The Position Wizard

**Frequency:** Ad hoc.

### Step 1:

Navigate to the correct page:

- Main Menu > CSUF HR > Position Wizard > Locate Position Wizard

### Step 2:

Enter the department id number for the position(s) you would like to view.

If you do not know the department id number use the to look it up.

### Step 2a:

A list of available Department Id’s will be displayed.

Select the appropriate department.

**Note:** The search results are based upon your CMS Security. Only the departments you have access to view will be displayed.
Step 3:
Next enter the Job Code you would like to view.

If you do not know the job code number, click on the icon to view a list of available job codes for your department.

Step 3a:
A list of available job codes based upon the department id will be displayed.

Select the appropriate job code number.

Step 4:
The department id and job code numbers are populated.

Click to continue.

To return to the previous page click .
Step 5:
Enter information into the following fields or use the search icon to look up the valid values.

- **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.

Click **Next >>** to continue.

Step 6:
Choose the appropriate budgeting level for the position.

Next enter the position pool id or use the search icon to see a list of valid values.

Click **Next >>** to continue or **Previous** to return to the previous screen.

**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.

Step 7:
The appropriate results will display based upon the criteria you entered into the Position Wizard.

Click **Select** to continue.
Step 8:
Based upon the information entered into the system, the Position Wizard generates a summary page.

You should review this page for accuracy and ensure this is the correct position.

Once you have verified the information click Finish or Cancel to return to Step 1 of the Locate Position Wizard.

Note: Depending upon information entered into the system, you may automatically be transferred to Step 5 of the Position Wizard.