University of Colorado Anschutz

Human Resources

University Staff & Classified Guide

HRBP Guide

HCM: Vacancy Report

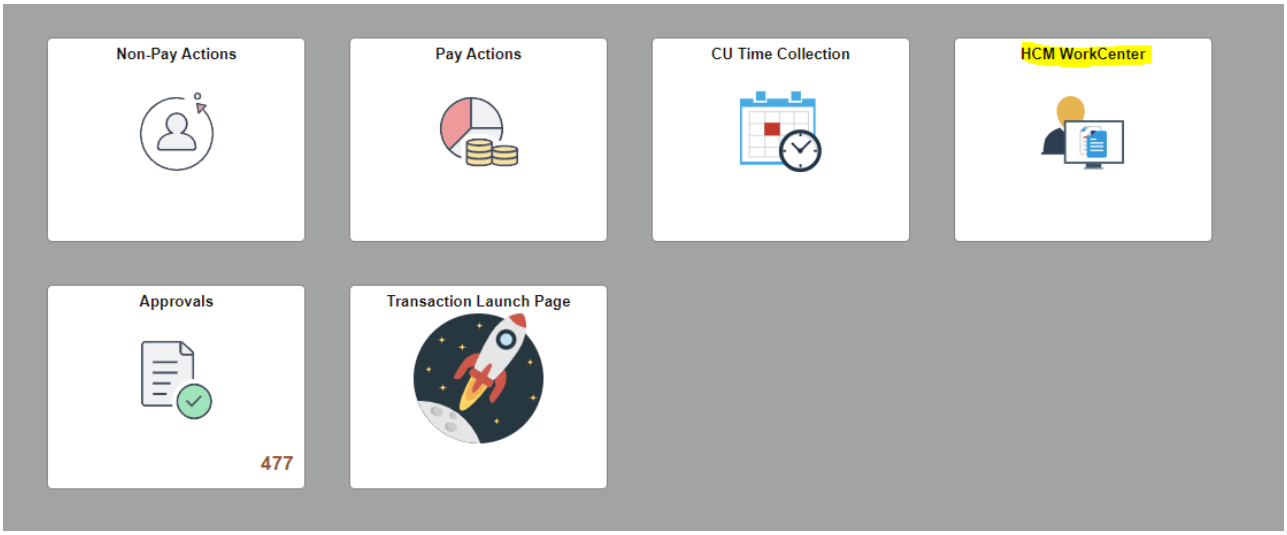
HCM Vacancy Report

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.

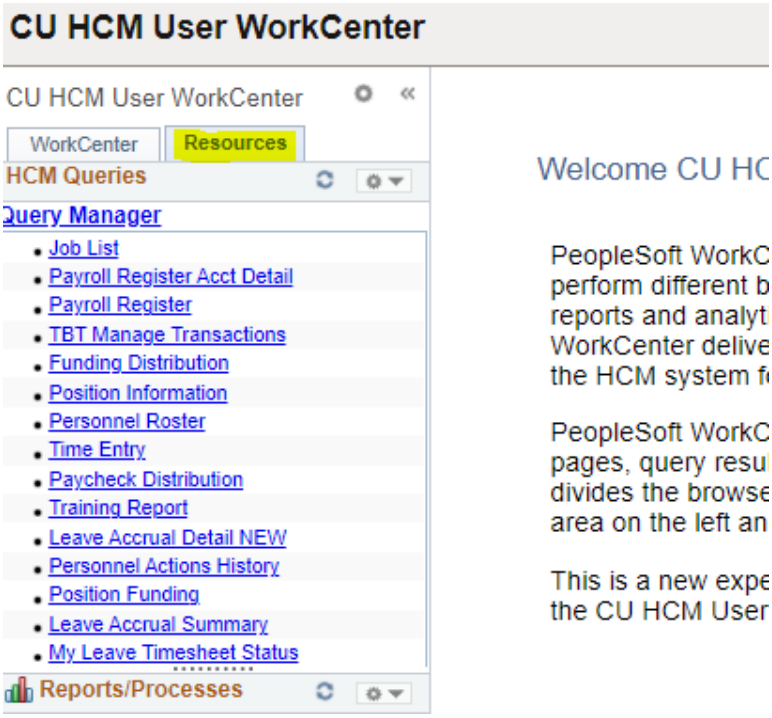
If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant.

