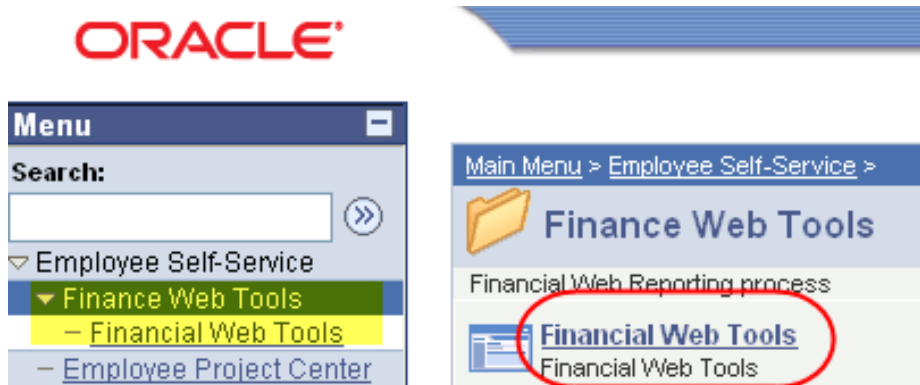


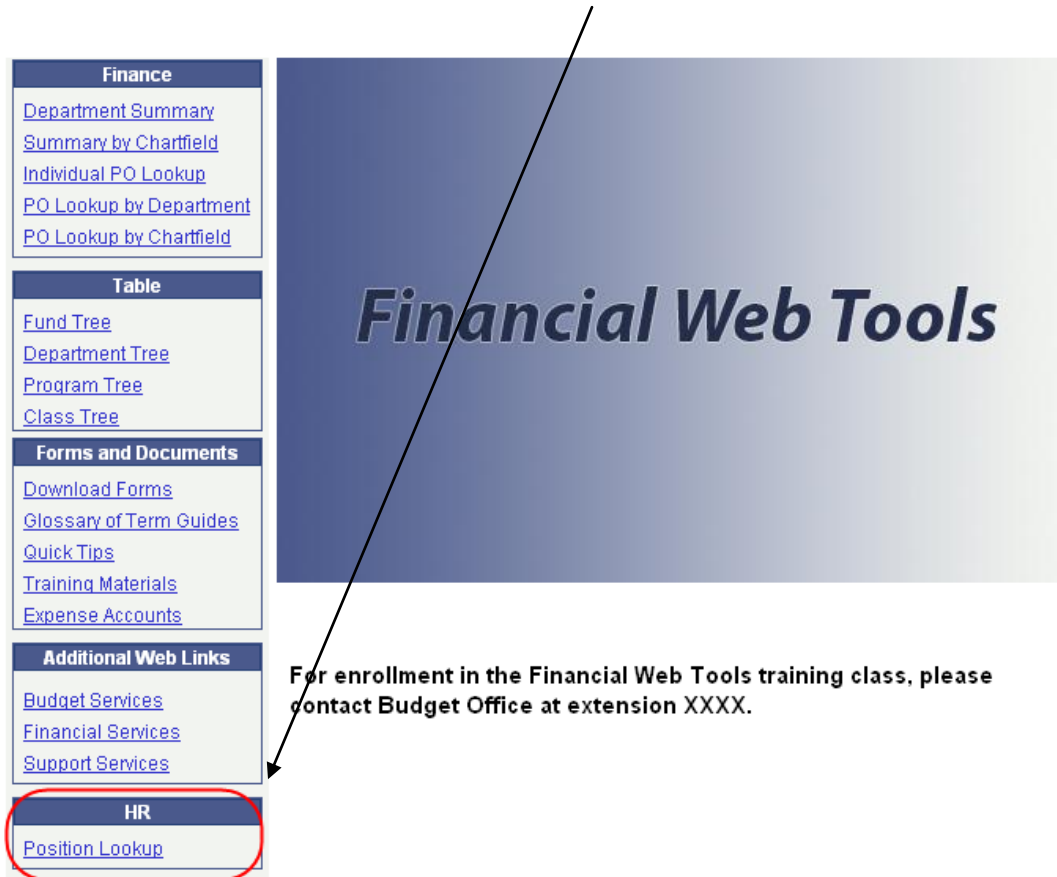
# Department Position Lookup Guide

Departmental Position Lookup will supply the campus financial users with online position information to assist in payroll planning and management. This information provides needed data when dealing with personnel and position management issues such as hiring, reclassifying, attendance reporting, etc. It also provides the ability to export data to Excel so information can be used for budget planning, such as projecting position budgets and position cost for current and future years.

