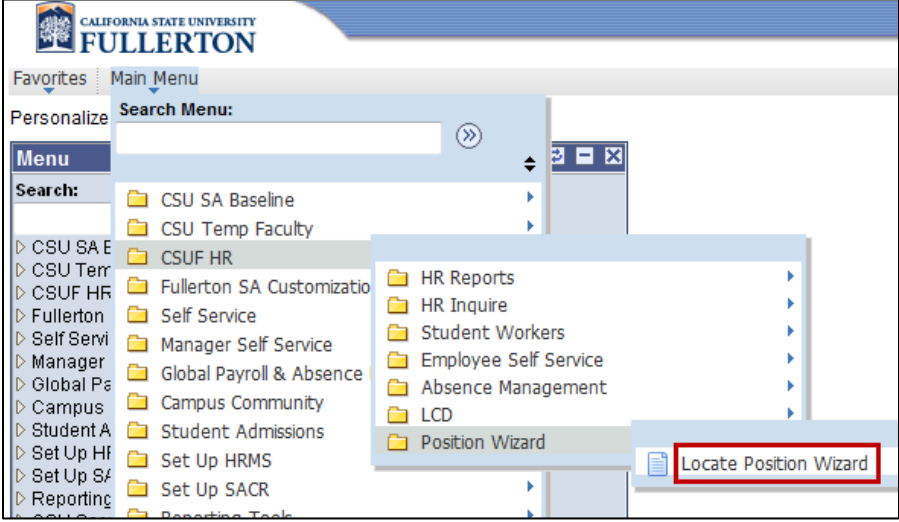
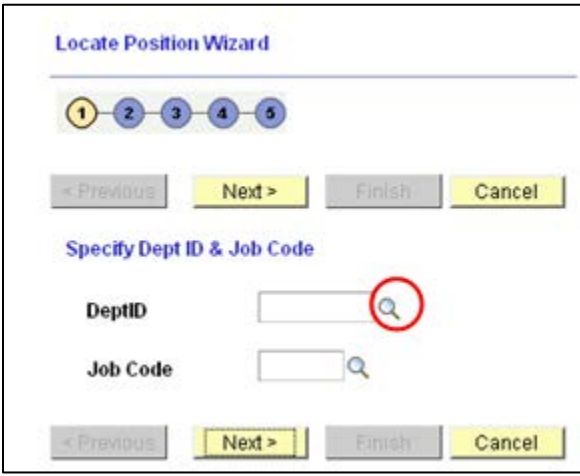



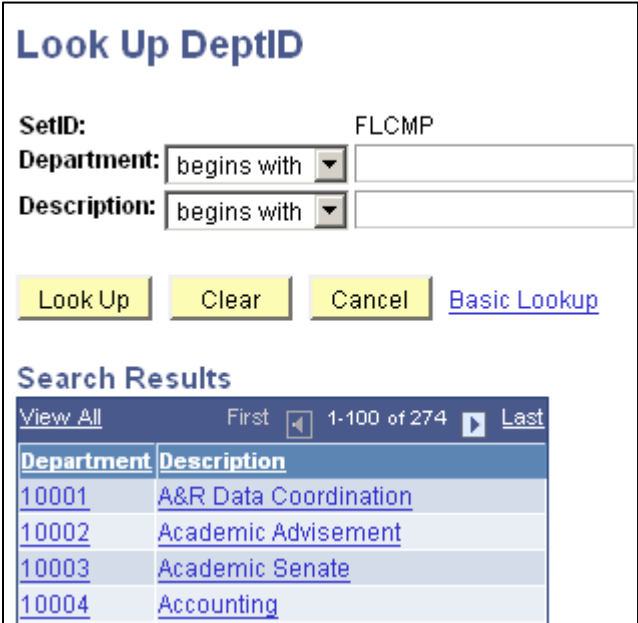
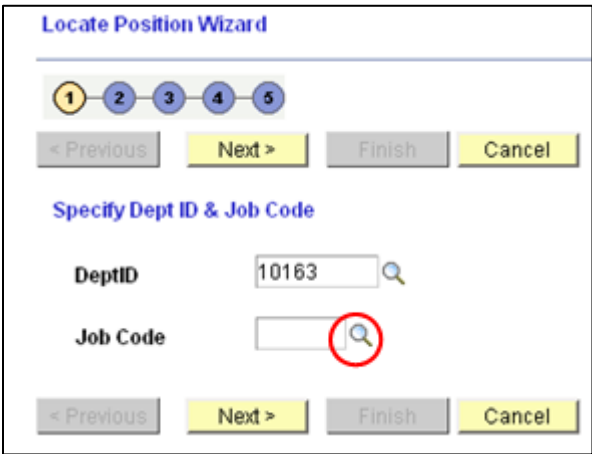


