

Position Detail Report

Purpose

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.

Overview

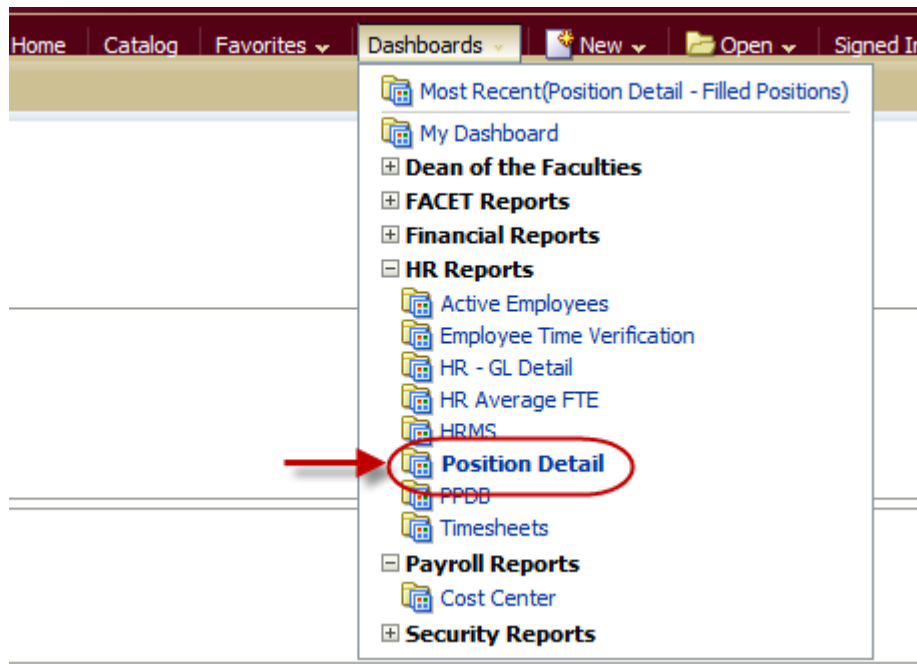
1. Log into OBI Reporting and select Position Detail from the HR Reports menu.
2. Select the department(s) for which you want to see vacant and/or filled positions.
3. Review the Position Detail Report.
4. Initiate data updates or corrections via ePAF+ or log or log cases(s) using the FSU Service Center,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

Navigation

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

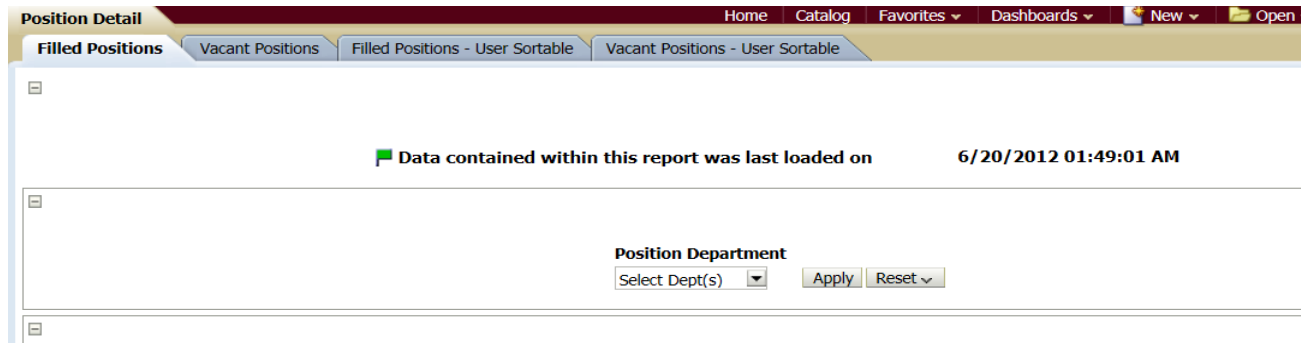
Step 1

Begin by logging into OBI Reporting and selecting under Dashboards "Position Detail" from the HR Reports.



