To view online tutorial, visit: http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp

The **Position Wizard** allows departments to find positions within their department based upon job code, funding information, position pool, and budgeting level.

**Frequency:** Ad hoc.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Navigate to the correct page: Main Menu &gt; CSUF HR &gt; Position Wizard &gt; Locate Position Wizard.</td>
<td><img src="image1.png" alt="Step 1 Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> 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 magnifying glass icon (🔍) to look it up.</td>
<td><img src="image2.png" alt="Step 2 Screen Shot" /></td>
</tr>
</tbody>
</table>
**Step 2a:**  
A list of available Department ID’s will be displayed.  

Select the appropriate department. 

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 magnifying glass icon to view a list of available job codes for your department.
**Processing Steps**

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

Select the appropriate job code number.

---

### Look Up Job Code

<table>
<thead>
<tr>
<th>SetID:</th>
<th>FLCPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>10163</td>
</tr>
<tr>
<td>Job Code SetID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Job Code:</td>
<td>begins with</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>= 06/06/2007</td>
</tr>
</tbody>
</table>

[Search Results Table]

- **Job Code SetID**: CBUID, CBUID, CBUID, CBUID, CBUID
- **Job Code**: 0420, 1032, 1035, 1150, 1860
- **Effective Date**: 01/01/1950, 06/21/2006, 01/01/1950, 01/01/1950, 01/01/1950
- **Description**: Info Tech Consultant 12 Mo, Admin Support Assistant 12 Mo, Admin Support Coord 12 Mo, Instructional Student Assistant, Student Non-Resident Alien Tax

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

Click **Next** to continue.

To return to the previous page click **Cancel**.
### Processing Steps

**Step 5:**
Enter information into the following fields or use the magnifying glass 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.

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

Next enter the position pool id or use the magnifying glass icon (🔍) to see a list of valid values.

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

To determine the budget funding level or pool id for a position contact your Divisional Finance Coordinator. For Academic Affairs contact your budget representative.
**Processing Steps** | **Screen Shots**
--- | ---

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

Click **Select** to continue.

![Locate Position Wizard](image1)

**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.

![Locate Position Wizard](image2)

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