Making Position Updates

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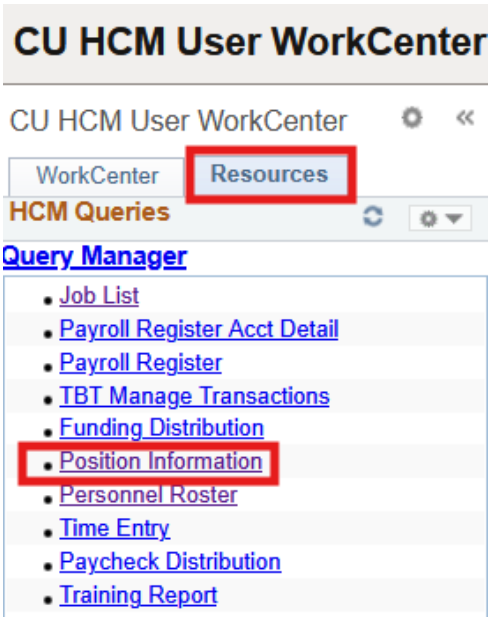
Find a vacant position number

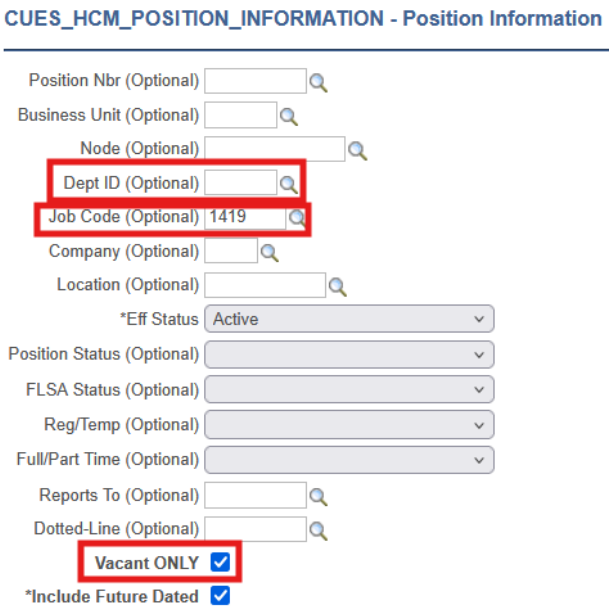
There are 2 ways to find a vacant position. You can do so by using the HCM WorkCenter or the Add/Update Position Info page.

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.



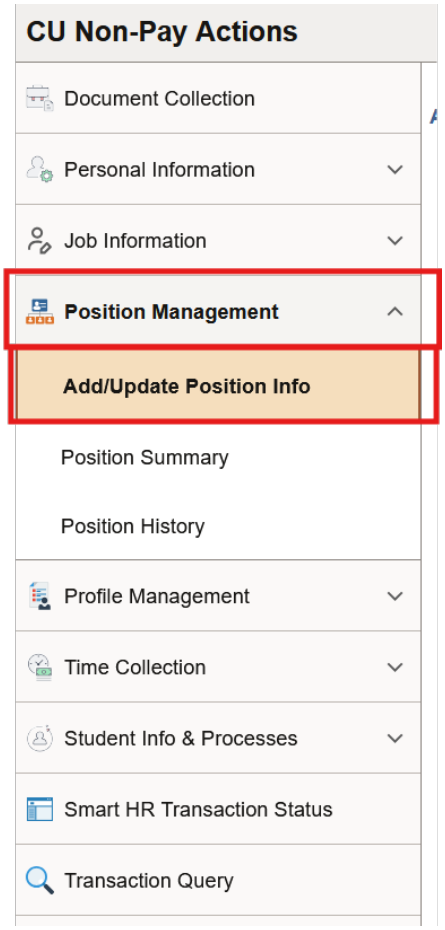
3. A list of all vacant positions with this job code will populate
    i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the "Action Date" column to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

