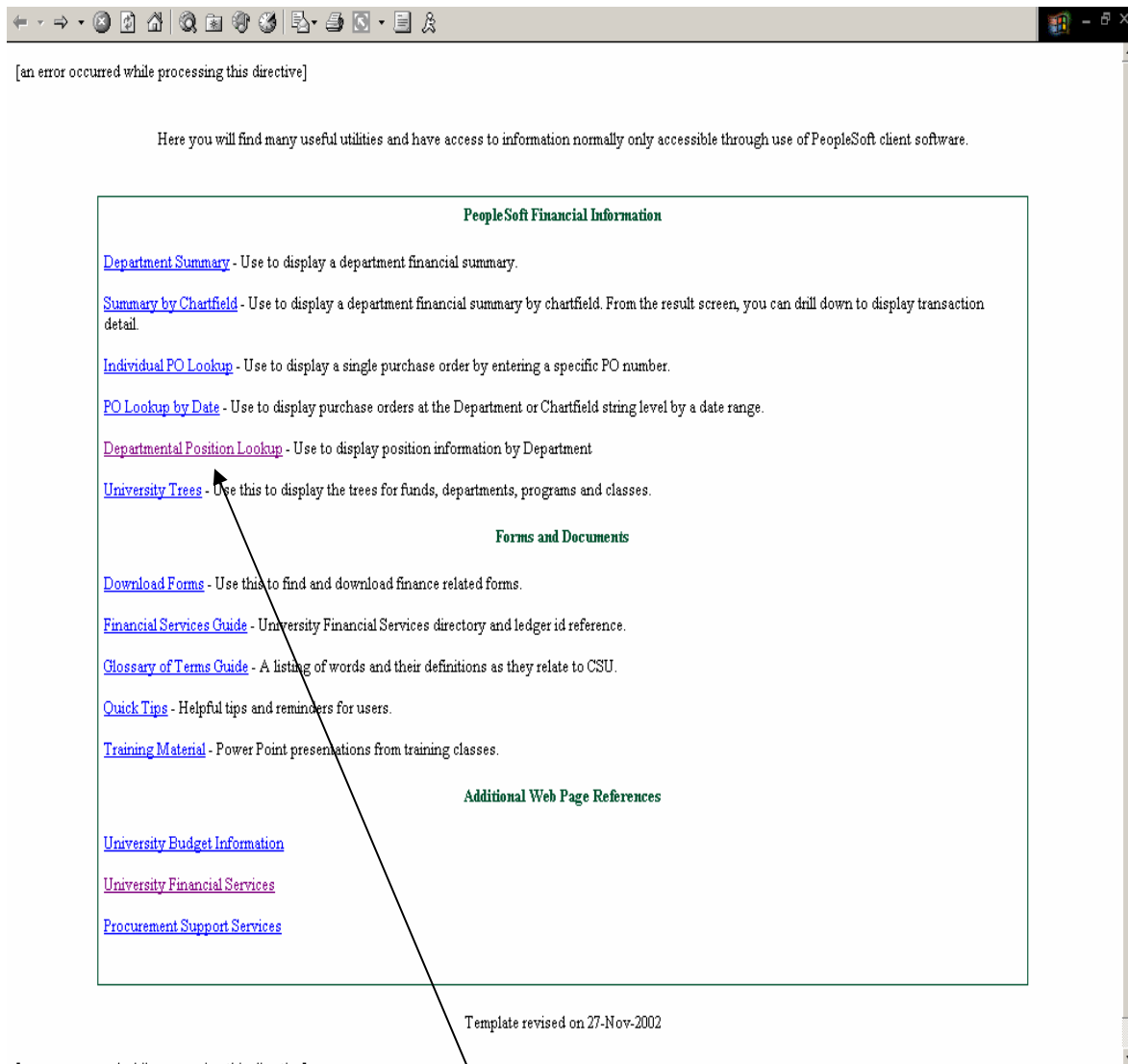


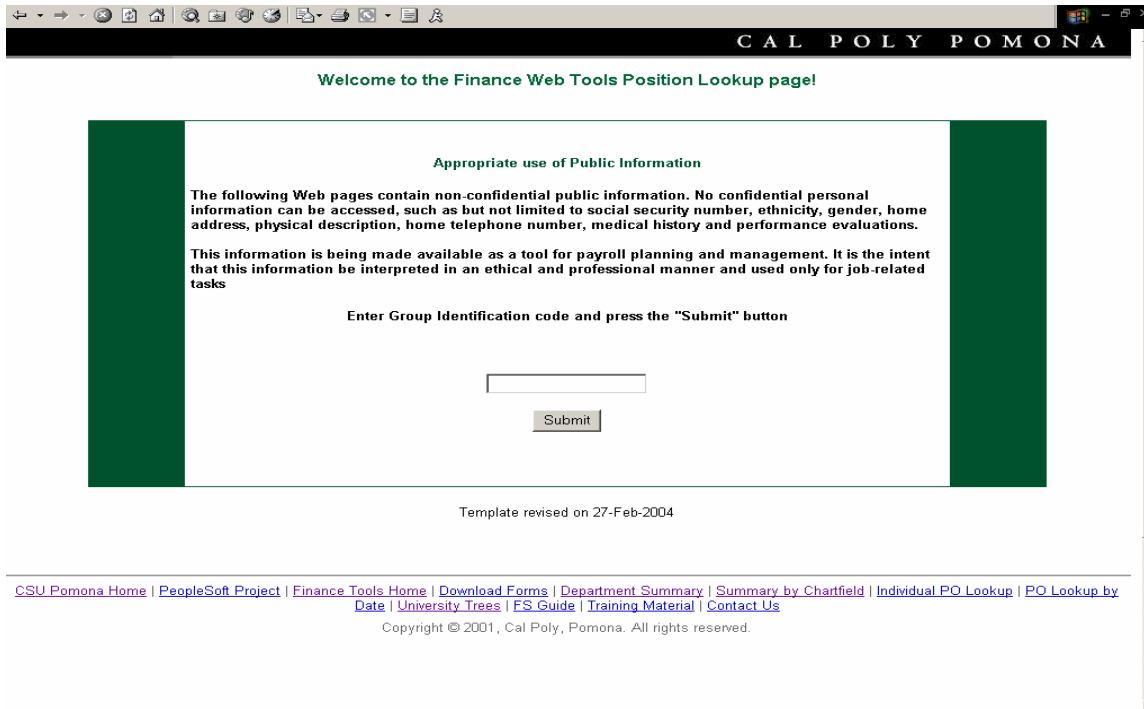
DEPARTMENTAL POSITION LOOKUP

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, reclassing, 