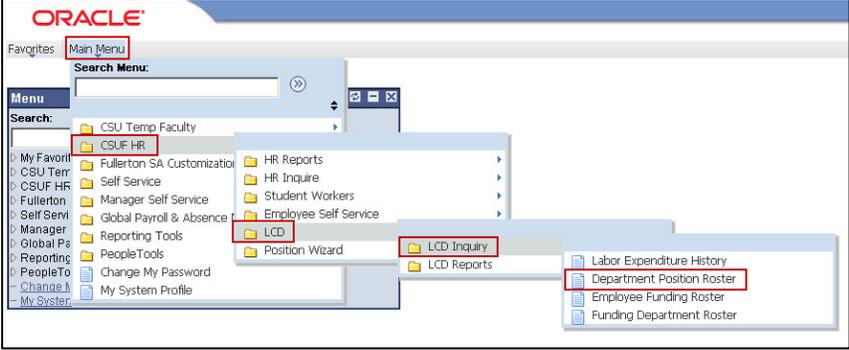


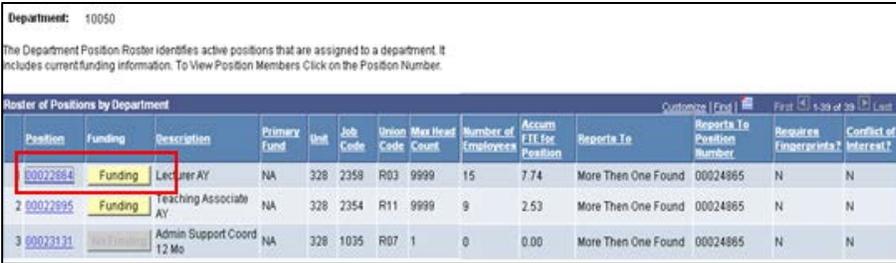
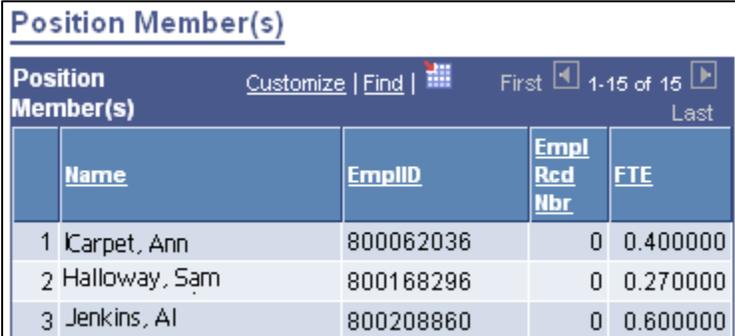


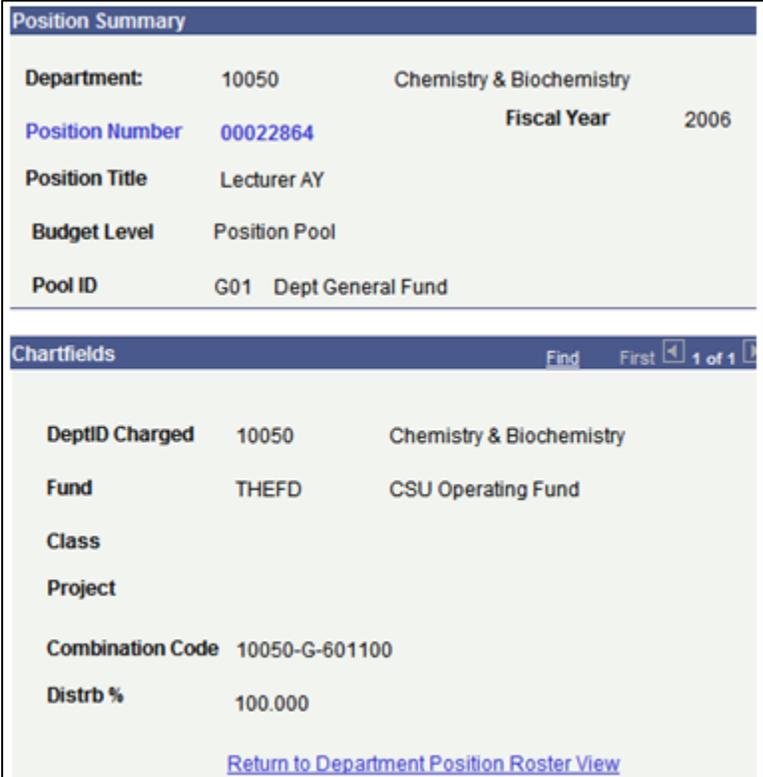
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

