

**Snapshot Name- Active Positions Snap**

Description- Shows all active positions and the default job data for those positions. Does not include incumbent information.

Field Name	Full Name	Description	Example
Action	Action	Indicates what action has been taken in regards to the open position	POS
Action Date	Action Date	The date the position became vacant	7/15/2015
BCAT	BCAT	Allows institutions to customize their campus working titles and builds compensation programs appropriately to their own competitive job markets.	935
Budget	Budget	The budget listed for the position	\$78,840.00
Budget Posn	Budget Position	Indicates if the department has the job position listed in their budget or not	"Y","No"
Company	Company	The company code	430
Department	Department	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
Description	Description	The description of the employee's job title	Manager I
Division	Division	The Division under which the Home Department falls	HHS
Eff Date	Effective Date	The effective date of the last record change	42186
Eff Seq No	Effective Sequence Number	The sequence number for the active position	2
Empl Type	Employee Type	The type of employee the position would hold. Can either be Salaried(S), Hourly (H), or Exempt(E).	S
FT_PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Job Code	Job Code	The job code for the employee	433AGE
Job Share	Job Share	If the job duties are shared between employees for a single job position Ex. Two 20 hour part time employees make up 40 hours	"Y","No"
Location	Location	Primary location where the employee works	430SP
Pay Group	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	43A

Posn No	Position Number	The number of the position during the job posting process	43005530
Posn Status	Position Status	Indicates if the position is active	A
Reason	Reason	Displays the reason code which shows why the position is available	REA
Reg_Temp	Regular/Temporary	Regular or Temporary employee indicator	R
Report Location	Report Location	The location where the employee reports to work	430
Status	Status	The status of the employee (A = Active, P = Leave with Pay, L = Leave without Pay)	A
Status Date	Status Date	The status of the employee (A = Active, P = Leave with Pay, L = Leave without Pay) as of the noted date	7/15/2015
Std Hours	Standard Hours	The standard hours per week for the employee	40