

Snapshot Name- Position Management Snap

Description- Shows all active positions. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with “---Vacant---“as the incumbent.

Field Name	Full Name	Description	Example
Annual Rate	Annual Rate	The total annual rate of gross pay for the employee.	\$117,894
Dept ID	Department ID	The Home Department for the employee. This may not always be the department to which expenses are charged.	4301007052
Eff Date	Effective Date	The effective date of the last record change.	2014-07-01
Emp Type	Employee Type	The type of employee the position would hold. Can either be Salaried(S), Hourly (H), or Exempt(E).	S
Empl ID	Employee ID	The ADP Employee Number	0067388
FT_PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Hire Date	Hire Date	The job code for the employee	432ALX
Incumbent	Incumbent	Provides information regarding the person in this specific position. If the position is not filled, this field says "---Vacant---".	Abaidoo, Samuel
Job Code	Job Code	The job code for the employee	432ALX
Position No	Position Number	The number of the position during the job posting process	43005530
Posn Desc	Position Description	Brief description of the Job Title	Student Assistant
Posn Location	Position Location	Which campus the position is location on, either Kennesaw Campus(430) or Marietta Campus(430SP)	430
Rec No	Record Number	The employee's ADP Record Number	0
Reg_Temp	Regular/Temporary	Regular or Temporary Employee indicator	R
Reprts To	Reports To	The name of the person who approved the employee's eTime records	Smith, John
Std Hrs	Standard Hours	The Standard Hours per Week for the employee	40
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