4. Click the position number that you want to use and the "Add/Update Position Info" page will open in a new tab.

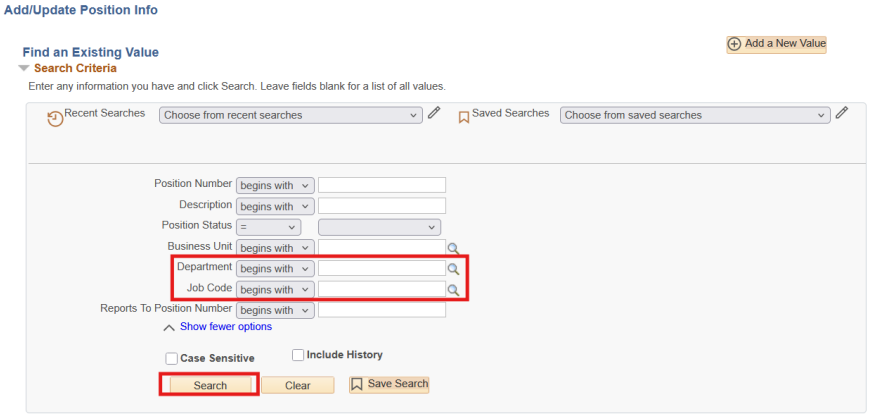
Find a Vacant Position Number using “Add/Update Position Info”

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

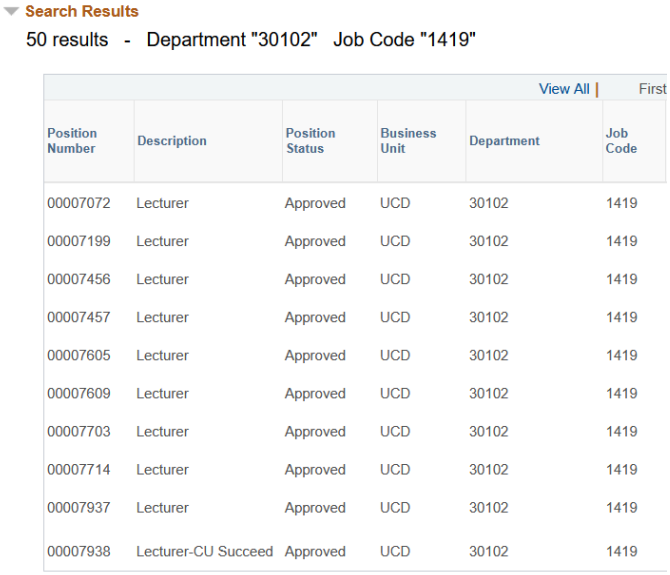
2. Click on “Position Management” then “Add/Update Position Info”.



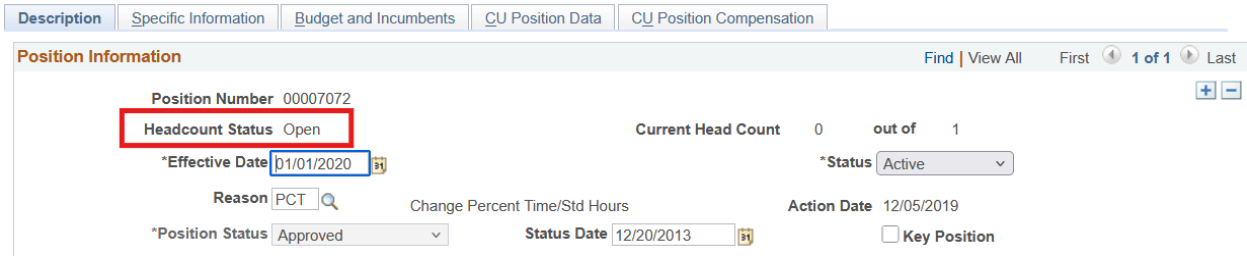
3. Enter the Department ID and Job Code and then click “Search”.



