



Human Resources  
UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

# University Staff & Classified Guide

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HRBP Guide

## HCM: Vacancy Report



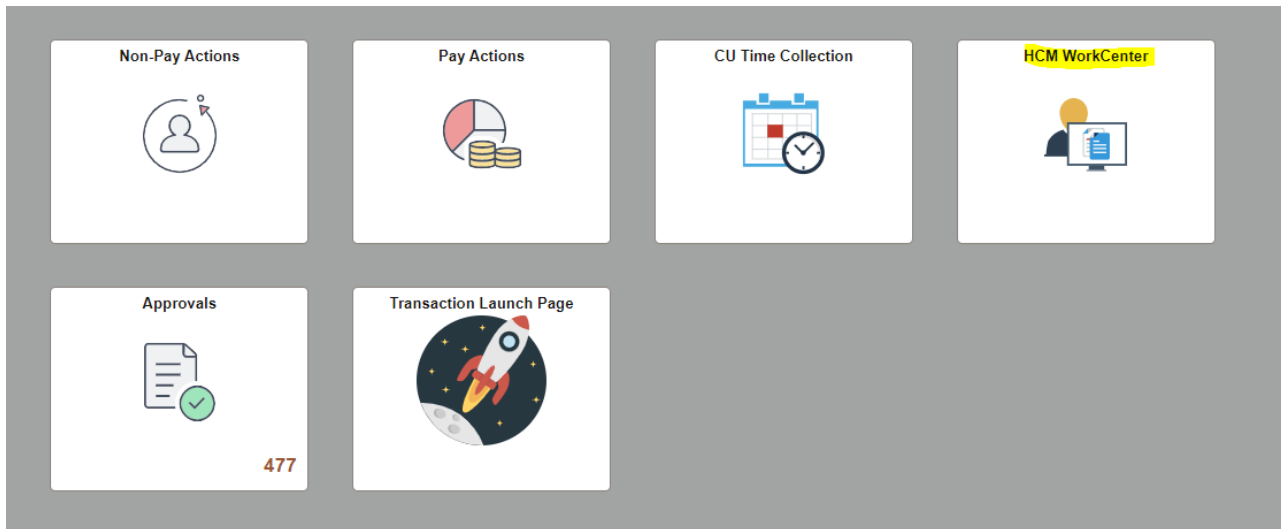
## HCM Vacancy Report

University best practice is to reuse position numbers vs. creating new ones, whenever possible. To identify vacant position numbers in your org structure, HRBPs can run a query in HCM using the step-by-step instructions below.

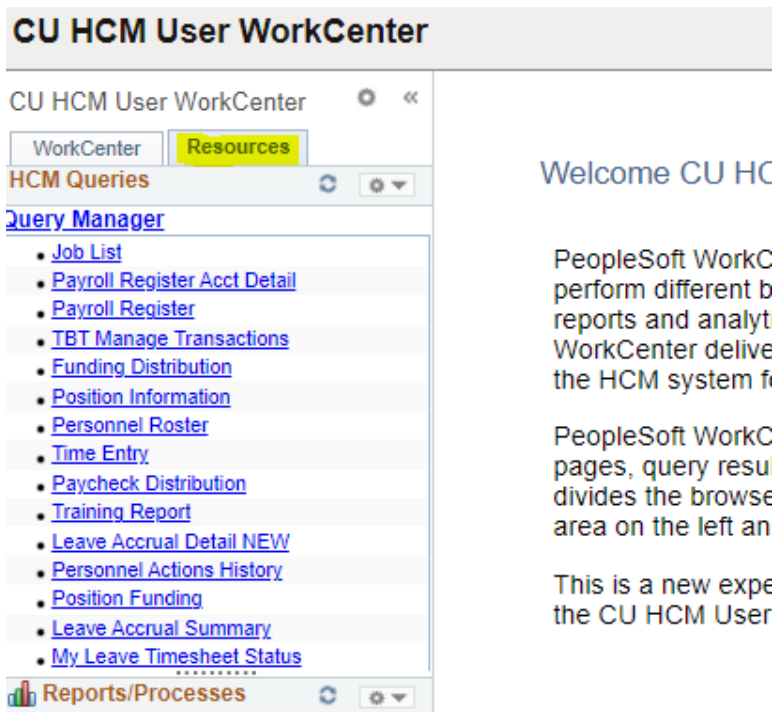
If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant.