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

**Frequency:** Ad hoc

Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">LCD</a> &gt; <a href="#">LCD Inquiry</a> &gt; <a href="#">Department Position Roster</a></p> <p> You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the page.</p>	
<p><b>Step 2:</b> The Department Position Roster search page will appear.</p> <p>Click the <b>Search</b> button to display your job roster(s).</p>	

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<p><b>Step 2a:</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> 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          Department: begins with          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> 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 10001</td> <td>10001</td> <td>A&amp;R Data Coordination</td> </tr> <tr> <td>FLCMP 10002</td> <td>10002</td> <td>Academic Advisement</td> </tr> <tr> <td>FLCMP 10003</td> <td>10003</td> <td>Academic Senate</td> </tr> </tbody> </table>	SetID	Department	Description	FLCMP 10001	10001	A&R Data Coordination	FLCMP 10002	10002	Academic Advisement	FLCMP 10003	10003	Academic Senate																																												
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<p><b>Step 3:</b> The Department Position Roster is displayed.</p> <p>To view current employees in a specific position click the CMS Position number link.</p>	 <p>Department: 10050</p> <p>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.</p> <p>Roster of Positions by Department</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Funding</th> <th>Description</th> <th>Primary Fund</th> <th>Unit</th> <th>Job Code</th> <th>Union Code</th> <th>Max Head Count</th> <th>Number of Employees</th> <th>Accum FTE for Position</th> <th>Reports To</th> <th>Reports To Position Number</th> <th>Requires Employment</th> <th>Conflict of Interest</th> </tr> </thead> <tbody> <tr> <td>00022854</td> <td>Funding</td> <td>Lecturer AY</td> <td>NA</td> <td>328</td> <td>2358</td> <td>R03</td> <td>9999</td> <td>15</td> <td>7.74</td> <td>More Than One Found</td> <td>00024865</td> <td>N</td> <td>N</td> </tr> <tr> <td>2 00022895</td> <td>Funding</td> <td>Teaching Associate AY</td> <td>NA</td> <td>328</td> <td>2354</td> <td>R11</td> <td>9999</td> <td>9</td> <td>2.53</td> <td>More Than One Found</td> <td>00024865</td> <td>N</td> <td>N</td> </tr> <tr> <td>3 00023131</td> <td>Funding</td> <td>Admin Support Coord 12 Mo</td> <td>NA</td> <td>328</td> <td>1035</td> <td>R07</td> <td>1</td> <td>0</td> <td>0.00</td> <td>More Than One Found</td> <td>00024865</td> <td>N</td> <td>N</td> </tr> </tbody> </table>	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 Employment	Conflict of Interest	00022854	Funding	Lecturer AY	NA	328	2358	R03	9999	15	7.74	More Than One Found	00024865	N	N	2 00022895	Funding	Teaching Associate AY	NA	328	2354	R11	9999	9	2.53	More Than One Found	00024865	N	N	3 00023131	Funding	Admin Support Coord 12 Mo	NA	328	1035	R07	1	0	0.00	More Than One Found	00024865	N	N
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<p><b>Step 6:</b> Position information and Chartfield funding information is displayed.</p> <p>To return to the roster click <b>Return to Department Position Roster View</b>.</p>	 <p><b>Position Summary</b></p> <p>Department: 10050 Chemistry &amp; Biochemistry      Position Number: 00022864 Fiscal Year: 2006      Position Title: Lecturer AY      Budget Level: Position Pool      Pool ID: G01 Dept General Fund</p> <hr/> <p><b>Chartfields</b> <span style="float: right;">Find First 1 of 1</span></p> <p>DeptID Charged: 10050 Chemistry &amp; Biochemistry      Fund: THEFD CSU Operating Fund      Class:      Project:      Combination Code: 10050-G-601100      Distrib %: 100.000</p> <p style="text-align: center;"><a href="#">Return to Department Position Roster View</a></p>																																																								