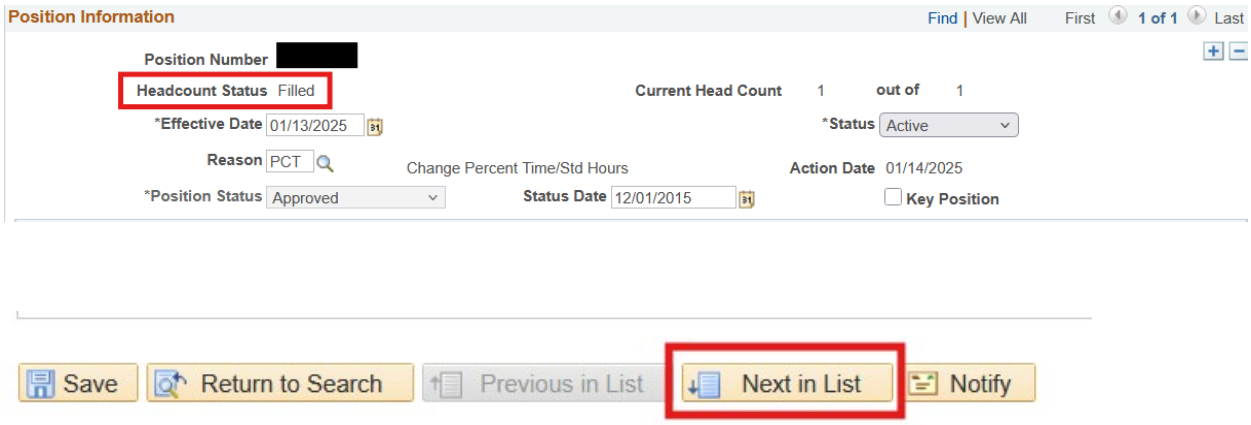
4. A list of positions in that department and job code will populate at the bottom of the screen.



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.

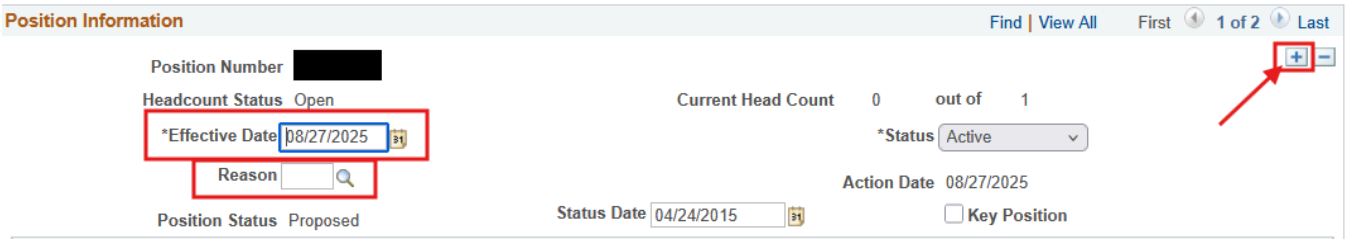


6. If the Headcount Status says “Filled” scroll to the bottom of the page and click “Next in List” until you find a position that has an Open Headcount Status.



