



Human Resources  
UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

# University Staff & Classified Guide

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HRBP Guide

## HCM: Vacancy Report



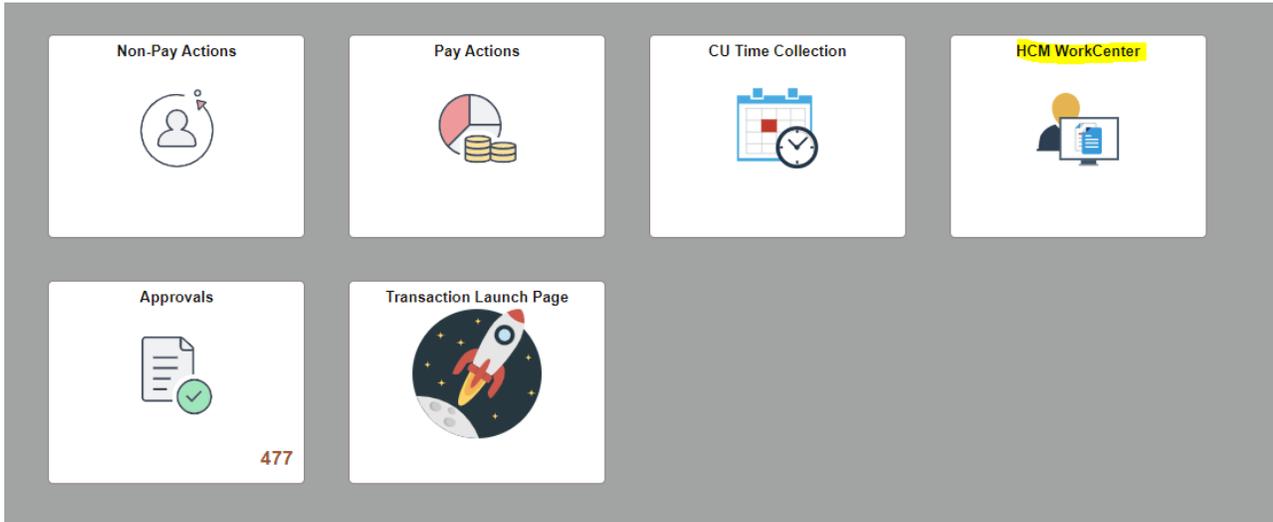
## HCM Vacancy Report

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.

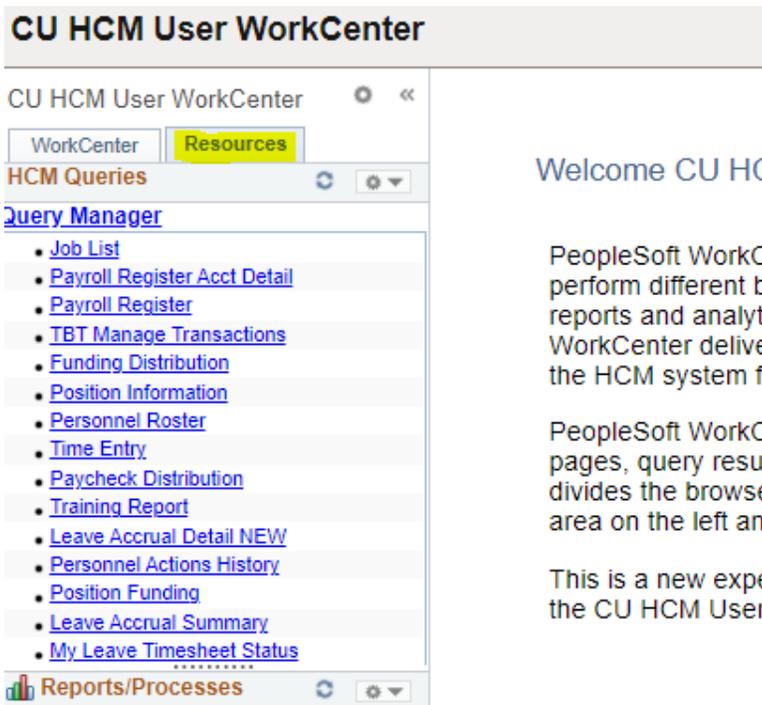
If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant.

## Step-by-Step: Vacancy Report

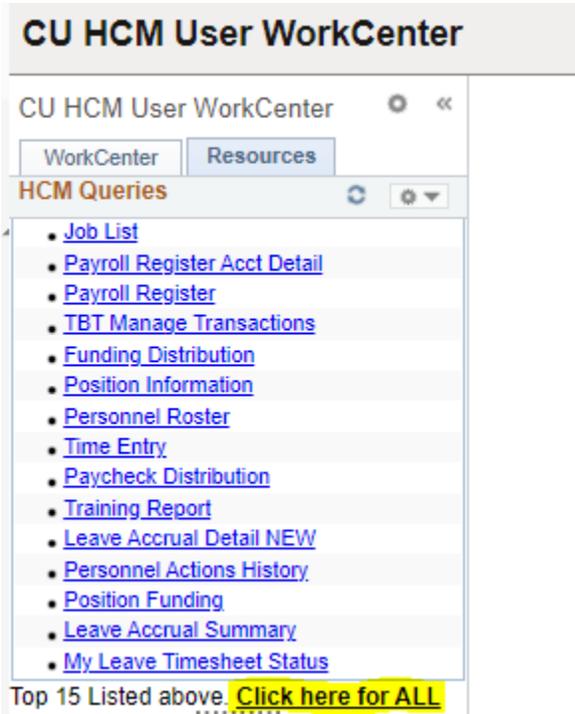
**Step #1** – Go to the HCM Community Users Main Page and click the HCM Work Center Tile



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



**Step #3** – Scroll down and click the "*Click here for ALL*" link - this will open the entire reporting library



**Step #4** – Scroll down to the Position Information Report #98 (\*make sure to check the **vacant** box when running this report).

|     |                                |   |
|-----|--------------------------------|---|
| 91  | Payroll Register Acct Detail   | This query returns pay check information and an earnings breakdown with accounting details by PPE.  |
| 92  | Payroll Register Summary       | This query returns pay check information by PPE (no earnings breakdown) and includes a pay card flag.   |
| 93  | Personnel Actions History      | This query returns a history of an employee's action/reason code information by empl ID, dept ID, job code, action/reason codes and/or eff dates. |
| 94  | Personnel Roster               | This query returns important job data for active employees, including supervisor information.   |
| 95  | Position Funding               | This query returns current position funding for active positions only.  |
| 96  | Position History               | This query returns historical position data. It also returns future-dated position data as long as a current effective-dated row exists.          |
| 97  | Position Incumbents            | This query returns the incumbent history for positions and includes a current incumbent flag.   |
| 98  | Position Information           | This query returns current position information with options to search for vacant or inactive positions.  |
| 99  | Possible Terminations Needed   | This query returns current active employees that have not received pay in at least 4 months.  |
| 100 | Prev Mon Turnover Anal by Node | Turnover Rate = Terminations * 100/ ((Begin Count + End Count)/2) By Department or Tree Node  |

**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.



### 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

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