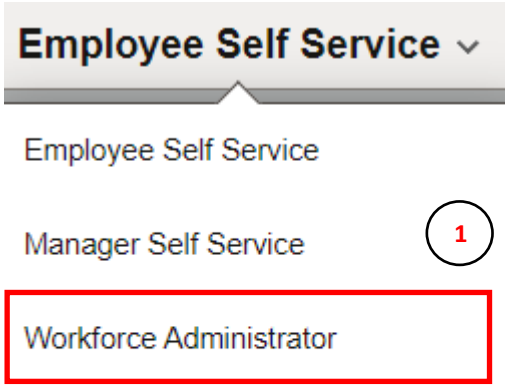
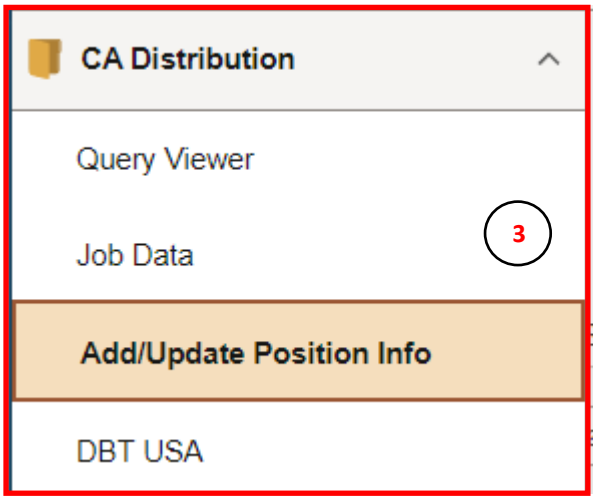
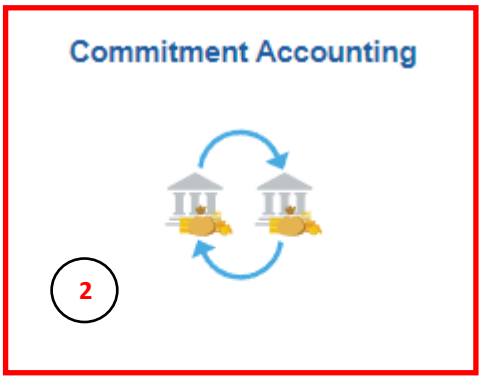
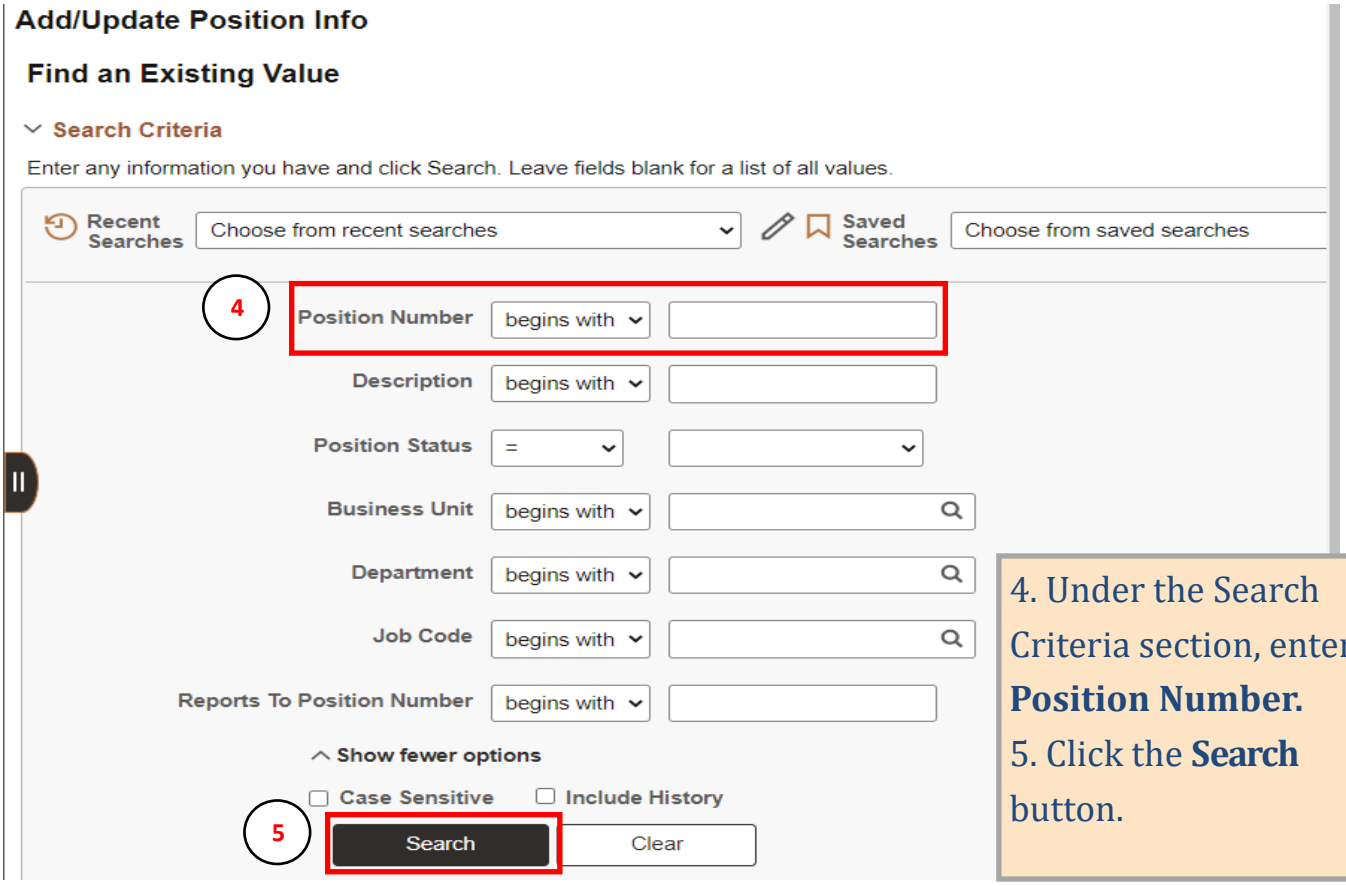
# Position Data