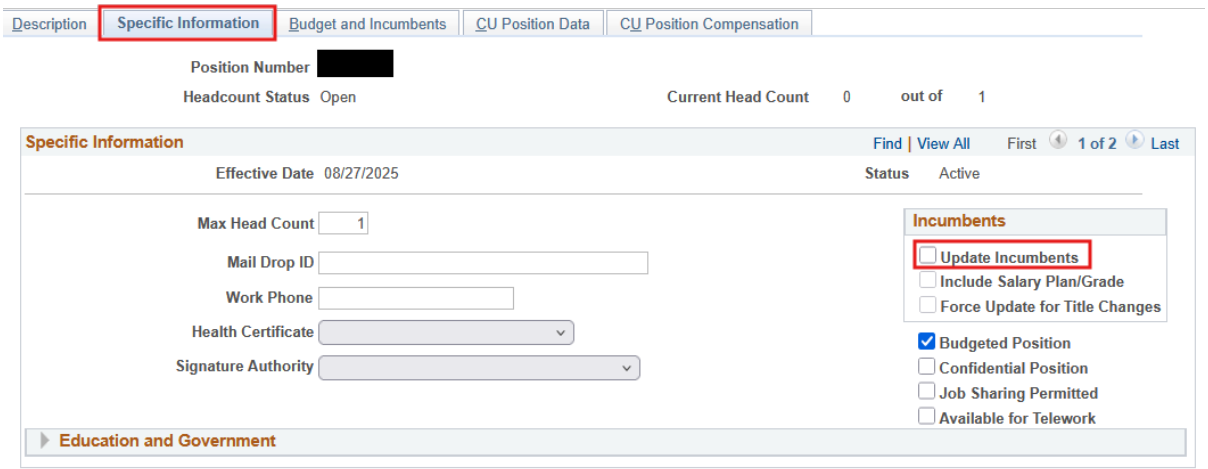
Update a Vacant Position

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.

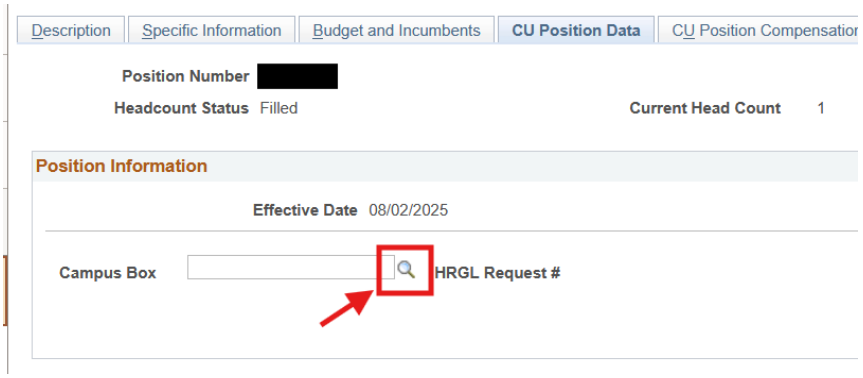


   i. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. You can also refer to the Guide to Position Reason Codes for additional details. Consult with your HR liaison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

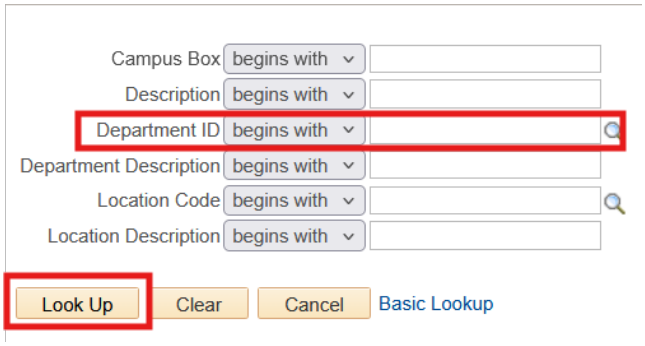
2. Make the necessary updates to the position. Once the information has been updated, go to the "Specific Information" tab and uncheck the "Update Incumbents" box.



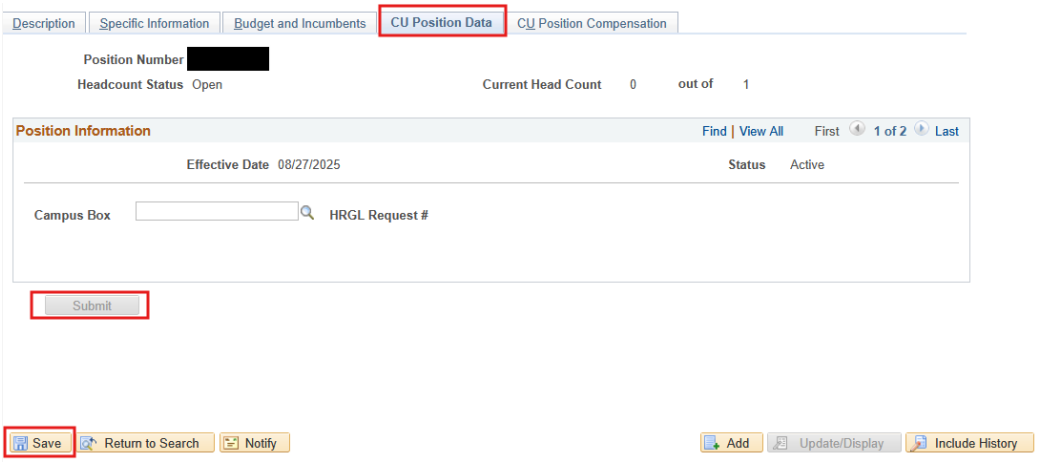
3. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.



