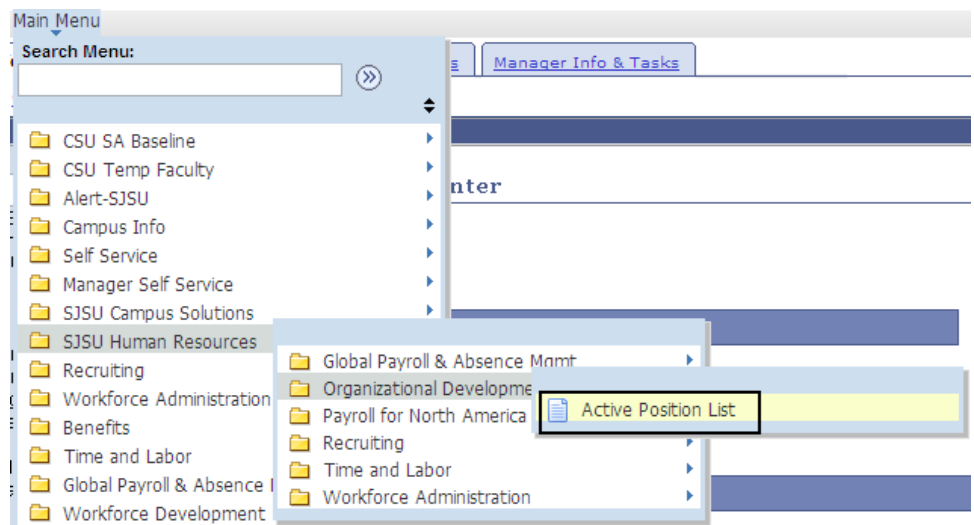


## Overview

The **Active Position List** is used to view the active positions, both filled and vacant, in a specified department. Many positions are for one person only, while others are multi-incumbent. This business process guide demonstrates how to view each position currently active in your department and the incumbent in that position (or **Vacant** if there is no incumbent). You will also see the funding associated with the position. The steps in this report are similar to all other SJSU custom HR reports.

- From the **Main Menu**, navigate to **SJSU Human Resources > Organizational Development.> Active Position List**.



*The Active Position List search page displays.*

- Click the **Search** button.

### Active Position List

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

---

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**The Active Position List search results display.**

3. Select a **Run Control ID** from your search results.

### Active Position List

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

[Find an Existing Value](#) [Add a New Value](#)

---

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-7 of 7 Last

Run Control ID	Language Code
Administration_Applications	English

**The Active Position List page displays.**

4. Enter criteria:
  - **SETID:** Enter SJ000.
  - **Department:** Enter your department number.
  - **Sort Options:** Click the radio button to select data sort on the report.
  - **Dean/AVP Report:** Click the checkbox for a department at this level to generate all departments under that level.
5. Click the **Run** button.

Active Position List

Run Control ID: Administration\_Applications [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Print Active Position List

SetID:

Department:   Dean/AVP Report

Sort Options

- Sort by Name within Job Groups
- Sort by Job Title, Name
- Sort by Position Number, Name

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

**The Process Scheduler Request page displays.**

6. Enter criteria:
  - **Server Name:** PSUNX
  - **Type:** Web
  - **Format:** PDF
7. Check the **Active Position list** or **Active/Inactive Employee List** checkbox. Both boxes cannot be checked at the same time.
8. Click the **OK** button.

**Process Scheduler Request**

User ID: \_\_\_\_\_ Run Control ID: Administration\_Applications

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Active Position List	SJHR010	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Active/Inactive Employee List	SJHR021	SQR Report	Web	PDF	<a href="#">Distribution</a>

**The Active Position List page displays again.**

9. Click the **Process Monitor** hyperlink.

**Active Position List**

Run Control ID: Administration\_Applications [Report Manager](#) [Process Monitor](#)

Process Instance:2173175

Report Request Parameters

Print Active Position List

SetID:

Department:   Dean/AVP Report

Sort Options

Sort by Name within Job Groups

Sort by Job Title, Name

Sort by Position Number, Name

**The Process List page displays.**

10. Wait at least 15 seconds, and then click the **Refresh** button.
11. Continue waiting and clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**.
12. Click the **Details** hyperlink.

**The Process Detail page displays.**

13. Click **View Log/Trace** hyperlink.

Process List Server List

View Process Request For

User ID:  Type:  Last  1 Days

Server: PSUNX Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2173175		SQR Report	SJHR010		10/19/2012 3:31:51PM PDT	Success	Posted	<a href="#">Details</a>

**Process Detail**

**Process**

Instance: 2173175 Type: SQR Report  
 Name: SJHR010 Description: Active Position List  
 Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: Administration_Applications Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/19/2012 3:41:33PM PDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 10/19/2012 3:31:51PM PDT	<a href="#">Message Log</a>
Began Process At: 10/19/2012 3:41:48PM PDT	Batch Timings
Ended Process At: 10/19/2012 3:42:00PM PDT	<a href="#">View Log/Trace</a>

The View Log/Trace page displays.

