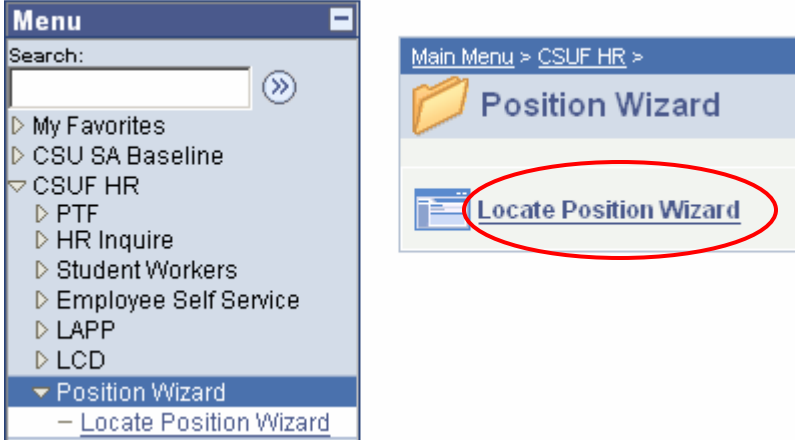


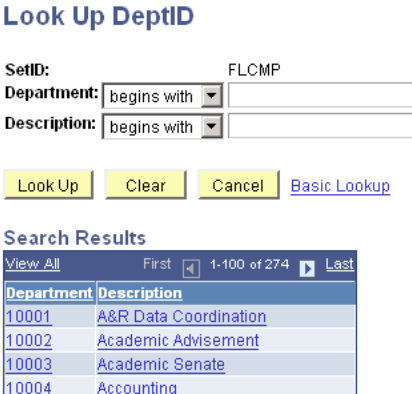












To view online tutorial, visit: <http://www.fullerton.edu/cms/training/index.htm>

The Position Wizard

Frequency: Ad hoc.

<p>Step 1:</p> <p>Navigate to the correct page:</p> <p>Main Menu > CSUF HR > Position Wizard > Locate Position Wizard</p>											
<p>Step 2:</p> <p>Enter the department id number for the position(s) you would like to view.</p> <p>If you do not know the department id number use the  to look it up.</p>											
<p>Step 2a:</p> <p>A list of available Department Id's will be displayed.</p> <p>Select the appropriate department.</p> <p>Note: The search results are based upon your CMS Security. Only the departments you have access to view will be displayed.</p>	 <table border="1" data-bbox="805 1759 1159 1898"> <thead> <tr> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10001</td> <td>A&R Data Coordination</td> </tr> <tr> <td>10002</td> <td>Academic Advisement</td> </tr> <tr> <td>10003</td> <td>Academic Senate</td> </tr> <tr> <td>10004</td> <td>Accounting</td> </tr> </tbody> </table>	Department	Description	10001	A&R Data Coordination	10002	Academic Advisement	10003	Academic Senate	10004	Accounting
Department	Description										
10001	A&R Data Coordination										
10002	Academic Advisement										
10003	Academic Senate										
10004	Accounting										



<p>Step 3:</p> <p>Next enter the Job Code you would like to view.</p> <p>If you do not know the job code number, click on the  icon to view a list of available job codes for your department.</p>	<p style="text-align: center;">Locate Position Wizard</p> <hr/> <p style="text-align: center;"> 1 2 3 4 5 </p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> <input type="button" value=" Cancel"/> </p> <p style="text-align: center;">Specify Dept ID & Job Code</p> <p>DeptID <input type="text" value="10163"/> </p> <p>Job Code <input type="text"/> </p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> <input type="button" value=" Cancel"/> </p>																								
<p>Step 3a:</p> <p>A list of available job codes based upon the department id will be displayed.</p> <p>Select the appropriate job code number.</p>	<p style="text-align: center;">Look Up Job Code</p> <p>SetID: FLCMP Department: 10163</p> <p>Job Code SetID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Job Code: <input type="text" value="begins with"/> <input type="text"/></p> <p>Effective Date: <input type="text" value="="/> <input type="text" value="06/06/2007"/> </p> <p style="text-align: center;"> <input type="button" value=" Look Up"/> <input type="button" value=" Clear"/> <input type="button" value=" Cancel"/> Basic Lookup </p> <p>Search Results</p> <p>View All First  1-16 of 16  Last</p> <table border="1"> <thead> <tr> <th>Job Code SetID</th> <th>Job Code</th> <th>Effective Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CSUID</td> <td>0420</td> <td>01/01/1950</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1032</td> <td>08/21/2006</td> <td>Admin Support Assistant 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1035</td> <td>01/01/1950</td> <td>Admin Support Coord 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1150</td> <td>01/01/1950</td> <td>Instructional Studnt Asst</td> </tr> <tr> <td>CSUID</td> <td>1868</td> <td>01/01/1950</td> <td>Student-NonResident Alien Tax</td> </tr> </tbody> </table>	Job Code SetID	Job Code	Effective Date	Description	CSUID	0420	01/01/1950	Info Tech Consultant 12 Mo	CSUID	1032	08/21/2006	Admin Support Assistant 12 Mo	CSUID	1035	01/01/1950	Admin Support Coord 12 Mo	CSUID	1150	01/01/1950	Instructional Studnt Asst	CSUID	1868	01/01/1950	Student-NonResident Alien Tax
Job Code SetID	Job Code	Effective Date	Description																						
CSUID	0420	01/01/1950	Info Tech Consultant 12 Mo																						
CSUID	1032	08/21/2006	Admin Support Assistant 12 Mo																						
CSUID	1035	01/01/1950	Admin Support Coord 12 Mo																						
CSUID	1150	01/01/1950	Instructional Studnt Asst																						
CSUID	1868	01/01/1950	Student-NonResident Alien Tax																						
<p>Step 4:</p> <p>The department id and job code numbers are populated.</p> <p>Click <input type="button" value=" Next >>"/> to continue.</p> <p>To return to the previous page click <input type="button" value=" Cancel"/></p>	<p style="text-align: center;">Locate Position Wizard</p> <hr/> <p style="text-align: center;"> 1 2 3 4 5 </p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> <input type="button" value=" Cancel"/> </p> <p style="text-align: center;">Specify Dept ID & Job Code</p> <p>DeptID <input type="text" value="10163"/>  Mathematics</p> <p>Job Code <input type="text" value="2358"/>  Lecturer AY</p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> <input type="button" value=" Cancel"/> </p>																								