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

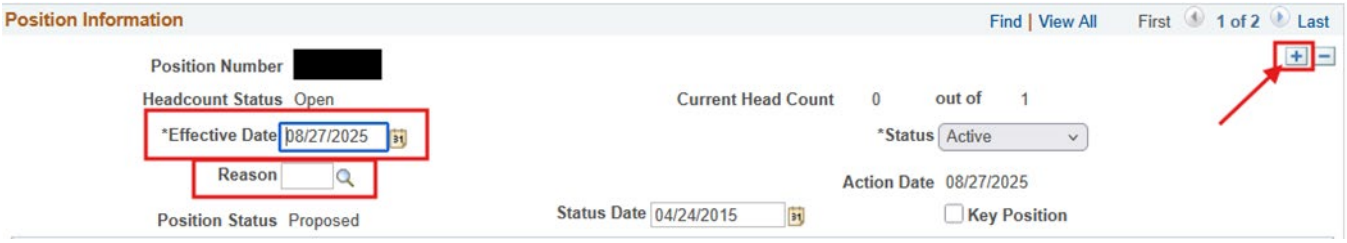


5. After the Campus Box has been selected click “Save” and “Submit”.



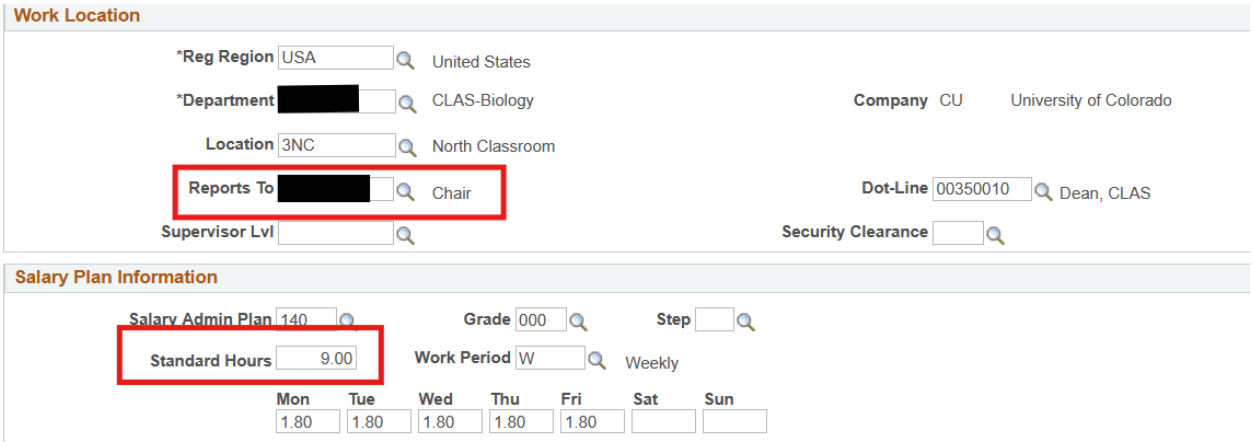
Update a Filled Position

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.

