

Position Management Departmental Report Q & A:

- Who – Department Coordinators, Administrative Support, Managers, President's Council.
- What – Position Management Department Report.
- When – Monthly or Bi-weekly review by Department.
- Where – This report is accessible to you in WebFOCUS.
- Why – As the University moves forward, department review and ownership of Position Management becomes increasingly crucial for budgetary accuracy.
- How – The department, after periodic review, shall report changes to their Employment Service Representative (ESR) via email.

Events Affecting Position Management:

Departmental units can manage the finances of their operations by providing a full picture of positions within each department by reporting changes. The changes include but are not limited to the following:

- Hire or Rehire.
- Compensation Change.
- Position Change.
- Job Change.
- Leave.
- Termination.
- Position Budget.
- Funding Source.
- Account Codes.
- FTE.
- Vacancy.

If you have questions please contact your Employment Services Representative, 7-2280.