<p>Step 5:</p> <p>Enter information into the following fields or use the to look up the valid values.</p> <ul style="list-style-type: none"> • Primary Fund: Enter the appropriate funding source for the appointment. • Reporting Unit: This is the payroll source number. It is used to separate documents (i.e. paychecks) coming from the SCO PIMS system. • Supervisor: This is the person the position reports to. <p>Click Next >> to continue.</p>	<p>Locate Position Wizard</p> <p>1 2 3 4 5</p> <p>< Previous Next > Finish Cancel</p> <p>Enter Primary Fund, Unit, & Supervisor</p> <table border="1"> <tr> <td>DeptID</td> <td>10163</td> <td>Mathematics</td> <td>Fiscal Year</td> <td>2006</td> </tr> <tr> <td>Job Code</td> <td>2358</td> <td>Lecturer AY</td> <td></td> <td></td> </tr> </table> <p>Primary Fund, Unit & Supervisor</p> <table border="1"> <tr> <td>Primary Fund</td> <td>NA </td> <td>Not Applicable</td> </tr> <tr> <td>Reporting Unit</td> <td>314 </td> <td>Mathematics</td> </tr> <tr> <td>Supervisor</td> <td>00024125 </td> <td>Titan, Mark</td> </tr> </table> <p>< Previous Next > Finish Cancel</p>	DeptID	10163	Mathematics	Fiscal Year	2006	Job Code	2358	Lecturer AY			Primary Fund	NA	Not Applicable	Reporting Unit	314	Mathematics	Supervisor	00024125	Titan, Mark	
DeptID	10163	Mathematics	Fiscal Year	2006																	
Job Code	2358	Lecturer AY																			
Primary Fund	NA	Not Applicable																			
Reporting Unit	314	Mathematics																			
Supervisor	00024125	Titan, Mark																			
<p>Step 6:</p> <p>Choose the appropriate budgeting level for the position.</p> <p>Next enter the position pool id or use the icon to see a list of valid values.</p> <p>Click Next >> to continue or < Previous to return to the previous screen.</p> <p>Note: To determine the budget funding level or pool id for a position contact your Divisional Finance Coordinator. For Academic Affairs contact your budget representative.</p>	<p>Locate Position Wizard</p> <p>1 2 3 4 5</p> <p>< Previous Next > Finish Cancel</p> <p>Enter Pool or Class or Project</p> <table border="1"> <tr> <td>DeptID</td> <td>10163</td> <td>Mathematics</td> <td>Fiscal Year</td> <td>2006</td> </tr> <tr> <td>Job Code</td> <td>2358</td> <td>Lecturer AY</td> <td></td> <td></td> </tr> <tr> <td>Unit</td> <td>314</td> <td>Mathematics</td> <td></td> <td></td> </tr> </table> <p>Choose a DBT Budget Level</p> <p>'DBT Budget Level' Position Pool</p> <p>Funding</p> <table border="1"> <tr> <td>Pool ID</td> <td>G01 </td> <td>Dept General Fund</td> </tr> </table> <p>< Previous Next > Finish Cancel</p>	DeptID	10163	Mathematics	Fiscal Year	2006	Job Code	2358	Lecturer AY			Unit	314	Mathematics			Pool ID	G01	Dept General Fund		
DeptID	10163	Mathematics	Fiscal Year	2006																	
Job Code	2358	Lecturer AY																			
Unit	314	Mathematics																			
Pool ID	G01	Dept General Fund																			
<p>Step 7:</p> <p>The appropriate results will display based upon the criteria you entered into the Position Wizard.</p> <p>Click Select to continue.</p>	<p>Locate Position Wizard</p> <p>1 2 3 4 5</p> <p>< Previous Next > Finish Cancel</p> <p>Select the position you would like to review.</p> <table border="1"> <tr> <td>DeptID</td> <td>10163</td> <td>Mathematics</td> <td>Primary Fund</td> <td>NA</td> </tr> <tr> <td>Job Code</td> <td>2358</td> <td>Lecturer AY</td> <td>Fiscal Year</td> <td>2006</td> </tr> <tr> <td>Unit</td> <td>314</td> <td>Mathematics</td> <td>Reports To</td> <td>00024125</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Pool ID</td> <td>G01</td> </tr> </table>	DeptID	10163	Mathematics	Primary Fund	NA	Job Code	2358	Lecturer AY	Fiscal Year	2006	Unit	314	Mathematics	Reports To	00024125				Pool ID	G01
DeptID	10163	Mathematics	Primary Fund	NA																	
Job Code	2358	Lecturer AY	Fiscal Year	2006																	
Unit	314	Mathematics	Reports To	00024125																	
			Pool ID	G01																	