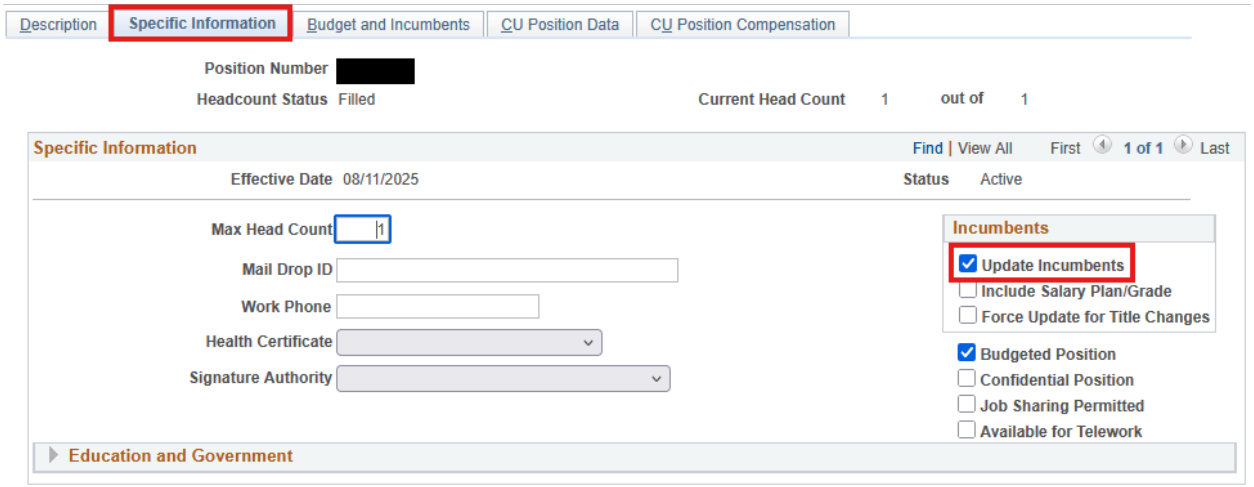


NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. You can also refer to the Guide to Position Reason Codes for additional details. Consult with your HR liaison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

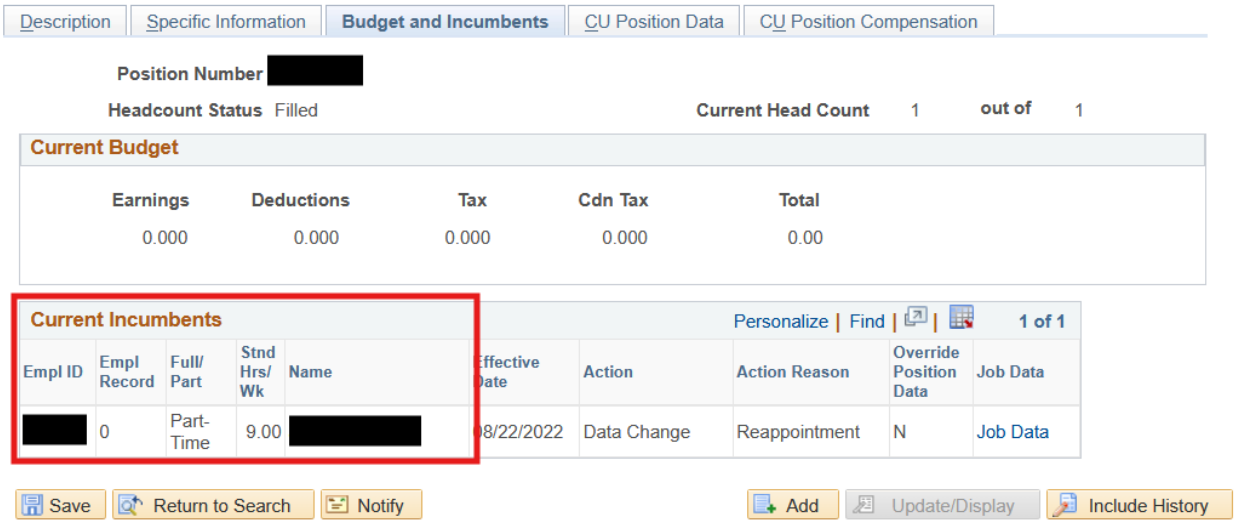
2. Update the Standard Hours in the "Salary Plan Information" section or the supervisor in the Reports To in the "Work Location" section.