Step-by-Step: Vacancy Report

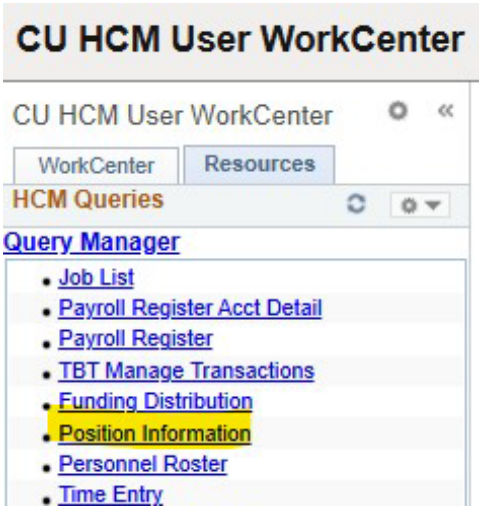
Step #1 – Go to the HCM Community Users Main Page and click the HCM Work Center Tile



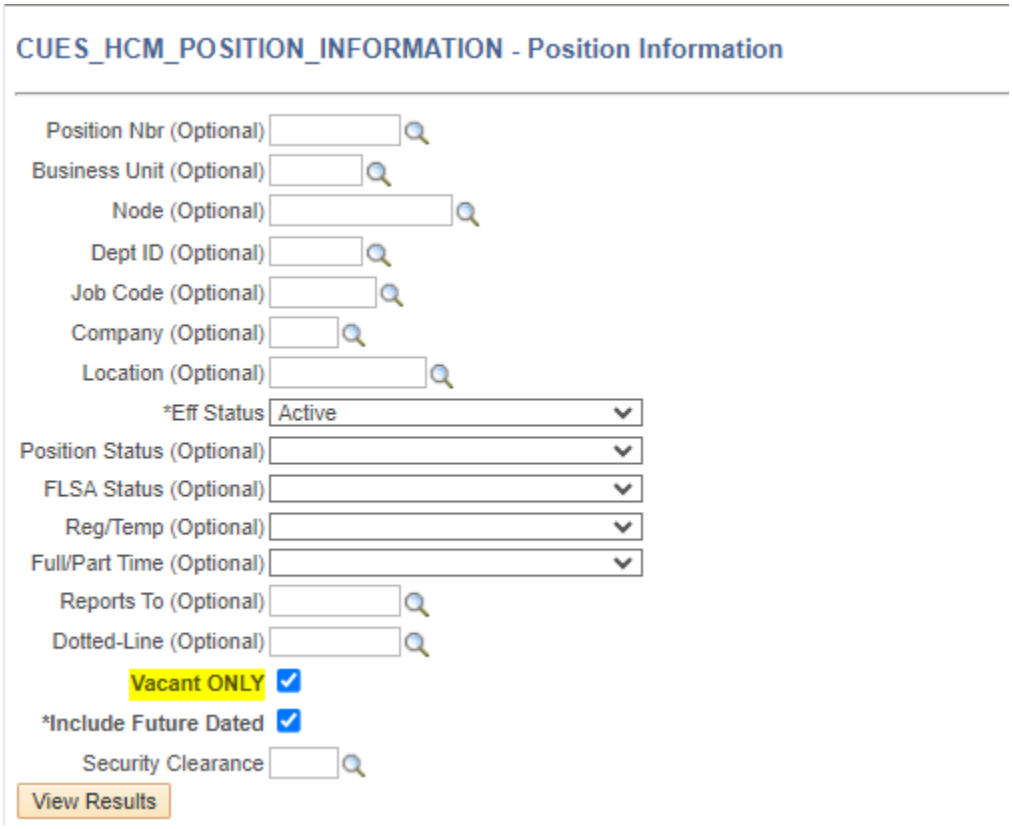
Step #2 – In the HCM Work Center, open the "Resources" Tab



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



Step #4: Using the query menu, enter a Dept ID, select the "Vacant Only" check box and click 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.