View Current Position Information

The purpose of this job aid is to explain how to view information for a current position.

1) Begin by navigating to: **Main Menu > UTZ Customizations > Manager Self Service > Position Management Center**
2) From the **Position Management Center**, click the **Add/Update Position Info** link.

3) The **Position Information** search page is displayed. This page provides several options for performing a search. The most common search method is by **Position Number**, **Department**, or **Job Code**.
4) Enter the search parameter in the appropriate field and click the **Search** button.

**NOTE**: If you want to be able to view the position history, check the “Include History” box.

The **Position Information** page is displayed. This page is divided into four tabs: **Description** (default tab), **Specific Information**, **Budget and Incumbents**, and **HR Data**.

The **Description** page, is broken into four sections: Position Information, Job Information, Work Location, and Salary Plan Information. This section will tell you at a glance the overall attributes of the position itself, including status, headcount, effective date, etc.
The **Position Information** section provides the position number, the current maximum headcount for the position, the actual head count, the effective date of the position, the status of the position, and the status date.

![Position Information](image)

The **Job Information** section provides the job code, title, and the part time/full time status for the position.

![Job Information](image)

The **Work Location** section provides the department associated with the position, the primary location, and the position number of the individual to whom the position reports.

![Work Location](image)

The **Salary Plan** section provides the salary class and hours per week for the position.

![Salary Plan](image)

The **Specific Information** page displays the current and maximum head count for the position, the P.O. Box number, and work phone number where the position is located. Also, this page provides FTE (Full-Time Equivalent) information.

![Specific Information](image)
The FTE value is used to calculate the budget for the position e.g. 100% = 1.0, 75% = .75, 50% = .50.

The Budget and Incumbents page displays the incumbent(s) assigned to the position. In addition, it provides the ID, record number, part time/full time status, and hours per week for the incumbent(s).

The HR Data page displays the employee class, current and past, of the incumbent. This information is based on the person not the position.