

Making Position Updates

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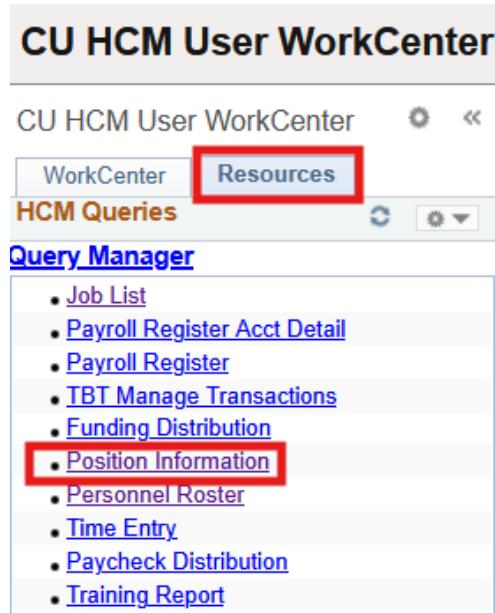
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Find a vacant position number

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.

The screenshot shows the 'CUES_HCM_POSITION_INFORMATION - Position Information' search form. The 'Dept ID (Optional)' field contains '1419' and is highlighted with a red box. The 'Job Code (Optional)' field contains '1419' and is also highlighted with a red box. At the bottom of the form, the 'Vacant ONLY' checkbox is checked and highlighted with a red box. Other optional fields like 'Position Nbr', 'Business Unit', 'Node', 'Company', 'Location', and dropdowns for 'Eff Status', 'Position Status', 'FLSA Status', 'Reg/Temp', 'Full/Part Time', 'Reports To', and 'Dotted-Line' are also visible.

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional) 1419

Job Code (Optional) 1419

Company (Optional)

Location (Optional)

*Eff Status Active

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

Vacant ONLY

*Include Future Dated

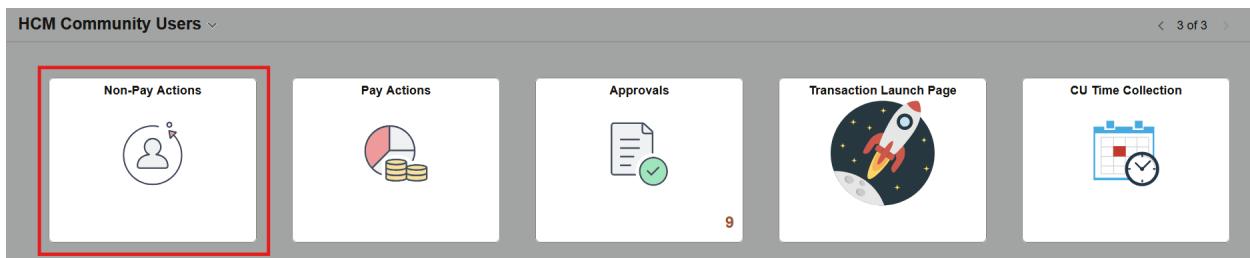
3. A list of all vacant positions with this job code will populate
 - i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the “Action Date” column to 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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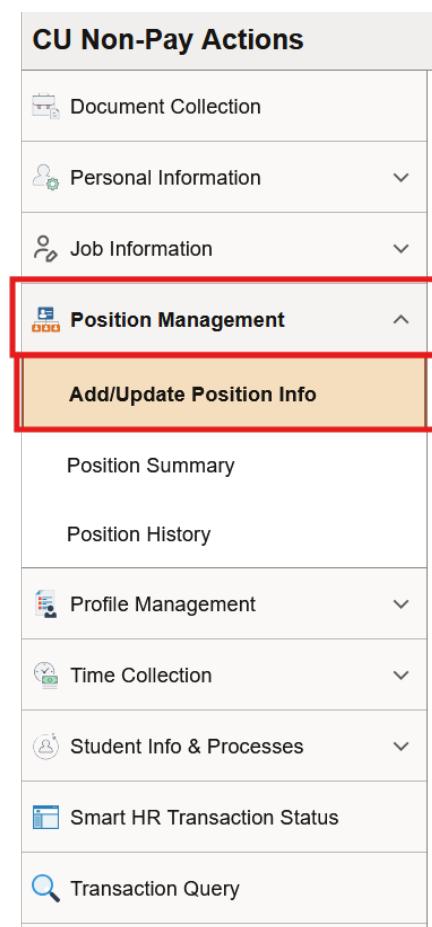
4. Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.

