

# Position Data

Main Menu > Organizational Development > Position Management > Maintain Position/Budget > Add/Update Position Info

### Add/Update Position Info

Find an Existing Value

▼ Search Criteria

Position Number:	begins with ▼	10019678	1
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** 2 Clear   [Basic Search](#)   [Save Search Criteria](#)

1. Enter the position number in Search Criteria section.
2. Click the **Search** button.
3. Under the **Description** tab view current position information fields in the red box below for the position selected.

Description 3   [Specific Information](#)   [Budget and Incumbents](#)

#### Position Information

Find | View All   First 1 of 1 Last

Position Number: 10019678

Headcount Status: Partially Filled   Current Head Count:

Effective Date: 05/01/2014   Status: Active

Reason: UPD   Position Data Update   Action Date: 07/02/2014

Position Status: Approved   Status Date: 05/01/2014    Key Position

#### Job Information

Business Unit: UTE04   Business Affairs   Position Profile Management

Job Code: 10070   Undergraduate Assistant I

Reg/Temp: Regular   Full/Part Time: Part-Time

Regular Shift: N/A   Union Code:

Title: Undergraduate Assistant I   Short Title: 1004JB   Detailed Position Description

#### Work Location

Reg Region: USA   United States

Department: 301500   PeopleSoft   Company: ELP   University of Texas, El Paso

Location: 1   Administration Building

Reports To: 10020153   Manager   Dot-Line:

Supervisor Lvl:   Security Clearance:

#### Salary Plan Information



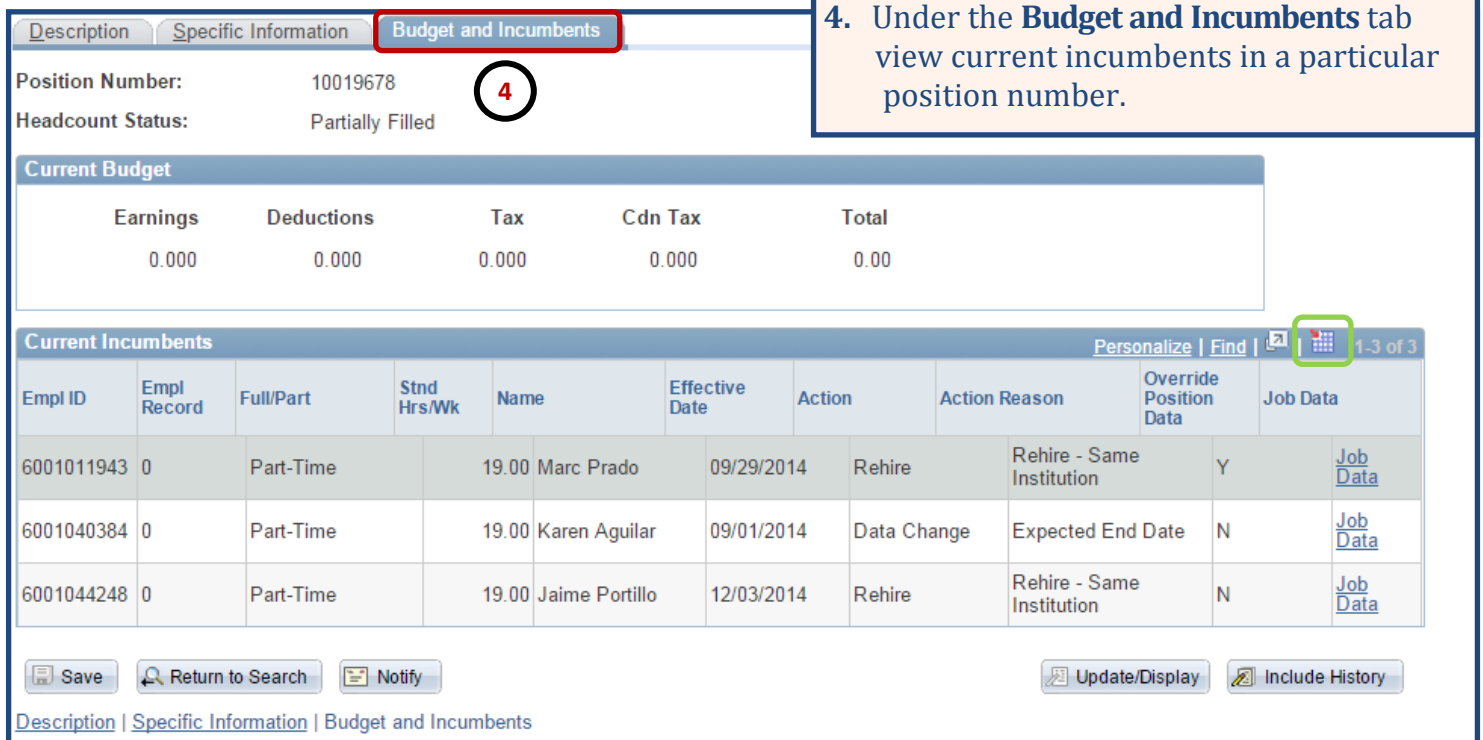
## PeopleSoft Tips

- Save this page as a favorite by using the “Add to My Links” hyperlink located at the top of the screen.
- You can also search for position numbers by entering a **Department** number.

# Position Data

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4. Under the **Budget and Incumbents** tab view current incumbents in a particular position number.



**Budget and Incumbents**

Position Number: 10019678  
Headcount Status: Partially Filled

**Current Budget**

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

**Current Incumbents**

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
6001011943	0	Part-Time	19.00	Marc Prado	09/29/2014	Rehire	Rehire - Same Institution	Y	<a href="#">Job Data</a>
6001040384	0	Part-Time	19.00	Karen Aguilar	09/01/2014	Data Change	Expected End Date	N	<a href="#">Job Data</a>
6001044248	0	Part-Time	19.00	Jaime Portillo	12/03/2014	Rehire	Rehire - Same Institution	N	<a href="#">Job Data</a>

Save | Return to Search | Notify | Update/Display | Include History

Description | Specific Information | Budget and Incumbents



## PeopleSoft Tips

- A particular position number may be using a student job code pooled for multiple incumbents.
- Use the table icon above to export multiple incumbents to an excel spreadsheet to review.
- Position numbers are also located by on the Current Job page in the PeopleSoft system. Please refer to the Current Job quick guide.

(Main Menu > Workforce Administration > Job Information > Current Job)