## Step 1: Log on to Cal Poly Pomona Oracle Finance Web Tools



## Step 2: Click on "Position Lookup" hyperlink



**Step 4: Enter Department ID (Enter Job Code only if you want to view positions with a specific job code - if not, leave blank). Click on **Submit****

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Finance

- Department Summary
- Summary by Chartfield
- Individual PO Lookup
- PO Lookup by Department
- PO Lookup by Chartfield

Search

Dept ID: 9XXXX

Job Code:

Submit

Position Lookup Result

Dept Id:

Job Code:

Position#	Job Code	Description	EmplID	Name	Rate of Pay
					0.00

**Results using only Department ID**

Position Lookup Result

Dept Id: 9XXXX CPP Services

Job Code: %

Position#	Job Code	Description	EmplID	Name	Rate of Pay	Distr%	Account Code	RU
00002218	1870	Student Assistant		Various	0.00	100%	9XXXX-POM0160130300000602	9XX
00003536	1871	Stdnt Trnee,On-Cmps Wrk Stdy		Various	0.00	25%	9XXXX-POM0160200100000602	9XX
00002357	1874	Brdg Student Assistant		Currently Vacant	0.00	100%	9XXXX-POM0160130300000602	9XX
00001285	1038	Admin Analyst/Spclst EI-12 Mo	*****1551	Bronco Billy	5097.00	100%	9XXXX-POM0160130000000602	9XX
00001292	1038	Admin Analyst/Spclst EII-12Mo	*****1149	Micky Mouse	4631.00	100%	9XXXX-POM0160130000000602	9XX
00001295	1038	Admin Analyst/Spclst EIII-12Mo	*****5097	Minnie Mouse	5888.00	100%	9XXXX-PRA0160130000001100	9XX
00002035	1038	Admin Analyst/Spclst EIII-12 M	*****7581	Donald Duck	3091.50	100%	9XXXX-POM0160130000000602	9XX

**Click on Various magnifying glass to drill down and see names of employees in multi-head count positions**

**Results when clicking on Various**

Position Lookup Result

Dept Id: 9XXXX CPP Services

Job Code: 1871

Position#	Job Code	Description	EmplID	Name	Rate of Pay	Distr%	Account Code	RU
00003536	1871	Stdnt Trnee,On-Cmps Wrk Stdy		Bronco Billy	8.00	25%	9XXXX-POM0160200100000602	9XX
00003536	1871	Stdnt Trnee,On-Cmps Wrk Stdy		Bronco Billy	8.00	75%	9XXXX-POM0160200100000602	9XX

**Searching for Positions using Department ID and Job Code information:**

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- [Department Summary](#)
- [Summary by Chartfield](#)
- [Individual PO Lookup](#)
- [PO Lookup by Department](#)
- [PO Lookup by Chartfield](#)

**Search**

Dept Id: 9XXXX

Job Code: 1741

**Submit**

**Position Lookup Result**

Dept Id:

Job Code:

Position#	Job Code	Description	EmplID	Name	Rate of Pay	Distr%
						0.00

**Results when using Department ID and Job Code**

**Only positions for Job Code 1741 are retrieved**

**Position Lookup Result**

Dept Id: 9XXXX CPP Services

Job Code: 1741

Position#	Job Code	Description	EmplID	Name	Rate of Pay	Distr%	Account Code	RU
00001288	1741	Accounting Technician II	*****0936	Micky Mouse	3430.00	100%	9XXXX-PRA0160130000001100	9XX
00001291	1741	Accounting Technician II	*****2302	Minnie Mouse	3580.00	100%	9XXXX-POM0160130000000602	9XX
00003528	1741	Accounting Technician II	*****9535	Donald Duck	3445.00	100%	9XXXX-POM0160130000000602	9XX
00004022	1741	Accounting Technician II	*****2540	Tinker Bell	3396.00	100%	9XXXX-POM0160130000000602	9XX

At this point you can choose to export data to Excel by clicking on the 

**Note:** To return to the previous page, click on the return button located on the menu bar on the left side of the screen.

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- [Department Summary](#)
- [Summary by Chartfield](#)
- [Individual PO Lookup](#)
- [PO Lookup by Department](#)
- [PO Lookup by Chartfield](#)

**Return**

**Return**

### Definition of Terms for Position Lookup Results

<b>Department ID</b>	A 5-digit chartfield code that uniquely identifies departments/operating units.
<b>Position Number</b>	An 8-digit code used in position management.
<b>Job Code</b>	A 4-digit code that identifies job classification and is used in position management.
<b>Description</b>	Job title
<b>Empl ID</b>	A 10-digit code which appears on position management reports and uniquely identifies an employee.
<b>Name</b>	Employee name <b>Currently Vacant</b> - Current year budgeted position with no incumbent <b>Various</b> - Multi-head count position (i.e. student assistants, part-time faculty, etc.)
<b>Rate of Pay</b>	The full monthly or hourly rate of an employee.
<b>Distribution %</b>	Funding distribution
<b>Account Code</b>	Identifies the funding source used for labor cost distribution in the Human Resource system.
<b>Reporting Unit</b>	Identifies a group of employees for payroll certification and check distribution.

Thank you for using the online training guides to further your understanding of Cal Poly Pomona Oracle Finance Web Tools. If you have any further questions, please forward your questions to [fwt\\_support@mailman.csupomona.edu](mailto:fwt_support@mailman.csupomona.edu).