

Position Data

1

(Homepage) Workforce Administrator > Commitment Accounting > Add/Update Position Info

Add/Update Position Info

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

Find an Existing Value

Search Criteria

Position Number begins with 10022005

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Include History Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

1. Navigate to **Add/Update Position Info**.
2. Under the Search Criteria section, enter the **position number**.
3. Click the **Search** button.
4. Under the **Description** tab, you will see current position information such as Job Code, Department information and etc.

Description

Specific Information

Budget and Incumbents

HR Data

Position Information

1 of 1 | View All

Position Number	10022005	Current Head Count	1	out of	1
Headcount Status	Filled	Status	Active		
Effective Date	09/01/2019	Reason	JRC	Reclassification	Action Date 08/27/2019
Position Status	Approved	Status Date	05/01/2014	<input type="checkbox"/> Key Position	

Job Information


Business Unit	UTEP1	UT EL Paso			
Job Code	10406	Assistant Manager			
Reg/Temp	Regular		Full/Part Time	Full-Time	
Regular Shift	Not Applicable		Union Code		
Title	Assistant Manager		Short Title	Asst Mgr	Detailed Position Description

Work Location

Reg Region	USA	United States			
Department	301500	PeopleSoft	Company	ELP	University of Texas, El Paso



PeopleSoft Tips

- You can save this page as a favorite by selecting the Action List icon  located at the top of the screen and clicking on the Add to Favorites option.
- You can also search for position numbers by entering a **Department** number.