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

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	<input type="button" value=""/>	Saved Searches	Choose from saved searches	<input type="button" value=""/>
Position Number <input type="text" value="began with"/> <input type="button" value=""/>					
Description <input type="text" value="began with"/> <input type="button" value=""/>					
Position Status <input type="text" value="="/> <input type="button" value=""/>					
Business Unit <input type="text" value="began with"/> <input type="button" value=""/>					
Department <input type="text" value="began with"/> <input type="button" value=""/>					
Job Code <input type="text" value="began with"/> <input type="button" value=""/>					
Reports To Position Number <input type="text" value="began with"/> <input type="button" value=""/>					
<input type="button" value="Show fewer options"/>					
<input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History					
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="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				
Position Number 00007072 Headcount Status Open <input type="text" value="Effective Date 01/01/2020"/> <input type="button" value=""/>			Current Head Count 0 out of 1 <input type="text" value="Status Active"/> <input type="button" value=""/>	
Reason PCT <input type="button" value=""/> Change Percent Time/Std Hours		Action Date 12/05/2019 <input type="checkbox"/> Key Position		
*Position Status <input type="text" value="Approved"/>		Status Date 12/20/2013 <input type="button" value=""/>		

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]	Current Head Count 1 out of 1
Headcount Status Filled	*Status Active
*Effective Date 01/13/2025	Action Date 01/14/2025
Reason PCT	Change Percent Time/Std Hours
*Position Status Approved	Status Date 12/01/2015
<input type="checkbox"/> 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

Position Number	██████████	Find View All	First	1 of 2	Last
Headcount Status	Open	Current Head Count	0	out of	1
*Effective Date	08/27/2025	*Status	Active		
Reason	<input type="text"/>	Action Date	08/27/2025		
Position Status	Proposed	Status Date	04/24/2015	<input type="checkbox"/>	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	██████████	Current Head Count	0	out of	1
Headcount Status	Open	Status	Active		
Effective Date 08/27/2025			Find View All First 1 of 2 Last		
Max Head Count <input type="text"/> 1			Incumbents		
Mail Drop ID <input type="text"/>			<input type="checkbox"/> Update Incumbents		
Work Phone <input type="text"/>			<input type="checkbox"/> Include Salary Plan/Grade		
Health Certificate <input type="text"/>			<input type="checkbox"/> Force Update for Title Changes		
Signature Authority <input type="text"/>			<input checked="" type="checkbox"/> Budgeted Position		
			<input type="checkbox"/> Confidential Position		
			<input type="checkbox"/> Job Sharing Permitted		
			<input type="checkbox"/> Available for Telework		

▶ Education and Government

3. 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 HRGL Request #

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

Campus Box begins with

Description begins with

Department ID begins with

Department Description begins with

Location Code begins with

Location Description begins with

Look Up Clear Cancel Basic Lookup

5. 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

Campus Box HRGL Request #

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

Position Number	██████████	Find View All	First	1 of 2	Last
Headcount Status	Open	Current Head Count	0	out of	1
*Effective Date	08/27/2025	*Status	Active		
Reason	<input type="text"/>	Action Date	08/27/2025		
Position Status	Proposed	Status Date	04/24/2015	<input type="checkbox"/>	Key Position

Note: The "Effective Date" field is highlighted with a red box and a red arrow points to the "Add" button (+) in the top right corner of the table header.

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	██████████	CLAS-Biology
Location	3NC	North Classroom
Reports To	██████████	Chair
Supervisor Lvl	<input type="text"/>	Dot-Line 00350010
		Dean, CLAS
		Security Clearance <input type="text"/>

Salary Plan Information

Salary Admin Plan	140	Grade	000	Step	<input type="text"/>	
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		

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

Position Number [REDACTED]
Headcount Status Filled

Current Head Count 1 out of 1

Effective Date 08/11/2025

Status Active

Specific Information		Incumbents	
Max Head Count	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Update Incumbents	<input type="checkbox"/> Include Salary Plan/Grade
Mail Drop ID	<input type="text"/>	<input type="checkbox"/> Force Update for Title Changes	<input checked="" type="checkbox"/> Budgeted Position
Work Phone	<input type="text"/>	<input type="checkbox"/> Confidential Position	<input type="checkbox"/> Job Sharing Permitted
Health Certificate	<input type="text"/>	<input type="checkbox"/> Available for Telework	<input type="checkbox"/> Available for Telework
Signature Authority	<input type="text"/>	▶ Education and Government	

4. 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.

