

# University Staff & Classified Guide

---

HRBP Guide

## HCM: Vacancy Report

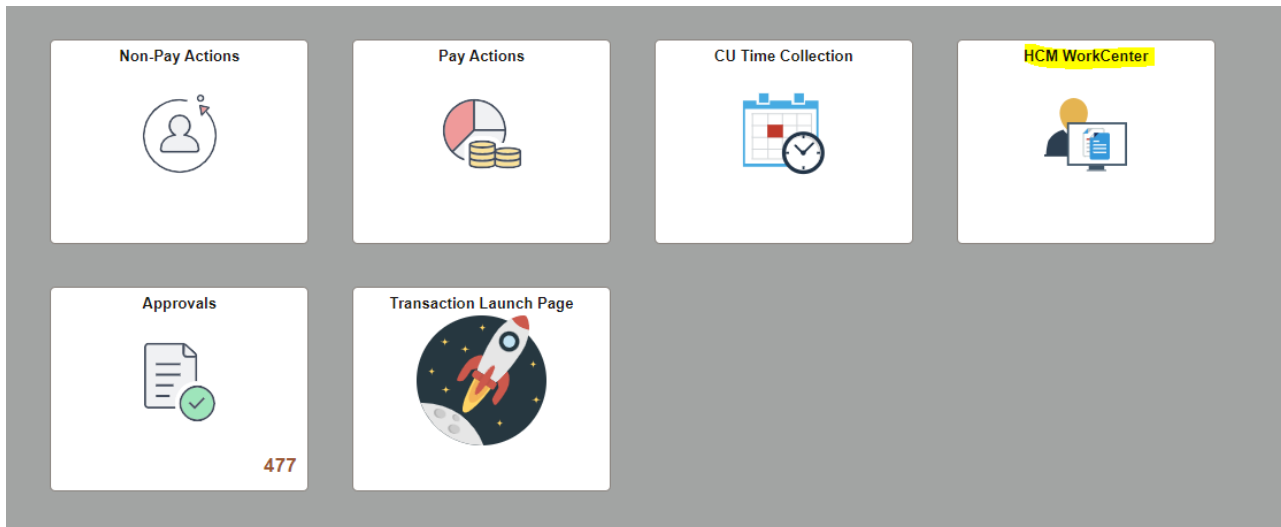
## HCM Vacancy Report

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.

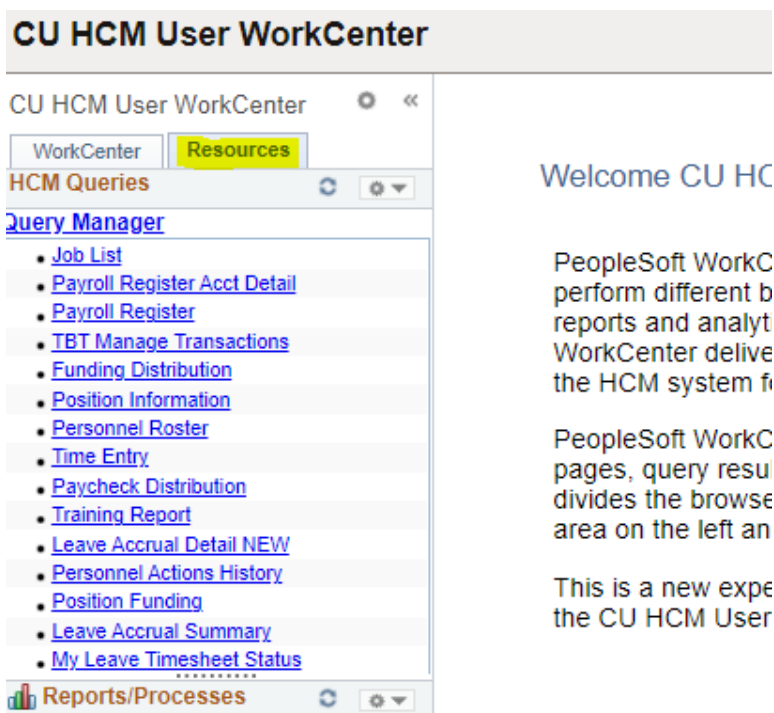
If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant.