	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Select</td> <td>Multiple Incumbents</td> <td>Position Pool</td> <td>0022866</td> <td>Lecturer AY</td> <td>Deland,Paul N</td> <td>2358</td> <td>314</td> <td>NA</td> <td>001</td> <td>Dept General Fund</td> <td>10163-G-601100</td> </tr> </table>	Select	Multiple Incumbents	Position Pool	0022866	Lecturer AY	Deland,Paul N	2358	314	NA	001	Dept General Fund	10163-G-601100																												
Select	Multiple Incumbents	Position Pool	0022866	Lecturer AY	Deland,Paul N	2358	314	NA	001	Dept General Fund	10163-G-601100																														
<p>Step 8:</p> <p>Based upon the information entered into the system, the Position Wizard generates a summary page.</p> <p>You should review this page for accuracy and ensure this is the correct position.</p> <p>Once you have verified the information click Finish or Cancel to return to Step 1 of the Locate Position Wizard.</p> <p>Note: Depending upon information entered into the system, you may automatically be transferred to Step 5 of the Position Wizard.</p>	<p style="text-align: center;">Locate Position Wizard</p> <p style="text-align: center;"> 1 2 3 4 5 </p> <p style="text-align: center;"> < Previous Next > Finish Cancel </p> <p style="text-align: right;">Position Summary Fiscal Year 2006</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Position Summary</th> </tr> <tr> <td>Position Number</td> <td>00022866</td> </tr> <tr> <td>Position Title</td> <td>Lecturer AY</td> </tr> <tr> <td>Incumbent</td> <td>Multiple Incumbents</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Dept & Job Code</th> </tr> <tr> <td>DeptID</td> <td>10163 Mathematics</td> </tr> <tr> <td>Job Code</td> <td>2358 Lecturer AY</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Primary Fund, Unit & Supervisor</th> </tr> <tr> <td>Primary Fund</td> <td>NA Not Applicable</td> </tr> <tr> <td>Reporting Unit</td> <td>314 Mathematics</td> </tr> <tr> <td>Supervisor</td> <td>Deland,Paul N</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Additional Funding</th> </tr> <tr> <td>Budget Level</td> <td>Position Pool</td> </tr> <tr> <td>Pool ID</td> <td>G01 Dept General Fund</td> </tr> <tr> <td>DeptID Charged</td> <td>10163 Mathematics</td> </tr> <tr> <td>Fund</td> <td>THEFD CSU Operating Fund</td> </tr> <tr> <td>Class</td> <td></td> </tr> <tr> <td>Project</td> <td></td> </tr> <tr> <td>GL Combo Code</td> <td>10163-G-601100</td> </tr> <tr> <td>Distrb %</td> <td>100.000</td> </tr> </table> <p style="text-align: center;"> < Previous Next > Finish Cancel </p>	Position Summary		Position Number	00022866	Position Title	Lecturer AY	Incumbent	Multiple Incumbents	Dept & Job Code		DeptID	10163 Mathematics	Job Code	2358 Lecturer AY	Primary Fund, Unit & Supervisor		Primary Fund	NA Not Applicable	Reporting Unit	314 Mathematics	Supervisor	Deland,Paul N	Additional Funding		Budget Level	Position Pool	Pool ID	G01 Dept General Fund	DeptID Charged	10163 Mathematics	Fund	THEFD CSU Operating Fund	Class		Project		GL Combo Code	10163-G-601100	Distrb %	100.000
Position Summary																																									
Position Number	00022866																																								
Position Title	Lecturer AY																																								
Incumbent	Multiple Incumbents																																								
Dept & Job Code																																									
DeptID	10163 Mathematics																																								
Job Code	2358 Lecturer AY																																								
Primary Fund, Unit & Supervisor																																									
Primary Fund	NA Not Applicable																																								
Reporting Unit	314 Mathematics																																								
Supervisor	Deland,Paul N																																								
Additional Funding																																									
Budget Level	Position Pool																																								
Pool ID	G01 Dept General Fund																																								
DeptID Charged	10163 Mathematics																																								
Fund	THEFD CSU Operating Fund																																								
Class																																									
Project																																									
GL Combo Code	10163-G-601100																																								
Distrb %	100.000																																								