employee.


To print, go to the bottom and select “Print” then choose Printable PDF or Printable HTML. To download the report to an excel spreadsheet, select Export > Excel, or select Export > Data > CSV Format (comma-separated values) and then open it in Excel. (The latter is recommended in cases where the report data is displaying with merged cells.)


Position Detail for Vacant Positions

The “Vacant Positions” tab provides a list of vacant positions, which are in active status.

Position Detail

Filled Positions
Vacant Positions
Filled Positions - User Sortable
Vacant Positions - User Sortable

 Data last loaded on
11/04/2022 12:57:28
AM



Positions, assigned to the department, which have at least one vacant seat
Red heading or data provides more detail when clicked
Time run: 11/4/2022 10:16:49 AM

Vacant Position Detail

Department Id: 025000									
Dept Name Human Resources									
Position Number▲▼	Position Description	Posn Status	FTE	Eff Stat	Effective Date	Job Code	Location	Reports To	Full Part
00000001	Generic Courtesy	Approved	0.0000	A	10/30/2019	H0000	0223A6200	00000001	F
00051310	HR Specialist	Approved	1.0000	A	10/27/2011	9215	00770103	00057057	F
00051526	Sr. Director, Total Rewards	Approved	1.0000	A	10/27/2011	9250A	0223A6200	00056086	F
00051535	Facilities HR Specialist	Approved	1.0000	A	10/27/2011	9215	00770103A	00054807	F
00054642	Coordinator, Org Dev &Cont Imp	Approved	1.0000	A	10/27/2011	9214	09450206	00081660	F

Helpful Uses: Review time-limited positions and C&G fund source positions and submit an ePAF+ transaction to inactivate positions that are no longer needed.

- Initiate appointment actions and/or log a case using the FSU Service Center if the information in the position detail is not correct.
There are two other tabs at the top of Position Detail; “Filled Positions – User Sortable” and “Vacant Positions – User Sortable” which pull the same information as the Filled and Vacant tabs, but the information is sortable by the headers.

Position Detail

Filled Positions
Vacant Positions
Filled Positions - User Sortable
Vacant Positions - User Sortable

Data last loaded on
11/04/2022 12:57:28
AM

Positions, assigned to the department, which
 Red heading or data provides more detail when
 Time run: 11/4/2022 9:58:21 AM