View Position Info

Use the Add/Update Position Info page to view information about a position.


   Note: Even though the navigation name states Add/Update Position Info, the information displayed on this screen is view only unless you have the security access to make changes.

- Each tab shows information specific to this position.
- This position is currently inactive.
- Each section contains data that belongs to the position, such as the work shift, what position it reports to, salary plan, and grade.
- Employee work contact information, such as work location and phone number, can be found online in the Campus Directory.
- Important fields on the Description tab are highlighted here. These include Position Number, Effective Date, Status, Position Status, Key Position, Business Unit, Job Code, Union Code, Title, Department, Location, Reports To, Salary Admin Plan, and Standard Hours.