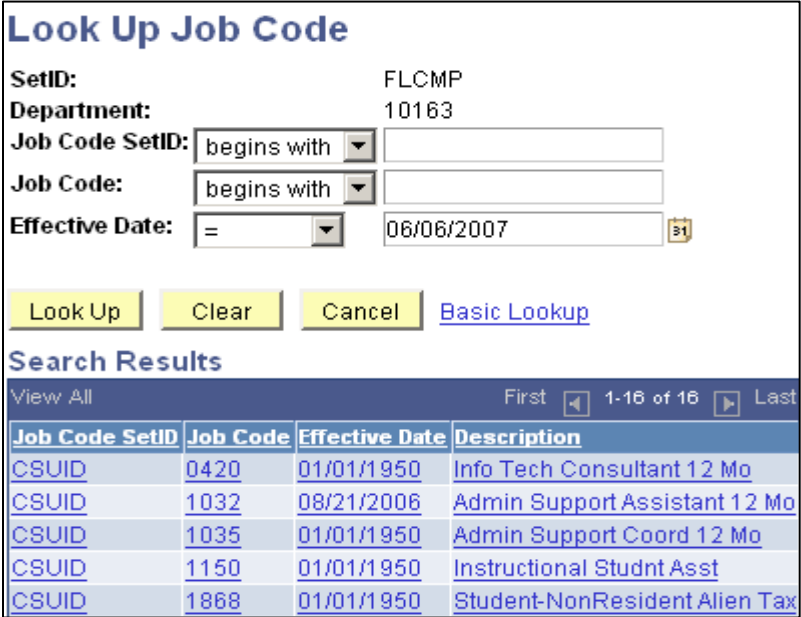
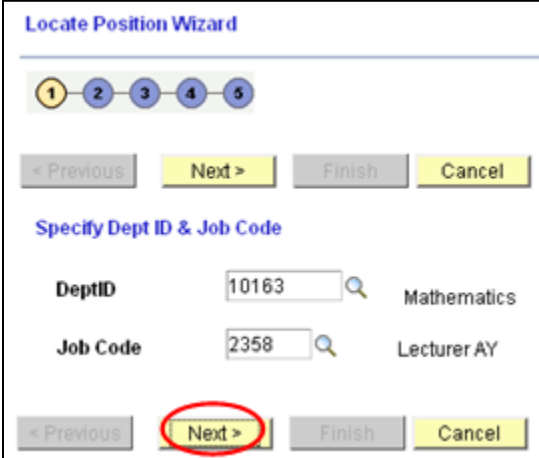
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>


