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

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### Step 1:

Navigate to the correct page:

*Menu > CSUF HR > LCD > Department Position Roster*

**Note:** You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.

### Step 2:

Once you have selected **Department Position Roster** search page will appear. Click the **Search** button to display your job roster(s).

If you have access to only one department, your roster will display.

**Note:** If you have security access to multiple departments/rosters you will be required to choose which department roster’s you want displayed.

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**Department Position Roster**

Enter any information you have and click **Search**. Leave fields blank for a list of all values.

**Find an Existing Value**

- **SetID:**
- **Department:**
- **Description:**
- **Case Sensitive**

**Search** **Clear** **Basic Search** **Save Search Criteria**

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**Department Position Roster**

Enter any information you have and click **Search**. Leave fields blank for a list of all values.

**Find an Existing Value**

- **SetID:**
- **Department:**
- **Description:**
- **Case Sensitive**

**Search Results**

<table>
<thead>
<tr>
<th>SetID</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLCMP</td>
<td></td>
<td>AG &amp; R Data Coord</td>
</tr>
<tr>
<td>FLCMP</td>
<td></td>
<td>Academic Advisement</td>
</tr>
<tr>
<td>FLCMP</td>
<td></td>
<td>Academic Senate</td>
</tr>
</tbody>
</table>

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CSUF Date Last Revised: 5/25/07

Page 1 of 3
The Department Position Roster is displayed:

Department: 10050

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]

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS Position Number</td>
<td>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.</td>
</tr>
<tr>
<td>Description</td>
<td>Identifies the title of the CMS Position Number.</td>
</tr>
<tr>
<td>Job Code</td>
<td>Identifies the job classification of the employee.</td>
</tr>
<tr>
<td>Union Code</td>
<td>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.</td>
</tr>
<tr>
<td>Max Head Count</td>
<td>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.</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>Identifies how many employees are currently employed under the position number for a specific department.</td>
</tr>
<tr>
<td>Accumulated FTE for position</td>
<td>Identifies the total FTE’s (full time equivalent) for the position’s current incumbents.</td>
</tr>
<tr>
<td>Reports to Position Number</td>
<td>Identifies a position’s “reports to” by means of the reporting manager’s CMS Position Number.</td>
</tr>
<tr>
<td>Reports To</td>
<td>Identifies the position’s “reports to” by means of the manager(s) last, first name.</td>
</tr>
<tr>
<td>Requires Fingerprints</td>
<td>Identifies whether the position requires fingerprinting upon hire.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Identifies if this position is required to file a “Conflict of Interest” disclosure statement each year.</td>
</tr>
</tbody>
</table>