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.

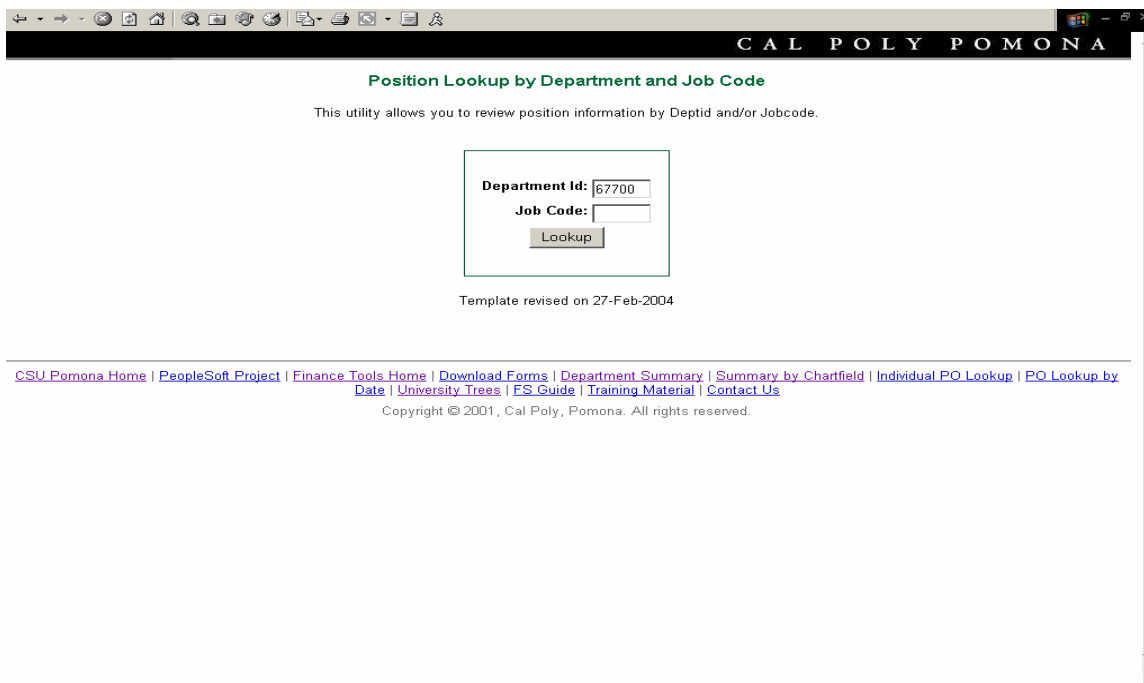
Step 1: Log on to Cal Poly Pomona Finance Web Tools <http://www.csupomona.edu/~pssoft/>



