

POSITION UPDATE INSTRUCTIONS

Personnel specialists have access to update certain position data fields in HRIS. To update Mail Drop ID (campus address), Reports To (**Supervisor's Position Number**), Work Phone, Title and Short Title, follow the directions below:

To update FTE, Job Code, FLSA status, Appointment Basis, etc. **please continue to submit a Position Date Sheet (PER-36) to the Division of Human Resources.**

1. Access page: **Workforce Administration > Job Information > Position Update**

2. Enter Search Criteria

To update information for a specific vacant or filled position, enter the Position Number.
(Example: W0006084)

To produce a list of positions within the department, enter 10-digit department number.
(Example: 3670005050)

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

Find an Existing Value [Add a New Value](#)

Position Number: begins with [] []
Description: begins with [] []
Position Status: = [] []
Business Unit: begins with [] []
Department: begins with [] []
Job Code: begins with [] []
Reports To Posn: begins with [] []

Include History Correct History

3. Insert a new effective-dated row ... update effective-date and other appropriate information. **Use an effective date within the current pay period ... no future dates, please.**

Ksu Position Update

Position Number: W0002127 Student
Open/Filled: F Current Head Count: 1

Current Incumbent(s) Find | View All First 1 of 1 Last
EmplID: W0000081655 Lname,Fname M

Position Find | View All First 1 of 1 Last

*Effective Date: 08/08/2010 Status: Active
Mail Drop ID: 160 CALL HALL
Example: 103 Edwards Hall
Reports To: W0007610 (Supervisor's name will appear here.)
Work Phone: 785/532-2254
*Title: Student
Short Title: Student

4. Review information and select Save.

Page Details:

Position Number: The eight character position number will display. Job title will display next to the position number.

Open/Filled: An “F” represents a filled position. An “O” will appear if the position is open.

Current Head Count: If the position is open, zero will be displayed as the head count. If the position is filled, the head count will show 1. There should only be one incumbent per position.

Current Incumbent(s):

EmplID: Displays the 11-character ID number of the incumbent. The incumbent name will display beside the EmplID.

Position:

Effective Date: Enter the effective date for the change. **Use current pay period date, not future date.**

Status: The status populates and will show whether the position is Active or Inactive.

Mail Drop ID: This is the campus address for the position. Enter the room number first (if applicable) followed by the building name. Example: 100 Anderson Hall

Reports To: Enter the position number for the individual responsible for supervising this position.

Work Phone: Enter the work phone number for the employee. Begin with the area code. Example: 785-532-6277

Title: This field is optional. It may be used to show a business title different from the employee’s official Job Title. For example, if the job title is Administrative Specialist, but the employee is the office manager, the Title may be listed as Office Manager and this is what will appear in the on-line directory and the campus phonebook.

Short Title: This field is optional. You may enter a short title to coincide with the title. For example, if the incumbent is the Office Manager, you may enter a short title of Ofc Mgr.