

HRS8050 - Position Listing by Campus

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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
Sort by Employee Name (E), Position Number (P)	E - Sort the report by employee name. P - Sort the report by position number. This is a required field.
Sort Vacant Position Last?	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.
Include Proposed Position in Report?	Y - Include proposed positions on the report. N - Do not include proposed positions on the report. This is a required field.
Include Billet 00000 Positions in Report? (Y/N)	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.
Select Campus(es) or blank for All	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.
Select Frequency(ies), blank for All	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.
Select Position Type Primary (P), Supplement (S) or blank for All	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
Select Position(s) blank for All	Type a specific position. Otherwise, leave blank to use all positions.

Generate the report.


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