## Step-by-Step: Vacancy Report

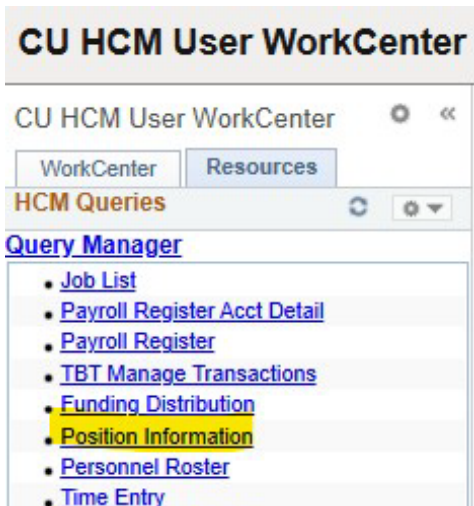
**Step #1** – Go to the HCM Community Users Main Page and click the HCM Work Center Tile



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



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



**CU HCM User WorkCenter**

CU HCM User WorkCenter

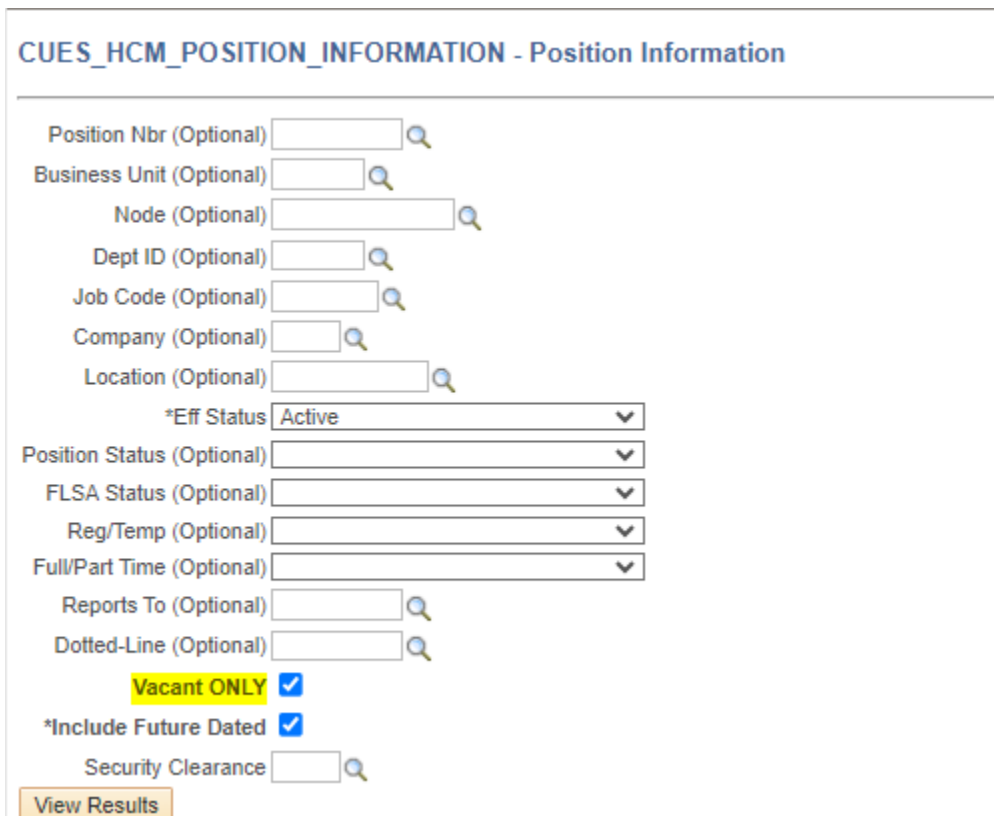
WorkCenter Resources

**HCM Queries**

Query Manager

- [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.



**CUES\_HCM\_POSITION\_INFORMATION - Position Information**

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

\*Eff Status **Active** ▼

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.