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.
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”.

**Position Detail**

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 (*).

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

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.
Vacant Position Detail

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.

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