Position Number [REDACTED]
Headcount Status Filled

Current Head Count 1 out of 1

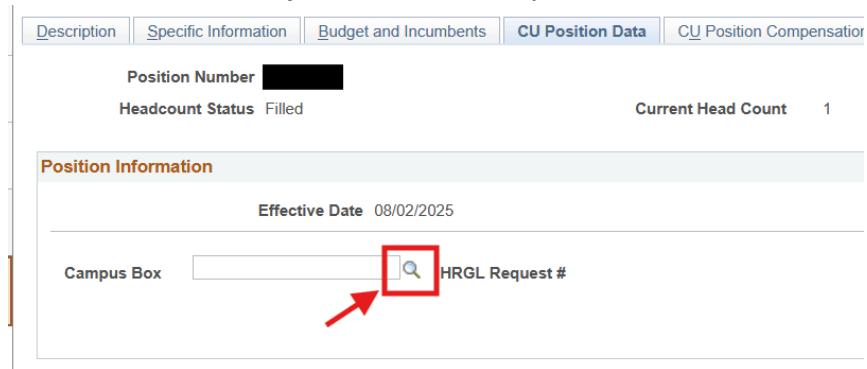
Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents					Personalize Find 1 of 1				
Empl ID	Empl Record	Full/ Part	Stnd 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 tab

Position Number: [REDACTED]

Headcount Status: Filled

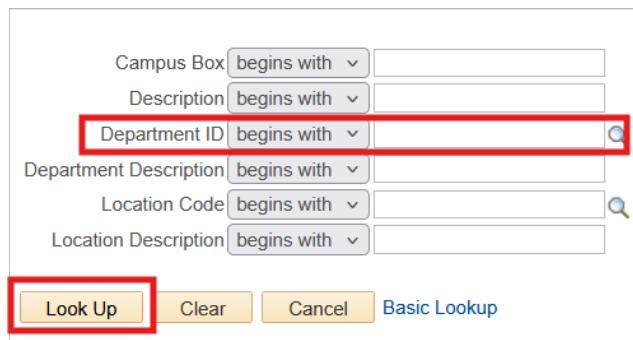
Current Head Count: 1

Position Information

Effective Date: 08/02/2025

Campus Box: [REDACTED]  HRGL Request #

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



Campus Box: begins with

Description: begins with

Department ID: begins with 

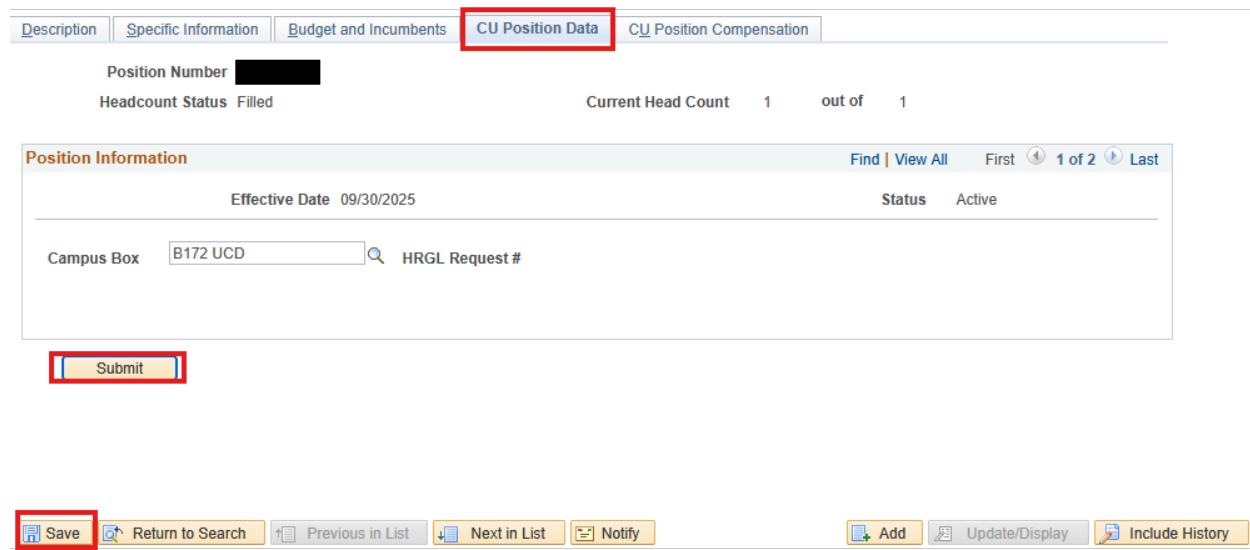
Department Description: begins with

Location Code: begins with 

Location Description: begins with

Look Up **Clear** **Cancel** **Basic Lookup**

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



CU Position Data tab

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 #

Submit

Page footer buttons: 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