

CMS Business Process Guide
Position Management

The Position Management module stores effective-dated histories of all positions (position records) regardless of whether they are filled. A position may be filled by more than one incumbent. Position records consist of rows of position transactions starting with the creation of the position.

This guide explains the various fields or “data elements” of which a position record is comprised. Below are the position web pages/tabs and links on which a position record’s data elements reside:

[**Description**](#Work_Location)

[**Specific Information**](#Job_Information)

[**Budget and Incumbents**](#Job_Labor)

[**CSU Position Data**](#Payroll)

NAVIGATION: Organizational Development > Position Management >

Maintain Positions/Budgets > Add/Update Position Info

# Description

[**Back to top**](#Job_Data)





| Position Information |  |
| --- | --- |
| Position Number | The unique number assigned to the position |
| Headcount Status | Indicates filled or unfilled status |
| Current Head Count | Actual number of incumbents vs. total number allowed |
| Effective Date | Effective date of the position transaction  |
| Status | Active or inactive position status |
| Reason | Reason for the position transaction |
| Action Date | Date the position transaction was entered into PeopleSoft |
| Position Status | Indicates when the position is Approved, Frozen, or Proposed. |
| Status Date | Indicates the date for the position status |
| Key Position | Identifies positions for which the incumbent is subject to Conflict of Interest filing requirements |

| Job Information |  |
| --- | --- |
| Business Unit | An identification code that represents a high-level organization of business information |
| Job Code | Identifies the job classification of the position |
| Manager Level | Not used at Cal Poly |
| Reg/Temp | Indicates whether the position is regular or temporary |
| Full/Part Time | Indicates whether the position is full or part-time  |
| Regular Shift | Not used at Cal Poly |
| Union Code | Bargaining Unit identifier associated with the job code of the position |
| Title | Abbreviated job classification title; if MPP, abbreviated working title |
| Short Title | Brief job classification title |
| Detailed Position Description | Full job classification title; if MPP, full working title |

| Work Location |  |
| --- | --- |
| Reg Region | Determines how the system processes data for this position |
| Department | The code and name of the department to which an employee has been assigned |
| Company | Campus identifier |
| Location | Campus identifier |
| Reports To | Not used at Cal Poly |
| Dot-Line | Not used at Cal Poly |
| Supervisor Lvl | Not used at Cal Poly |

| Salary Plan Information |  |
| --- | --- |
| Salary Admin Plan | Identifies those Job Codes that share the same Salary Grade information |
| Grade | Identifies the range or level in the salary schedule associated with the job code for the position |
| Step | If the Job Code has a step structure, indicates the lowest step number within a given Salary Grade |
| Standard Hours | Derived from FTE and reflects the number of hours the incumbent is regularly scheduled to work (Due to system requirements hourly-intermittent positions will have 40 hours in this field) |
| Work Period | Time period in which incumbents must complete the standard hours |
| FLSA Status | Indicates whether a Job Code/Salary Grade is subject to overtime pay (exempt/nonexempt) based on the Fair Labor Standards Act |
| Bargaining Unit | Not used at Cal Poly |

# Specific Information

[**Back to top**](#Job_Data)



| Specific Information |  |
| --- | --- |
| Job Profile ID | Identifies the job classification of the employee |
| Max Headcount | Maximum number of incumbents allowed |
| Mail Drop ID | Not used at Cal Poly |
| Update Incumbents | Not used at Cal Poly |
| Include Salary Plan/Grade | Not used at Cal Poly |
| Work Phone | Not used at Cal Poly |
| Budgeted Position | Not used at Cal Poly |
| Health Certificate | Not used at Cal Poly |
| Confidential Position | Not used at Cal Poly |
| Signature Authority | Not used at Cal Poly |
| Job Sharing Permitted | Not used at Cal Poly |
| Position Pool ID | Funding pool for the position |
| Pre-Encumbrance Indicator | Not used at Cal Poly |
| Calc Group | Not used at Cal Poly |
| Encumber Salary Option | Not used at Cal Poly |
| Academic Rank | Not used at Cal Poly |
| Classified Indicator | Not used at Cal Poly |
| FTE | Percentage of full time the employee should normally work in this job (Due to system requirements hourly-intermittent employees will have 1.0 fte in this field) |
| Adds to FTE Actual Count | Not used at Cal Poly |

# Budget and Incumbents

[**Back to top**](#Job_Data)



| Current Incumbents |  |
| --- | --- |
| EmplID | Employee ID of the current incumbent |
| Empl Rcd# | Job or Employee Record in which the incumbent is assigned to this position |
| Full/Part | Indicates whether the incumbent is a full or part-time employee |
| Std Hrs/Wk | Derived from FTE and reflects the number of hours the incumbent is regularly scheduled to work (Due to system requirements hourly-intermittent employees will have 40 hours in this field) |
| Name | Incumbent’s name |
| All other fields on page | Not used at Cal Poly |

# CSU Position Data

[**Back to top**](#Job_Data)



| CSU Position Data |  |
| --- | --- |
| Unit | Paycheck delivery identifier |
| Primary Fund | Indicates the primary funding source that will pay for ongoing or one time costs of performance or merit comp increases |
| MPP Job Family Code | Family of job functions that share similarities in the nature of workMPP Codes are used for the MPP Job Reporting System to meet federal and state reporting requirements and CSU reporting needs |
| MPP Job Function | Work activities commonly associated with a particular occupational group or discipline. |
| MPP Reporting Category | Used to assign the appropriate Affirmative Action Code |
| CSU Working Title | Abbreviated job classification title |