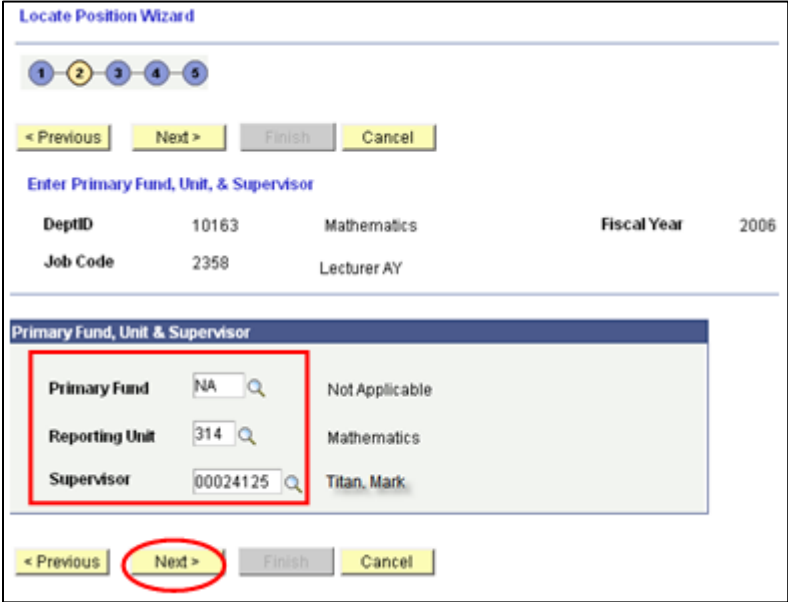


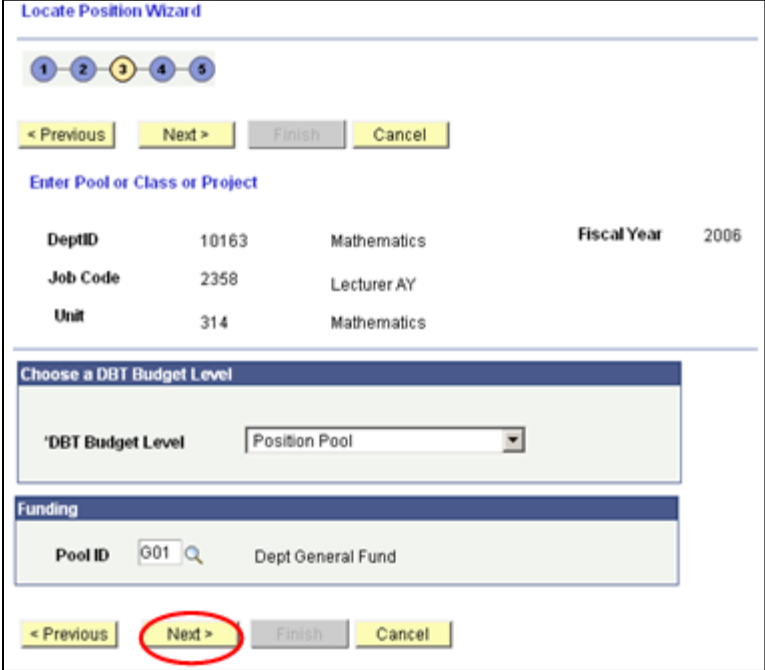
The **Position Wizard** allows departments to find positions within their department based upon job code, funding information, position pool, and budgeting level.

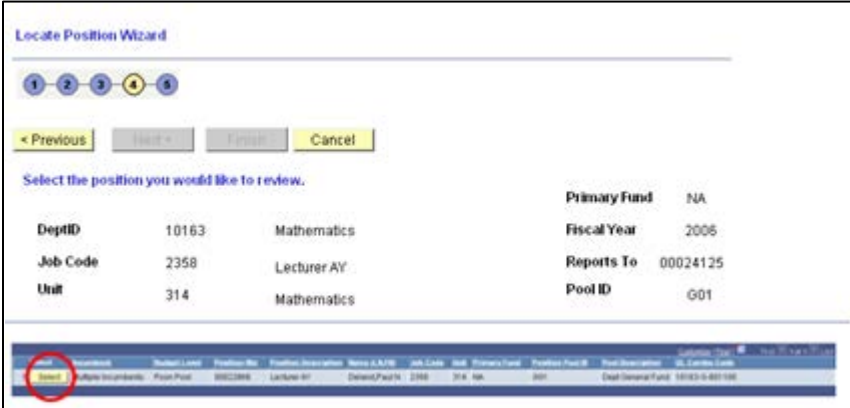

Frequency: Ad hoc.

Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > Position Wizard > Locate Position Wizard.</p>	
<p>Step 2: Enter the department ID number for the position(s) you would like to view.</p> <p>If you do not know the department ID number, use the magnifying glass icon (🔍) to look it up.</p>	

Processing Steps	Screen Shots										
<p>Step 2a: A list of available Department ID's will be displayed.</p> <p>Select the appropriate department.</p>  <p>The search results are based upon your CMS Security. Only the departments you have access to view will be displayed.</p>	 <p>The screenshot shows a web form titled "Look Up DeptID". It includes a "SetID:" field with the value "FLCMP". Below it are two dropdown menus: "Department:" and "Description:", both set to "begins with". At the bottom of the form are buttons for "Look Up", "Clear", and "Cancel", along with a link for "Basic Lookup".</p> <p>Below the form is a "Search Results" section with a table:</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10001</td> <td>A&R Data Coordination</td> </tr> <tr> <td>10002</td> <td>Academic Advisement</td> </tr> <tr> <td>10003</td> <td>Academic Senate</td> </tr> <tr> <td>10004</td> <td>Accounting</td> </tr> </tbody> </table>	Department	Description	10001	A&R Data Coordination	10002	Academic Advisement	10003	Academic Senate	10004	Accounting
Department	Description										
10001	A&R Data Coordination										
10002	Academic Advisement										
10003	Academic Senate										
10004	Accounting										
<p>Step 3: Next enter the Job Code you would like to view.</p> <p>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.</p>	 <p>The screenshot shows a "Locate Position Wizard" interface. It features a progress indicator with five steps, where step 1 is highlighted. Below the progress bar are buttons for "< Previous", "Next >", "Finish", and "Cancel".</p> <p>The main section is titled "Specify Dept ID & Job Code" and contains two input fields: "DeptID" with the value "10163" and a magnifying glass icon, and "Job Code" with an empty field and a magnifying glass icon circled in red. At the bottom are buttons for "< Previous", "Next >", "Finish", and "Cancel".</p>										

