



University of Colorado Anschutz

Human Resources

# University Staff & Classified Guide

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HRBP Guide

## HCM: Vacancy Report



## HCM Vacancy Report

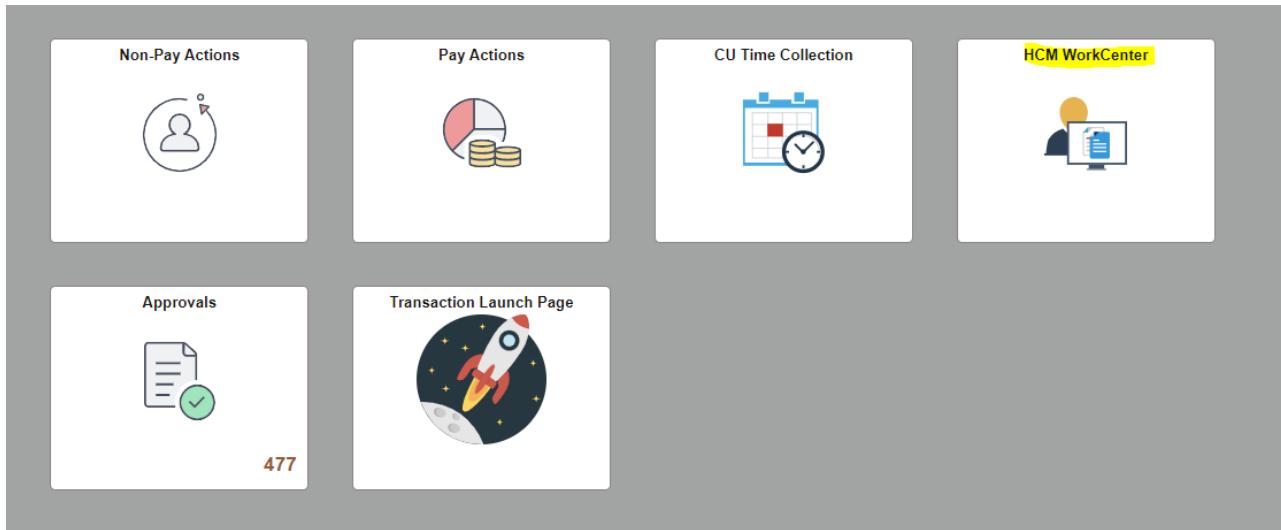
University best practice is to reuse position numbers vs. creating new ones, whenever possible. To identify vacant position numbers in your org structure, HRBPs can run a query in HCM using the step-by-step instructions below.

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

**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](#)
- [Paycheck Distribution](#)
- [Training Report](#)
- [Leave Accrual Detail NEW](#)
- [Personnel Actions History](#)
- [Position Funding](#)
- [Leave Accrual Summary](#)
- [My Leave Timesheet Status](#)

Reports/Processes

Welcome CU HC

PeopleSoft WorkC perform different b reports and analyt WorkCenter delive the HCM system f

PeopleSoft WorkC pages, query resu divides the browse area on the left an

This is a new expe the CU HCM User



**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](#)
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- **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

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.