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

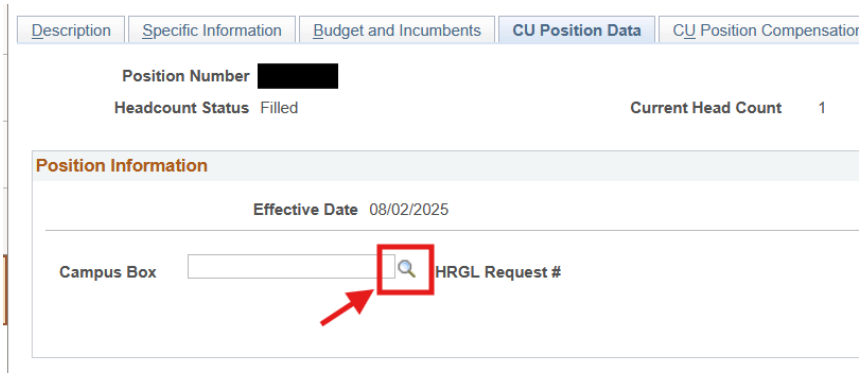


4. Go to the “Budget and Incumbents” tab and check the Current Incumbents section to make sure the position is currently occupied by the correct employee and is not already filled by another incumbent.



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.



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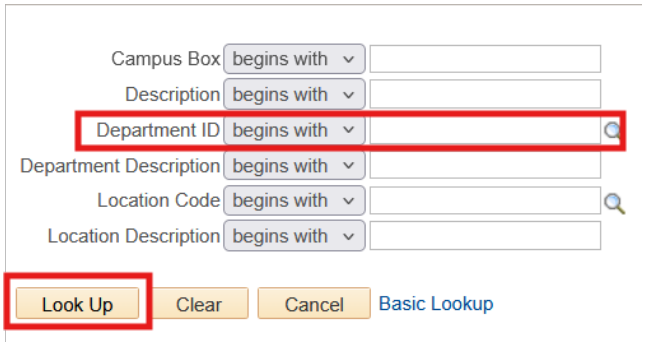
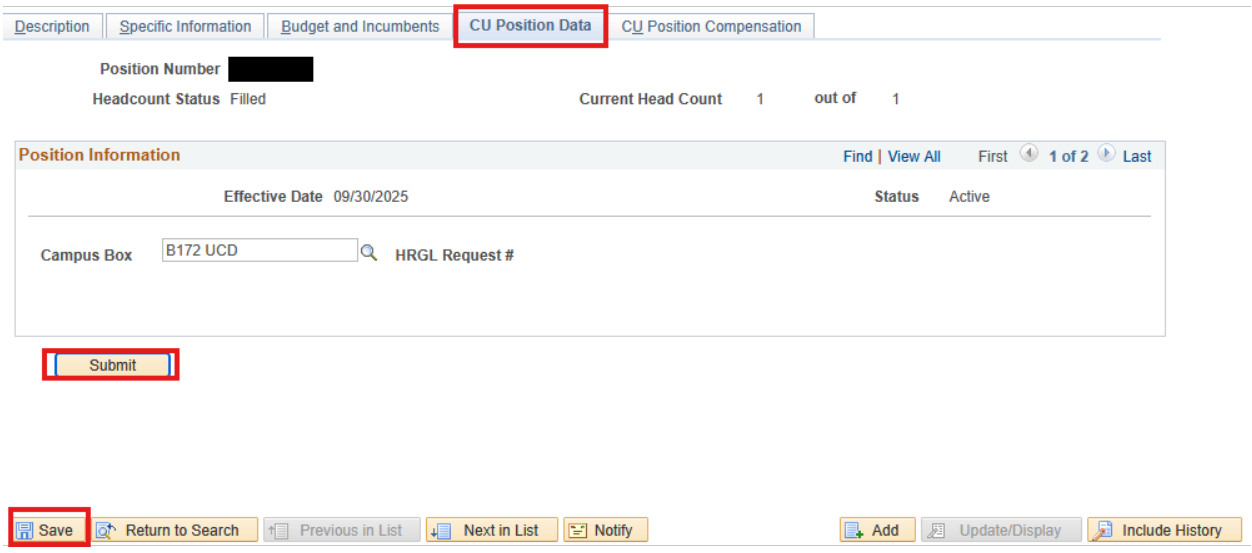


7. After the Campus Box has been selected click “Save” and “Submit”.



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