Processing Steps	Screen Shots																								
<p>Step 3a: A list of available job codes based upon the department ID will be displayed.</p> <p>Select the appropriate job code number.</p>	 <p>Look Up Job Code</p> <p>SetID: FLCMP Department: 10163 Job Code SetID: begins with Job Code: begins with Effective Date: = 06/06/2007</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View All First 1-16 of 16 Last</p> <table border="1"> <thead> <tr> <th>Job Code SetID</th> <th>Job Code</th> <th>Effective Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CSUID</td> <td>0420</td> <td>01/01/1950</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1032</td> <td>08/21/2006</td> <td>Admin Support Assistant 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1035</td> <td>01/01/1950</td> <td>Admin Support Coord 12 Mo</td> </tr> <tr> <td>CSUID</td> <td>1150</td> <td>01/01/1950</td> <td>Instructional Studnt Asst</td> </tr> <tr> <td>CSUID</td> <td>1868</td> <td>01/01/1950</td> <td>Student-NonResident Alien Tax</td> </tr> </tbody> </table>	Job Code SetID	Job Code	Effective Date	Description	CSUID	0420	01/01/1950	Info Tech Consultant 12 Mo	CSUID	1032	08/21/2006	Admin Support Assistant 12 Mo	CSUID	1035	01/01/1950	Admin Support Coord 12 Mo	CSUID	1150	01/01/1950	Instructional Studnt Asst	CSUID	1868	01/01/1950	Student-NonResident Alien Tax
Job Code SetID	Job Code	Effective Date	Description																						
CSUID	0420	01/01/1950	Info Tech Consultant 12 Mo																						
CSUID	1032	08/21/2006	Admin Support Assistant 12 Mo																						
CSUID	1035	01/01/1950	Admin Support Coord 12 Mo																						
CSUID	1150	01/01/1950	Instructional Studnt Asst																						
CSUID	1868	01/01/1950	Student-NonResident Alien Tax																						
<p>Step 4: The department ID and job code numbers are populated.</p> <p>Click Next to continue.</p> <p>To return to the previous page click Cancel.</p>	 <p>Locate Position Wizard</p> <p>1 2 3 4 5</p> <p>< Previous Next > Finish Cancel</p> <p>Specify Dept ID & Job Code</p> <p>DeptID: 10163 Mathematics Job Code: 2358 Lecturer AY</p> <p>< Previous Next > Finish Cancel</p>																								

Processing Steps	Screen Shots
<p>Step 5: Enter information into the following fields or use the magnifying glass icon () to look up the valid values.</p> <ul style="list-style-type: none"> • 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. <p>Click Next to continue.</p>	
<p>Step 6: Choose the appropriate budgeting level for the position.</p> <p>Next enter the position pool id or use the magnifying glass icon () to see a list of valid values.</p> <p>Click Next to continue or Previous to return to the previous screen.</p> <p> To determine the budget funding level or pool id for a position contact your Divisional Finance Coordinator. For Academic Affairs contact your budget representative.</p>	

Processing Steps	Screen Shots
<p>Step 7: The appropriate results will display based upon the criteria you entered into the Position Wizard.</p> <p>Click Select to continue.</p>	
<p>Step 8: Based upon the information entered into the system, the Position Wizard generates a summary page.</p> <p>You should review this page for accuracy and ensure this is the correct position.</p> <p>Once you have verified the information click Finish or Cancel to return to Step 1 of the Locate Position Wizard.</p> <p> Depending upon information entered into the system, you may automatically be transferred to Step 5 of the Position Wizard.</p>	