



Human Resources

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

University Staff & Classified Guide

HRBP Guide

HCM: Vacancy Report



HCM Vacancy Report

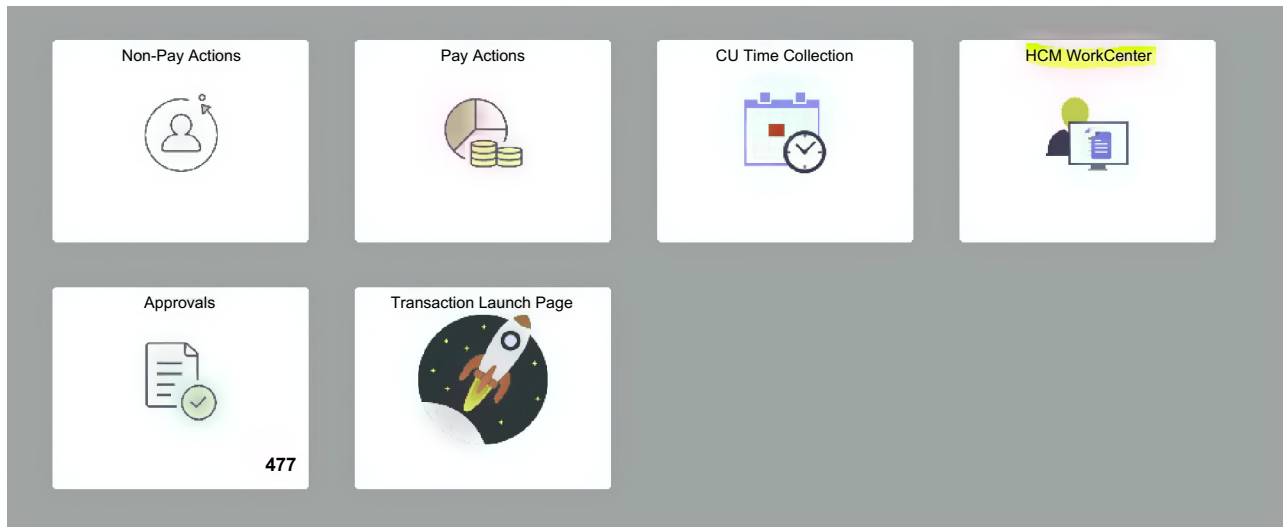
University best practice is to reuse position numbers vs. creating new ones, whenever possible. To identify vacant position numbers in your org structure, HRBPs can run a query in HCM using the step-by-step instructions below.

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

CU HCM User WorkCenter

CU HCM User WorkCenter O «

I WorkCenter Resources

HCM Queries

Q

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

In Reports/Processes

Q o»

Welcome CU HC

PeopleSoft WorkC
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WorkCenter delive
the HCM system fi

PeopleSoft **WorkC**
pages, query resu
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area on the left an

This is a new expe
the CU HCM User



Step #3 - Scroll down and click the "[Click here for ALL](#)" link - this will open the entire reporting library

CU HCM User WorkCenter

CU HCM User WorkCenter Overview

WorkCenter **Resources**

HCM Queries g ov

- [Job List](#)
- [Payroll Register Accrual Detail](#)
- [Payroll Register](#)
- [TET 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](#)

Top 15 Listed above. [Click here for ALL](#)

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

- 91 [Payroll Register](#) Detail" Redster Acct 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 [Terminations](#) This query returns current active employees that have not received pay in at least 4 months.
- 100 [Payroll Turnover](#) 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)		IQ
Business Unit (Optional)		IQ
Node (Optional)		A
Dept ID (Optional)		ZLQ
Job Code (Optional)		IQ
Company (Optional)		LQ
Location (Optional)		IQ
*Eff Status	Active	v
Position Status (Optional)		V
FLSA Status (Optional)		v
Reg/Temp (Optional)		v 1
Ful/Part Time (Optional)		v 1
Reports To (Optional)		Q
Dotted-Line (Optional)		Q
Vacant ONLY S		
Exclude Future Dated S		
Security Clearance		LQ
View Results		

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