

# Position Data

1. Log into PeopleSoft, from the drop down select **Workforce Administrator**.
2. Select the **Commitment Accounting** tile.
3. Next, from the **CA Distribution** select **Add/Update Position info**.

Employee Self Service ▾

Employee Self Service

Manager Self Service

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Workforce Administrator

Accounting & Financial Reports

Commitment Accounting



2

CA Distribution ^

Query Viewer

Job Data

**Add/Update Position Info**

DBT USA

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## Add/Update Position Info

### Find an Existing Value

#### Search Criteria

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

Recent Searches Choose from recent searches ▾ Saved Searches Choose from saved searches

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Position Number begins with ▾

Description begins with ▾

Position Status = ▾

Business Unit begins with ▾  🔍

Department begins with ▾  🔍

Job Code begins with ▾  🔍

Reports To Position Number begins with ▾

^ Show fewer options

Case Sensitive  Include History

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**Search** Clear

4. Under the Search Criteria section, enter the **Position Number**.
5. Click the **Search** button.

# Position Data

6. Under the **Description** tab, you will see current position information such as Job Code, Department information, work location, etc.

7. Click the “arrow” buttons to navigate through the historical data.

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Position Information				1 of 1			
Position Number	10022005	Current Head Count	1 out of 1	Status	Active		
Headcount Status	Filled	Reason	JRC	Reclassification		Action Date	09/21/2022
Effective Date	09/01/2022	Position Status	Approved	Status Date	05/01/2014	<input type="checkbox"/>	Key Position

Job Information			
Business Unit	UTEP1	UT EL Paso	
Job Code	10047	Asst Professor of Instruction	
Reg/Temp	Regular	Full/Part Time	Full-Time
Regular Shift	Not Applicable	Union Code	
Title	Asst Professor of Instruction	Short Title	AsstPrIn
			Detailed Position Description


  

Work Location			
Reg Region	USA	United States	
Department	770300	Development Math	Company ELP University of Texas, El Paso
Location	47	Education Building	
Reports To	10022005	Associate Director	Dot-Line 10019072 Office Supervisor
Supervisor Lvl			Security Clearance

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## PeopleSoft Tips

- You can save this page as a favorite by selecting the Action List icon  located at the top of the screen and clicking on the Add to Favorites option.
- You can also search for position numbers by entering a **Department** number.