

Making Position Updates

Jump to section:

[Find a Vacant Position](#)

[Update a Vacant Position](#)

[Update a Filled Position](#)

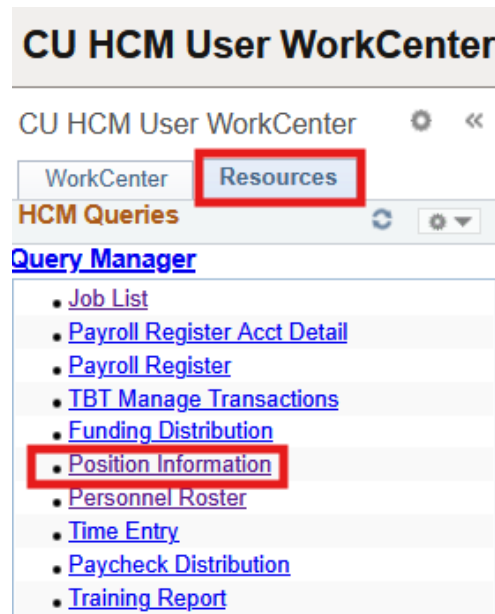
[Guide to Position Reason Codes](#)

Find a vacant position number

There are 2 ways to find a vacant position. You can do so by using the [HCM WorkCenter](#) or the [Add/Update Position Info](#) page.

Find a Vacant Position Number using the HCM WorkCenter

1. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



2. Enter the Department ID and the job code you are searching for, then check the “Vacant ONLY” box.

CUES_HCM_POSITION_INFORMATION - Position Information

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

*Eff Status

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

☒ Vacant ONLY

*Include Future Dated ☒

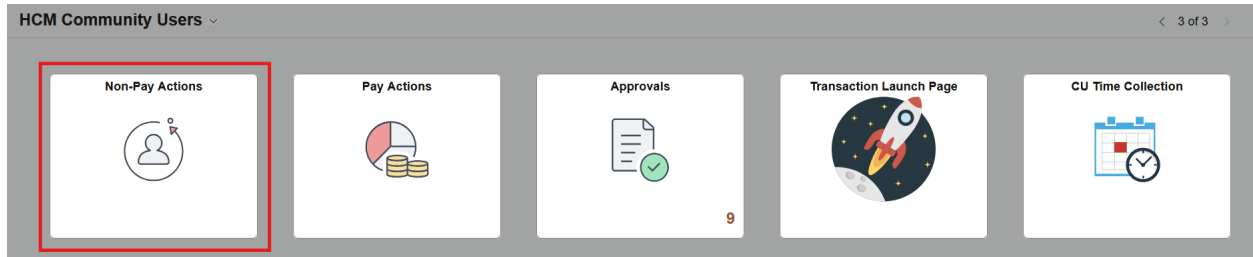
3. A list of all vacant positions with this job code will populate
 - i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the “Action Date” column to see when a position number was last worked on.

Row	Position Nbr	Eff Date	Eff Status	Position Status	Status Date	Business Title	Business Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Action Reason	Action Date	Location
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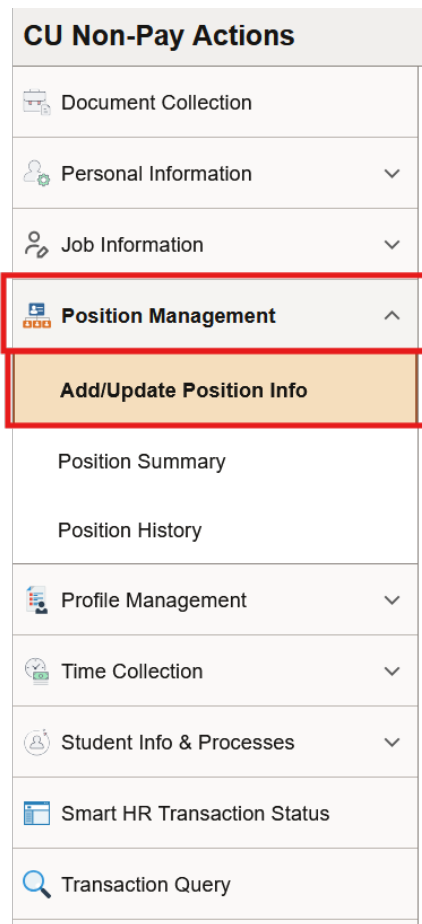
4. Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.