14. Click the PDF hyperlink.

### View Log/Trace

#### Report

Report ID: 155275      Process Instance: 2173175      [Message Log](#)  
Name: SJHR010      Process Type: SQR Report  
Run Status: Success

Active Position List

#### Distribution Details

Distribution Node: HASJTST      Expiration Date: 12/03/2012

#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SJHR010_2173175.log</a>	1,661	10/19/2012 3:42:00.517285PM PDT
<a href="#">sihr010_2173175.PDF</a>	12,507	10/19/2012 3:42:00.517285PM PDT
<a href="#">sihr010_2173175.out</a>	176	10/19/2012 3:42:00.517285PM PDT

#### Distribute To

Distribution ID Type	*Distribution ID
User	

**The report displays.**

Report ID: SJHR021		San Jose State University		Report Date: 06/23/06									
Page 1 of 3		Active/Inactive Position List		Report Time: 15:40:12									
Department: 1006 Rocket Science		Sort by Name within Job Group											
Posn Type/ Position JobCd/ Position Number Grade Description	Short Descr	CSU Unit	Reg Tmp	Pos PTE	Pos Budg Pool Inc	Pos Max Inc	Eff Date	Pos Eff Stat	Emplid/Rcd	Incumbent Name	EE FTE	Report To Name	
Faculty													
00004678 2360/5 Professor	IF AY-5	083	R	0.60	Y 100	1	07/01/05	A	0001	/0	Name 1	0.60	D Santari
00004539 2481/5 Dept Chair	DC 12-5	083	R	0.40	Y 100	1	07/01/05	A	0001	/1	Name 2	0.40	D Santari
00001210 2358/1 Lecturer AY-L	LEC AY-L	083	T	1.00	Y 100	999	01/01/01	A	0001	/0	Name 3	0.20	D Santari
00004446 2399/5 Professor	IF AY-5	083	R	1.00	Y 100	1	07/01/05	A	0001	/0	Name 4	1.00	D Santari
00001300 2358/2 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	01/01/01	A	0041	/0	Name 5	0.60	D Santari
00001300 2358/2 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	01/01/01	A	0001	/0	Name 6	0.20	D Santari
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A	0041	/2	Name 7	0.40	D Santari
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A	0051	/0	Name 8	0.27	R Johnson
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A	0041	/0	Name 9	0.33	D Santari
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A	0041	/0	Name 10	0.33	D Santari

**Sections of the Report**

- A. Section A of the report shows the **Position Type** (Faculty, Staff, and so forth) and **Number**, as well as the **Job Code** and **Titles** for the position. In addition, you will see the CSU Unit (where the checks are distributed), the **FTE** for the position and the maximum number of incumbents for the position. Positions with **Max Inc** of 999 are multi-incumbent positions; indicating many individuals can be hired in that one position number.
- B. Section B of the report shows the information for the incumbent in the position. It includes the **EmplID** and **Rcd #**, as well as the employee's name and their **FTE**. (The FTE could be different from the position FTE. If the position is vacant, only the word Vacant will appear.)
- C. Section C of the report shows the funding source for the position. This is **only** for the position and is not indicative of any employee-level funding changes you may have submitted to Accounting & Financial Systems. If you submitted any employee-level funding changes, they will be reflected on the **LCD-Setup Audit** report.

Report ID: SJHR010		San Jose State University		Report Date: 06/23/06						
Page 1 of 3		Active Position List		Report Time: 15:06:58						
Department: 1006 Rocket Science		Sort by Name within Job Group								
Posn Type/ Position JobCd/ Position Number Code Description	Short Descr	CSU Unit	Reg Tmp	Pos PTE	Pos Budg Pool Inc	Pos Max Inc	Emplid/Rcd	Incumbent Name	EE FTE	Fund-Account-Class-Project*
Faculty										
00004678 2360 Professor	IF AY-5	083	R	0.60	Y 100	1	00000	/0 Name1	0.60	10005-601100
00004539 2481 Dept Chair	DC 12-5	083	R	0.40	Y 100	1	00000	/1 Name 2	0.40	10005-601101
00001210 2358 Lecturer AY-L	LEC AY-L	083	T	1.00	Y 100	999	00003	/0 Name 3	0.20	10005-601813
00004446 2399 Professor	IF AY-5	083	R	1.00	Y 100	1	00002	/0 Name 4	1.00	10005-601100
00001300 2358 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	00422	/0 Name 5	0.60	10005-601813
00001300 2358 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	00010	/0 Name 6	0.20	10005-601813
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00480	/2 Name 7	0.40	10005-601813
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00521	/0 Name 8	0.27	10005-601813
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00482	/0 Name 9	0.33	10005-601813
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00482	/0 Name 10	0.33	10005-601813
00002120 2354 Teaching Associate	TCHNG ASAY	083	T	1.00	Y 100	999	00436	/1 Name 11	0.13	10005-601304

**A**

**B**

**C**