



## **HRS8050 - Position Listing by Campus**



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# HRS8050 - Position Listing by Campus

**Position Management > Reports > PMIS Reports > Position Listing by Campus**

The report provides a list of all positions within a campus. The report is sorted by campus number and includes each job position along with a position number, billet number, description, employee number, employee name, percentage of day worked, and pay frequency.

Parameter	Parameter Description
<b>Sort by Employee Name (E), Position Number (P)</b>	<p>E - Sort the report by employee name. P - Sort the report by position number. This is a required field.</p>
<b>Sort Vacant Position Last?</b>	<p>Y - Sort the vacant positions last on the report. N - Do not sort the vacant positions last on the report. This is a required field.</p>
<b>Include Proposed Position in Report?</b>	<p>Y - Include proposed positions on the report. N - Do not include proposed positions on the report. This is a required field.</p>
<b>Include Billet 00000 Positions in Report? (Y/N)</b>	<p>Y - Include positions with billet number 0000 on the report. N - Do not include positions with billet number 0000 on the report. This is a required field.</p>
<b>Select Campus(es) or blank for All</b>	<p>Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for campus ID numbers. Otherwise, leave blank to use all campus ID numbers.</p>
<b>Select Frequency(ies), blank for All</b>	<p>Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.</p>
<b>Select Position Type Primary (P), Supplement (S) or blank for All</b>	<p>P - Print only primary position types on the report. S - Print only supplement position types on the report. Blank - Print both primary and supplement position types on the report</p>
<b>Select Position(s) blank for All</b>	<p>Type a specific position. Otherwise, leave blank to use all positions.</p>

[Generate the report.](#)