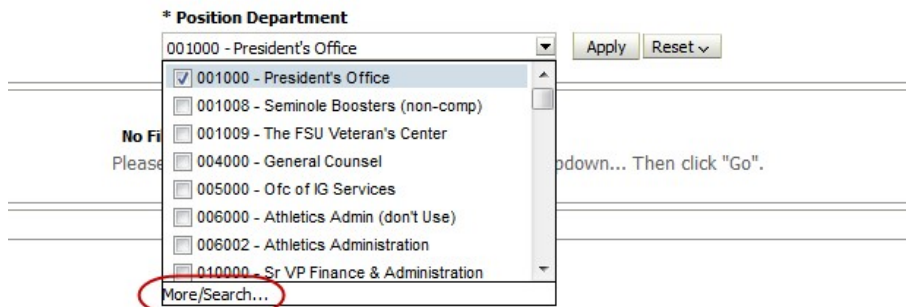
Step 2

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



Position Detail for Filled Positions

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



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 on > Move button. Then click OK.

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

Step 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 **Red** indicates more information is available.

Position Department
025000 - Human Resources

You may wish to choose different Data: Bldg Room Manager Person Name
You may wish to choose a different View: Sort by Position Number

Desc	Job Code	Bldg Room	Manager Person Name	Salary Plan	Empl Stat	Emp Clas

By clicking on the "Reports To" position number, which is in **Red**, will drill down to the detail on the supervisor.

Position Detail Home Catalog Fav

Position - Reports To

Reports To	Employee ID	Manager Person Name	Work Phone	Preferred Email Address
00057904	000034419	Harris, Patty	850/644-1111	Patty@fsu.edu

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

Likewise, clicking on the "Location id" will drill down to the detail on the location.

POSN - Filled Location Report

Location Id	Bldg	Room	Desc	Address	City	County	Country
0223A6200	UCA	A6200	UNIVERSITY CENTER - BLDGA6200	282 CHAMPIONS WAY	TALLAHASSEE	LEON	USA

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

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.

Vacant Position Detail

Department Id:
 Dept Name:

Position Number	Position Description	Posn Status	FTE	Eff Stat	Effective Date	Job Code	Location	Reports To	Full Part	Reg Tmp	Conf dntl	Fund Src	Lim ited	End Date
00054227	HR Specialist	Approved	1.0000	A	10/27/2011	9215	0223A6237	00057429	F	R	Y	E&G	N	
00055851	Time & Labor Manager, HR	Approved	1.0000	A	01/01/2004	9214	0223A6200	00057904	F	R	Y	E&G	N	
00055877	HR Specialist	Approved	1.0000	A	10/27/2011	9215	0223A6200	00057057	F	R	N	E&G	N	
00057053	Senior HR Specialist	Approved	1.0000	A	10/27/2011	9214	0223A6200	00051081	F	R	Y	E&G	N	
00080250	Human Resources Career Pool	Approved	1.0000	A	03/14/2007	9215	0223A6200	00051536	F	R	Y	-	N	

Department Total and Count

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.

Step 4

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 pulls the same information as the Filled and Vacant tabs but the information is sortable by the headers.

Position Detail

Home Catalog Favorites... Dashboards... New... Open... Signed In As sand

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

Data contained within this report was last loaded on 6/21/2012 01:43:01 AM

Position Department
025000 - Human Resources Apply Reset

Department ID and Descr	Job Code	Name	Empl ID	Rcd	Posn Nbr	Position Desc	Cnt	Bldg Room	Manager Person Name	Salary Plan	Empl Stat	Empl Class	Account Code	Dist %	ITE
025000 - Human Resources	02710	Stratton Underw	0000085076		0100051533	Eventbus Support	000051533	1100A	Program Support All/BCS		Active	02500011001	00500011001	100.000	1.0