Find a Vacant Position Number using “Add/Update Position Info”

1. Go to the “Non-Pay Actions” tile in HCM Community Users page.



2. Click on “Position Management” then “Add/Update Position Info”.



3. Enter the Department ID and Job Code and then click “Search”.

Add/Update Position Info

Find an Existing Value ➕ Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Position Number begins with
Description begins with
Position Status is
Business Unit begins with
Department begins with
Job Code begins with
Reports To Position Number begins with
[Show fewer options](#)

☐ Case Sensitive ☐ Include History

Search Clear Save Search

4. A list of positions in that department and job code will populate at the bottom of the screen.

Search Results
50 results - Department "30102" Job Code "1419"

View All First					
Position Number	Description	Position Status	Business Unit	Department	Job Code
00007072	Lecturer	Approved	UCD	30102	1419
00007199	Lecturer	Approved	UCD	30102	1419
00007456	Lecturer	Approved	UCD	30102	1419
00007457	Lecturer	Approved	UCD	30102	1419
00007605	Lecturer	Approved	UCD	30102	1419
00007609	Lecturer	Approved	UCD	30102	1419
00007703	Lecturer	Approved	UCD	30102	1419
00007714	Lecturer	Approved	UCD	30102	1419
00007937	Lecturer	Approved	UCD	30102	1419
00007938	Lecturer-CU Succeed	Approved	UCD	30102	1419

5. Click on one of the position numbers. Review the “Position Information” section and make sure that the “Headcount Status” says “Open”. This means that the position is vacant and can be used.

Description **Specific Information** **Budget and Incumbents** **CU Position Data** **CU Position Compensation**

Position Information Find View All First 1 of 1 Last

Position Number 00007072

Headcount Status Open Current Head Count 0 out of 1

*Effective Date 01/01/2020 *Status Active

Reason PCT Change Percent Time/Std Hours Action Date 12/05/2019

*Position Status Approved Status Date 12/20/2013 ☐ Key Position

6. If the Headcount Status says “Filled” scroll to the bottom of the page and click “Next in List” until you find a position that has an Open Headcount Status.

Position Information Find | View All First 1 of 1 Last

Position Number [REDACTED]

Headcount Status Filled Current Head Count 1 out of 1

*Effective Date 01/13/2025 *Status Active

Reason PCT Change Percent Time/Std Hours Action Date 01/14/2025

*Position Status Approved Status Date 12/01/2015 ☐ Key Position

Save Return to Search Previous in List **Next in List** Notify

Update a Vacant Position

1. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code. The effective date should be prior to the appointment begin date. This will allow for changes to be made to the position if needed before the begin date without having to delete position rows.

Position Information Find | View All First 1 of 2 Last

Position Number [REDACTED]

Headcount Status Open Current Head Count 0 out of 1

*Effective Date 08/27/2025 *Status Active

Reason [REDACTED] Action Date 08/27/2025

Position Status Proposed Status Date 04/24/2015 ☐ Key Position

- i. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. You can also refer to the [Guide to Position Reason Codes](#) for additional details. Consult with your HR liaison if any other reason codes are needed.
2. Make the necessary updates to the position. Once the information has been updated, go to the “Specific Information” tab and uncheck the “Update Incumbents” box.

Description **Specific Information** Budget and Incumbents CU Position Data CU Position Compensation

Position Number [REDACTED]

Headcount Status Open Current Head Count 0 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date 08/27/2025 Status Active

Max Head Count 1

Mail Drop ID [REDACTED]

Work Phone [REDACTED]

Health Certificate [REDACTED]

Signature Authority [REDACTED]

Incumbents

☐ Update Incumbents

☐ Include Salary Plan/Grade

☐ Force Update for Title Changes

☒ Budgeted Position

☐ Confidential Position

☐ Job Sharing Permitted

☐ Available for Telework


► Education and Government

- Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.



CU Position Data

Position Number [Redacted]
Headcount Status Filled Current Head Count 1

Position Information
Effective Date 08/02/2025

Campus Box [Empty] HRGL Request # [Empty] 

- Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.

Campus Box begins with [Empty]
Description begins with [Empty]
Department ID begins with [Empty] 
Department Description begins with [Empty]
Location Code begins with [Empty] 
Location Description begins with [Empty]


Look Up Clear Cancel Basic Lookup

- After the Campus Box has been selected click “Save” and “Submit”.

CU Position Data

Position Number [Redacted]
Headcount Status Open Current Head Count 0 out of 1

Position Information
Effective Date 08/27/2025 Status Active

Campus Box [Empty] HRGL Request # [Empty] 

Submit

Save Return to Search Notify Add Update/Display Include History

Update a Filled Position

1. Click the plus sign in the top right corner to add a row. As this is a filled position, the effective date should be the date of the appointment start date of the current term/contract.

Position Information Find | View All First 1 of 2 Last

Position Number [REDACTED]

Headcount Status Open

*Effective Date 08/27/2025

Reason [REDACTED]

Position Status Proposed


Current Head Count 0 out of 1

*Status Active

Action Date 08/27/2025

Status Date 04/24/2015

☐ Key Position



NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. You can also refer to the [Guide to Position Reason Codes](#) for additional details. Consult with your HR liaison if any other reason codes are needed.

2. Update the Standard Hours in the “Salary Plan Information” section or the supervisor in the Reports To in the “Work Location” section.