Step 2: Click on Departmental Position Lookup



Step 3: Enter Group ID and click on Submit



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 Lookup

Results using only Department ID

Position Lookup Result

Dept Id: 67700 Accounting Services

Job Code:

Position#	Job Code	Description	Emplid	Name	Rate of Pay	Distr %	Account Code	RU
00001285	1038	Admin Analyst/Spclst EI-12 Mo	000031551		4,643.00	100%	67700-POM0160130000000602	677
00001286	1762	Accountant I	000035893		4,113.00	100%	67700-POM0160130000000602	677
00001287	1762	Accountant I	007146464		3,674.00	100%	67700-POM0160130000000602	677
00001288	1741	Accounting Technician II			0.00	100%	67700-POM0160130000000602	677
00001291	1741	Accounting Technician II	000042302		3,228.00	100%	67700-POM0160130000000602	677
00001292	1038	Admin Analyst/Spclst E II-12Mo	007032532		4,650.00	100%	67700-POM0160130000000602	677
00001294	3312	Dir Accounting Svcs	000045019		8,617.00	100%	67700-POM0160120100000602	677
00001295	1038	Admin Analyst/Spclst EIII-12Mo	000045097		5,579.00	100%	67700-POM0160130000000602	677
00002035	1038	Admin Analyst/Spclst EIII-12 M	000087581		2,789.50	100%	67700-POM0160130000000602	677
00002218	1870	Student Assistant		Various		100%	67700-POM0160130300000602	677
00002357	1874	Brdg Student Assistant		Currently Vacant	0.00	100%	67700-POM0160130300000602	677
00003456	1038	Admin Analyst/Spclst EI-12 Mo	001880944		3,874.00	100%	67700-POM0160130000000602	677
00003503	1762	Accountant I		Currently Vacant	0.00	100%	67700-POM0160130000000602	677
00003536	1871	Stdnt Trnee,On-Cmps Wrk Stdy		Various		25%	67700-POM0160200100000602	677
00004022	1038	Admin Analyst/Spclst III-12 Mo		Currently Vacant	0.00	100%	67700-POM0160130000000602	677
00004023	3312	GAAP and Tax Manager	007310212		7,084.00	100%	67700-POM0160120100000602	677

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

Definition of Terms for Position Lookup Results

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

Results when clicking on Various

Position Lookup Result

Dept Id: 67700 Accounting Services
 Job Code:

Position#	Job Code	Description	Emplid	Name	Rate of Pay	Distr %	Account Code	RU
00002218	1870	Student Assistant	006972407		8.29	100%	67700-POM0160130300000602	677
00002218	1870	Student Assistant	000109447		8.29	100%	67700-POM0160130300000602	677
00002218	1870	Student Assistant	004895579		8.29	100%	67700-POM0160130300000602	677

**Results when using Department ID and Job Code
 Only positions for Job Code 1741 are retrieved**

Position Lookup Result

Dept Id: 67700 Accounting Services
 Job Code: 1741 Accounting Technician II

Position#	Job Code	Description	Emplid	Name	Rate of Pay	Distr %	Account Code	RU
00001288	1741	Accounting Technician II		Currently Vacant	0.00	100%	67700-POM0160130000000602	677
00001291	1741	Accounting Technician II	000042302		3,228.00	100%	67700-POM0160130000000602	677

[Printable Summary](#)

This link will open a new window displaying the summary in a printable format.

[Export Summary](#)

To export summary into Excel, click this link, when data appears do the following, click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

At this point you can choose to export data to Excel using the Export Summary instructions