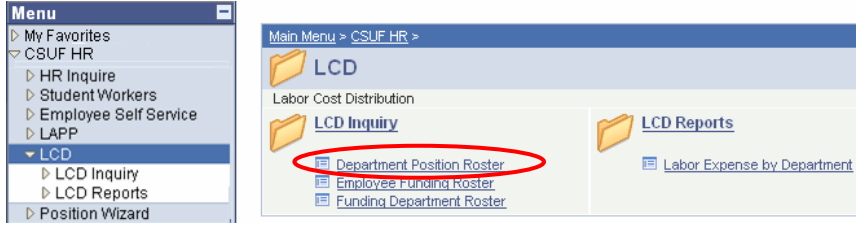




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **LCD Department Position Roster** allows identified department users to view all positions and associated funding information for a specific CMS department as defined by their security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b> Navigate to the correct page:</p> <p><a href="#">Menu &gt; CSUF HR &gt; LCD &gt; Department Position Roster</a></p> <p><b>Note:</b> You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>													
<p><b>Step 2:</b></p> <p>Once you have selected <a href="#">Department Position Roster</a> search page will appear. Click the <b>Search</b> button to display your job roster(s).</p> <p>If you have access to only one department, your roster will display.</p>	<p><b>Department Position Roster</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>SetID: [=] FLCMP</p> <p>Department: begins with</p> <p>Description: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p>												
<p><b>Note:</b> If you have security access to multiple departments/rosters you will be required to choose which department roster's you want displayed.</p>	<p><b>Department Position Roster</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>SetID: [=] FLCMP</p> <p>Department: begins with</p> <p>Description: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p><b>Search Results</b></p> <p>View All First 1-100 of 273 Last</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>10001</td> <td>A&amp;R Data Coordination</td> </tr> <tr> <td>FLCMP</td> <td>10002</td> <td>Academic Advisement</td> </tr> <tr> <td>FLCMP</td> <td>10003</td> <td>Academic Senate</td> </tr> </tbody> </table>	SetID	Department	Description	FLCMP	10001	A&R Data Coordination	FLCMP	10002	Academic Advisement	FLCMP	10003	Academic Senate
SetID	Department	Description											
FLCMP	10001	A&R Data Coordination											
FLCMP	10002	Academic Advisement											
FLCMP	10003	Academic Senate											



The Department Position Roster is displayed:

Department: 10050

The Department Position Roster identifies active positions that are assigned to a department. It includes current funding information. To View Position Members Click on the Position Number.

Position	Funding	Description	Primary Fund	Unit	Job Code	Union Code	Max Head Count	Number of Employees	Accum FTE for Position	Reports To	Reports To Position Number	Requires Fingerprints?	Conflict of Interest?
<a href="#">00022864</a>	Funding	Lecturer AY	NA	328	2358	R03	9999	15	7.74	More Than One Found	00024865	N	N
2 <a href="#">00022895</a>	Funding	Teaching Associate AY	NA	328	2354	R11	9999	9	2.53	More Than One Found	00024865	N	N
3 <a href="#">00023131</a>	No Funding	Admin Support Coord 12 Mo	NA	328	1035	R07	1	0	0.00	More Than One Found	00024865	N	N

**Step 3:**

To view current employees in a specific position click the CMS position number link. (view above)

All employees tied to the same CMS Position number will display.

To return to the roster, click [Return to Department Position Roster View](#)

**Position Member(s)**

Name	EmplID	Empl Rcd Nbr	FTE
1 Carpet, Ann	800062036	0	0.400000
2 Halloway, Sam	800168296	0	0.270000
3 Jenkins, Al	800208860	0	0.600000

[Return to Department Position Roster View](#)

**Step 4:**

To view funding information for a specific position click on the **Funding** button (view above).

Position information and Chartfield funding information is displayed.

To return to the roster click [Return to Department Position Roster View](#)

**Position Summary**

<b>Department:</b>	10050	Chemistry & Biochemistry
<b>Position Number</b>	<a href="#">00022864</a>	<b>Fiscal Year</b> 2006
<b>Position Title</b>	Lecturer AY	
<b>Budget Level</b>	Position Pool	
<b>Pool ID</b>	G01 Dept General Fund	

**Chartfields**

<b>DeptID Charged</b>	10050	Chemistry & Biochemistry
<b>Fund</b>	THEFD	CSU Operating Fund
<b>Class</b>		
<b>Project</b>		
<b>Combination Code</b>	10050-G-601100	
<b>Distrb %</b>	100.000	

[Return to Department Position Roster View](#)



The following table lists CMS field names and their definitions used for the LCD Department Position Roster.

Field	Definition
CMS Position Number	This field identifies the CMS position that an employee occupies within a specific department. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Description	Identifies the title of the CMS Position Number.
Job Code	Identifies the job classification of the employee.
Union Code	For represented employees, identifies the union and MOU under which the employee has been appointed. For non-represented employees, Union Code is used to distinguish: executive, management, excluded, or confidential appointments.
Max Head Count	Identifies how many employees may be hired into a specific CMS position number. Max Head count displaying 9999 identifies "blanket" positions, meaning multiple employees can occupy this position at the same time. Max Head count displaying 1 identifies a position that may only be occupied by a single incumbent at any time, etc.
Number of Employees	Identifies how many employees are currently employed under the position number for a specific department.
Accumulated FTE for position	Identifies the total FTE's (full time equivalent) for the position's current incumbents.
Reports to Position Number	Identifies a position's "reports to" by means of the reporting manager's CMS Position Number.
Reports To	Identifies the position's "reports to" by means of the manager(s) last, first name.
Requires Fingerprints	Identifies whether the position requires fingerprinting upon hire.
Conflict of Interest	Identifies if this position is required to file a "Conflict of Interest" disclosure statement each year.