1. Log into PeopleSoft, from the drop down select **Workforce Administrator**.
2. Select the **Commitment Accounting** tile.
3. Next, from de **CA Distribution** select **Add/ Update Position info.**




4. Under the Search Criteria section, enter the **Position Number.**
5. Click the **Search** button.

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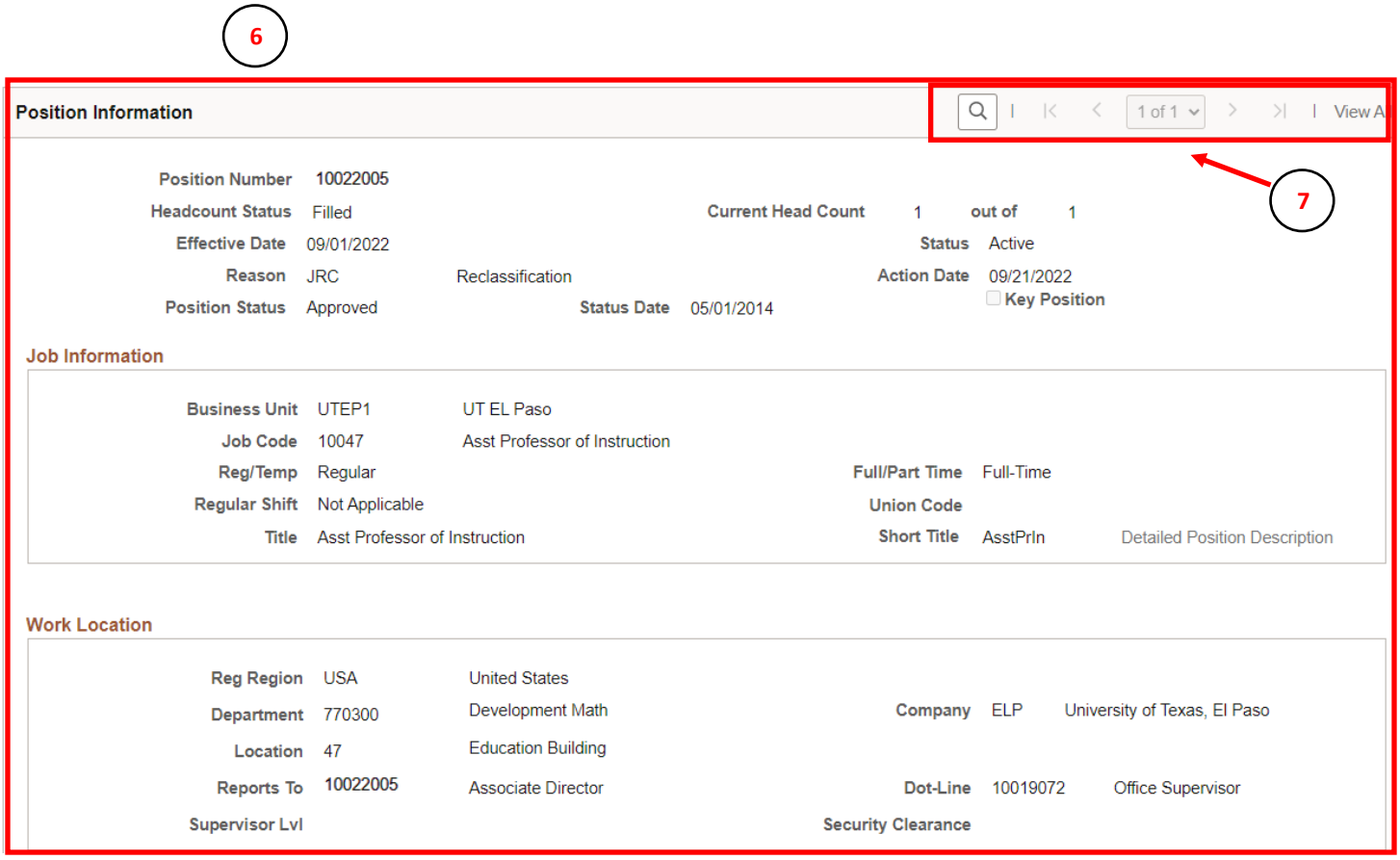
6. Under the **Description** tab, you will see current position information such as Job Code, Department information, work location, etc.
7.Click the "arrow" buttons to navigate through the historical data.




## 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.