Work Location

*Reg Region USA United States

*Department [REDACTED] CLAS-Biology

Location 3NC North Classroom

Reports To [REDACTED] Chair

Supervisor Lvl [REDACTED]

Company CU University of Colorado

Dot-Line 00350010 Dean, CLAS

Security Clearance [REDACTED]

Salary Plan Information

Salary Admin Plan 140

Grade 000

Step [REDACTED]

Standard Hours 9.00

Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.80	1.80	1.80	1.80	1.80		

- Go to the “Specific Information” tab and make sure the “Update Incumbents” box is checked.

[Description](#)
[Specific Information](#)
[Budget and Incumbents](#)
[CU Position Data](#)
[CU Position Compensation](#)

Position Number [REDACTED]
 Headcount Status Filled Current Head Count 1 out of 1

Specific Information Find | View All First 1 of 1 Last
 Effective Date 08/11/2025 Status Active

Max Head Count
 Mail Drop ID
 Work Phone
 Health Certificate
 Signature Authority

Incumbents
☒ Update Incumbents
☐ Include Salary Plan/Grade
☐ Force Update for Title Changes
☒ Budgeted Position
☐ Confidential Position
☐ Job Sharing Permitted
☐ Available for Telework

[Education and Government](#)

- Go to the “Budget and Incumbents” tab and check the Current Incumbents section to make sure the position is currently occupied by the correct employee and is not already filled by another incumbent.

[Description](#)
[Specific Information](#)
[Budget and Incumbents](#)
[CU Position Data](#)
[CU Position Compensation](#)

Position Number [REDACTED]
 Headcount Status Filled Current Head Count 1 out of 1

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents Personalize | Find | 1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
[REDACTED]	0	Part-Time	9.00	[REDACTED]	08/22/2022	Data Change	Reappointment	N	Job Data

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#)

NOTE: If there is more than one incumbent in the position the Headcount Status will say “Overallocated”. If the position is overallocated, one of the employees will need to be transferred into another vacant position number or terminated if the employee is no longer working. Please consult your HR liaison for further guidance.

5. Go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon if it is not already included for the position number.


CU Position Data

Position Number [Redacted]

Headcount Status Filled Current Head Count 1

Position Information

Effective Date 08/02/2025

Campus Box [Empty]  HRGL Request # [Empty]

6. Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.

Campus Box begins with [Empty]

Description begins with [Empty]

Department ID begins with [Empty]

Department Description begins with [Empty]

Location Code begins with [Empty]

Location Description begins with [Empty]

Look Up Clear Cancel Basic Lookup

7. After the Campus Box has been selected click “Save” and “Submit”.


CU Position Data

Position Number [Redacted]

Headcount Status Filled Current Head Count 1 out of 1

Position Information

Effective Date 09/30/2025 Status Active

Campus Box B172 UCD  HRGL Request # [Empty]

Submit

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

Guide to Position Reason Codes

Reason Code	Description	Comments	Check/Uncheck Update Incumbents box	Effective Dating
APA	Change Appointing Authority	Use dot line field to populate. For classified staff positions, TAC consultant will review and approve/ensure we have designation letter.	Check	Either
DES	Change in Working Title	Working title should be in line with Job Code/Title	Check	Either
FLS	Change FLSA Status	Central HR must review duties before changes are made to FLSA for university staff and classified positions.	Check	Either
JCC	Job Code Change	Change in job code not related to a promotion	Check	Prior if vacant, Same Day if occupied
LOC	Location Change	Use to change physical location	Check	Either
PCT	Change Percent Time/Std Hours	Once approved, update compensation via an ePAR Pay Change Request - use Pay Rate Change / Base Pay Increase or Decrease as the action/reason. Make sure you add a comment indicating that standard hours / percent of time is the reason for the change.	Check	Same Day
RPT	New Supervisor/Manager	Change in "Reports To"	Check	Either

DO NOT USE		
ACT	Reactivate Position	Central HR reactivates Classified positions.
CNV	System Data Conversion	Do not use - System Office Only
CON	System Study Conv-Classified	Do not use - System Office Only
DEM	Demotion	Central HR reviews NPP for University Staff and Classified positions & Faculty Affairs for faculty positions
INA	Inactivate Position	Central HR only for Classified positions. Used if position is being abolished when classified employee elects exemption.
LCC	Location Change	Do not use (use LOC code) This code will be eliminated once ePAR page is removed.
OTH	Other - Comment Required	To be used only when effective date of change is before Wave 3 rollout and reason code is not available (e.g. PCT or a Business Unit change).
NEW	New Position	Use to create new position
NRC	New Position - CU Recruitment	Do not use at this time
PRO	Promotion	For University Staff and Research Assistant/Associate Series (PRA) promoting to a higher level
REC	Recruitment	Do not use.
RTC	Reports To Change	Do not use (use RPT). This code will be eliminated once ePAR page is removed.
UFT	Correct FTE -	For Employee Services only
VNR	Vacant Position	Do not use - Will be eliminated once ePAR page removed
VRC	Vacant Position	Do not use - Will be eliminated once ePAR page removed