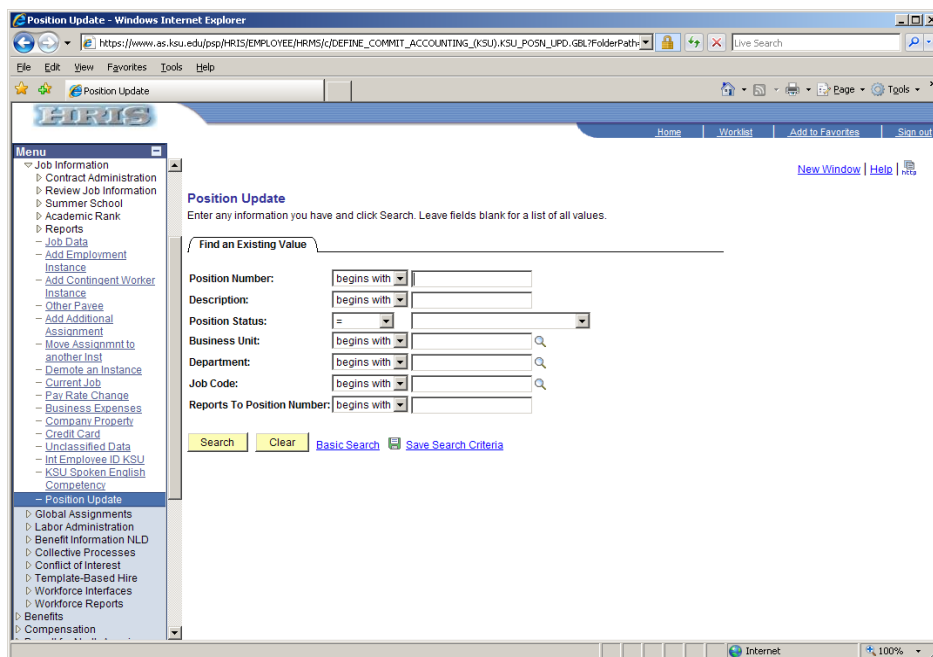


# POSITION UPDATE INSTRUCTIONS For Personnel Specialists

Personnel specialists have access to update certain position data fields in HRIS. To access this Position Update page, use the following path:

## Workforce Administration > Job Information > Position Update

Position Update allows personnel specialists to update - Mail Drop ID (campus address), Reports To, Work Phone, Title and Short Title. The page does not allow for the updating of all position data fields. Fields such as FTE, Job Code, etc. must still be processed through Human Resources by submitting the Position Data Sheet (PER-36).



The screenshot shows a web browser window titled "Position Update - Windows Internet Explorer". The address bar shows the URL: [https://www.as.ksu.edu/psp/HRIS/EMPLOYEE/HRMS/c/DEFINE\\_COMMIT\\_ACCOUNTING\\_KSU\\_KSU\\_POSN\\_UPD.GBL?FolderPath](https://www.as.ksu.edu/psp/HRIS/EMPLOYEE/HRMS/c/DEFINE_COMMIT_ACCOUNTING_KSU_KSU_POSN_UPD.GBL?FolderPath). The page features a navigation menu on the left with categories like Job Information, Contract Administration, and Position Update. The main content area is titled "Position Update" and includes a search form with the following fields: Position Number, Description, Position Status, Business Unit, Department, Job Code, and Reports To Position Number. Each field has a "begins with" dropdown menu and a search icon. Below the search form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

To update information for a position, enter the **Position Number**. (Example: W0006084)

Note: You may access ALL positions within your department by entering the 10-digit department number in the **Department** field. (Example: 3670005050)

You may update information for both open and filled positions.

Inactive positions appear in addition to your active positions. Inactive positions should never be updated.

After you have entered the Position Number or the Department, click on the Search button.

## Ksu Position Update

Position Number: W0006111 Senior Administrative Assistnt

Open/Filled: 0 Current Head Count: 0

Current Incumbent(s)		Find   View All	First	1 of 1	Last
EmplID:		+ -			
Position		Find   View All	First	1 of 1	Last
*Effective Date:	<input type="text" value="06/14/2009"/>	Status:	Active		
Mail Drop ID:	<input type="text" value="103 EDWARDS HALL"/>				
Example: 103 Edwards Hall					
Reports To:	<input type="text" value="W0006101"/>	Beat, Frieda A			
Work Phone:	<input type="text" value="785/532-6277"/>				
*Title:	<input type="text" value="Senior Administrative Assistnt"/>				
Short Title:	<input type="text" value="SrAdminAst"/>				
Save    Return to Search    Previous in List    Next in List    Notify					

The following data is located on this page -

**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. 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:**

Begin entry here by clicking on the "+" button shown on the right hand side of the page adjacent to the effective date.

**Effective Date:** Enter the effective date for the change. Do not use a future date for your entry.

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

After you have entered the effective date, make the changes in the appropriate field(s).

**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.

When your entry has been completed, click the SAVE button.

The RETURN TO SEARCH button will return you to the original entry page. From there you can make additional position updates.