## Step-by-Step: Vacancy Report

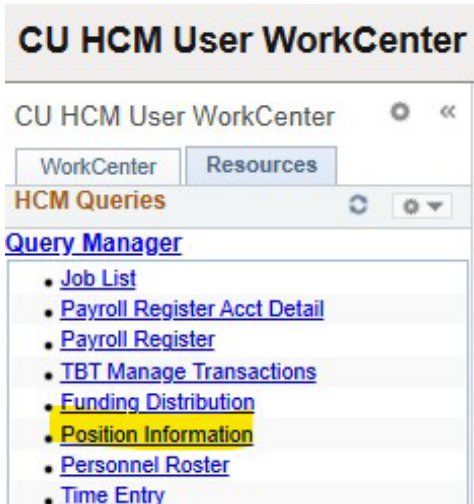
**Step #1** – Go to the HCM Community Users Main Page and click the HCM Work Center Tile



**Step #2** – In the HCM Work Center, open the "Resources" Tab



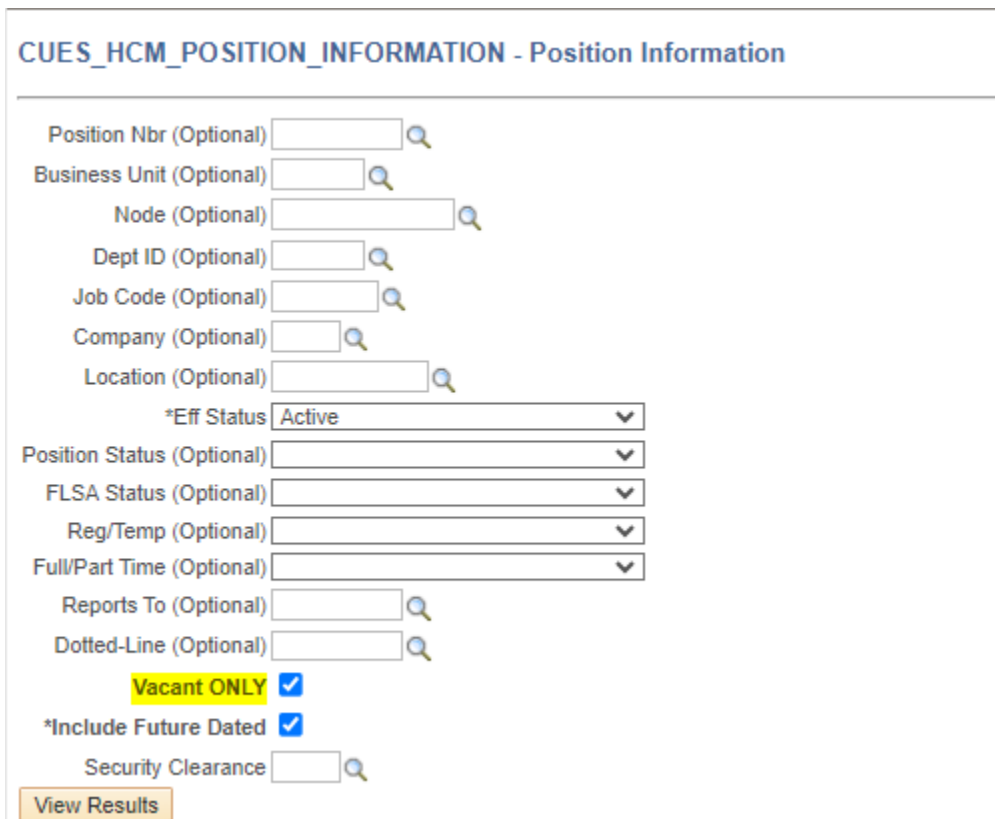
**Step #3** – In the HCM Queries list, select the Position Information query.



The screenshot shows the 'CU HCM User WorkCenter' interface. Under the 'HCM Queries' section, the 'Query Manager' list includes several options. The 'Position Information' query is highlighted with a yellow background.

- Job List
- Payroll Register Acct Detail
- Payroll Register
- TBT Manage Transactions
- Funding Distribution
- Position Information**
- Personnel Roster
- Time Entry

**Step #4:** Using the query menu, enter a Dept ID, select the “Vacant Only” check box and click View Results.



The screenshot shows the 'CUES\_HCM\_POSITION\_INFORMATION - Position Information' query form. The form includes several input fields and checkboxes. The 'Vacant ONLY' checkbox is checked, and the '\*Include Future Dated' checkbox is also checked. The 'View Results' button is at the bottom.

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

\*Eff Status

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

**Vacant ONLY** ☒

\*Include Future Dated ☒

Security Clearance

**View Results**



**Quick Tip!** One quick thing to keep in mind when running this report is that positions numbers do have to **remain in the same employment group**. For example, if you create a position number using a Faculty profile type, it cannot later be used to fill a University Staff vacancy. Attempting to convert employment groups will cause downstream errors in HCM.

**Step #5** – HRBP can then review the results and identify if a relevant vacant position number is available for use.