

Snapshot Name- Posn_Mgt

Description- Shows all positions for the Division and indicates whether they are vacant or filled. If filled the incumbent information is shown

Field Name	Full Name	Description	Example
Annual Rate	Annual Rate	The total annual rate of gross pay for the incumbent, if any. Otherwise Zero.	\$50,000.00
Dept Name	Department Name	The description of the Home Department	HHS- Nursing
Dept ID	Department ID	The Home Department for the employee. This may not always be the department to which expenses are charged.	430100705 2
Division	Division	The Division under which the Home Department falls.	HHS
Eff Date	Effective Date	The effective date of the last record change	2014-07-01
Emp Type	Employee Type	The type of employee (S=Salary, H=Hourly, E=Exempt Hourly)	S
Hire Date	Hire Date	The hire date for the incumbent, if any. Otherwise blank.	2014-07-01
Empl ID	Employee ID	The ADP Employee Number if the position is filled. Otherwise shows blanks.	0067388
FT_PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Incumbent	Incumbent	The name of the incumbent if the position is filled. Otherwise shows '---- Vacant ---'	Doe,John
Job Code	Job Code	The Job Code for the Position	433AGE
Position No	Position Number	The position, if any, assigned to the employee	43000450
Posn Desc	Position Description	The description of the position	Associate Director
Rec No	Record Number	The employee's ADP Record Number if the position is filled. Otherwise shows blanks.	0
Reg_Temp	Regular/Temporary	Regular or Temporary Employee indicator	R
Repts To Posn	Reports to Position	The position number to which this position reports	43001111
Vacancies	Vacancies	The number of vacancies that exist for this position. If this is a "pooled" position (i.e. student assistants), it may be set up with a limit of, for example, 12. If there are 9 incumbent student assistants this will show 3 (12 minus 9).	0
Std Hrs	Standard Hours	The Standard Hours per week that the employee is scheduled to work	40