



## How to Access ePAN Position Numbers by Running “Position Detail by Department Report”

- Follow the Navigation below:

Main Menu > CSUSM HR Custom > CSUSM HR Administer Workforce > Position Detail by Department

- Enter a Run Control ID if prompted. If you do not know one, click the "Search" button to see if you have any preexisting Run Control IDs.

### Position Detail by Dept

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

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search

Advanced Search

Find an Existing Value | Add a New Value



- Enter the 4-digit Department ID. If you are unsure of your Department ID, please refer to the [Department Assignments website](#).

**Optional Parameters - Leave Blank for All**

Department:	<input type="text" value="1234"/>		CSU San Marcos Department
Job Code:	<input type="text" value="1870"/>		Student Asst
Account:	<input type="text"/>		
Fund Code:	<input type="text"/>		
Class Field:	<input type="text"/>		

\*As Of Date:

- To narrow down your results, you can enter the Job Code for the position number you are interested in searching (i.e. Student Assistants are job code 1870, Bridge Student Assistants are 1874 and FWS Student Assistants are 1871).

**Optional Parameters - Leave Blank for All**

Department:	<input type="text" value="1234"/>		CSU San Marcos Department
Job Code:	<input type="text" value="1870"/>		Student Asst
Account:	<input type="text"/>		
Fund Code:	<input type="text"/>		
Class Field:	<input type="text"/>		

\*As Of Date:



- For the most up-to-date information, use today's date.

**Optional Parameters - Leave Blank for All**

Department:	<input type="text" value="1234"/>		CSU San Marcos Department
Job Code:	<input type="text" value="1870"/>		Student Asst
Account:	<input type="text"/>		
Fund Code:	<input type="text"/>		
Class Field:	<input type="text"/>		

\*As Of Date:

- Next, you will need to “Save” your changes and select “Run”

Position Detail by Department

Run Control ID: position\_detail [Report Manager](#) [Process Monitor](#) [Run](#)

\*Business Unit:  Cal State San Marcos

**Optional Parameters - Leave Blank for All**

Department:	<input type="text" value="1234"/>		CSU San Marcos Department
Job Code:	<input type="text" value="1870"/>		Student Asst
Account:	<input type="text"/>		
Fund Code:	<input type="text"/>		
Class Field:	<input type="text"/>		

\*As Of Date:

[Save](#) [Return to Search](#) [Notify](#)



- Select "OK"

**Process Scheduler Request**

User ID \_\_\_\_\_ Run Control ID position\_detail

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Position Detail by Department	SMOHRPDD	SQR Report	Web	PDF	Distribution



- Select "Process Monitor"

Run Control ID: position\_detail

Report Manager

\*Business Unit:   Cal State San Marcos

**Optional Parameters - Leave Blank for All**

Department:   CSU San Marcos Department

Job Code:   Student Asst

Account:

Fund Code:

Class Field:



- Click the “Refresh” button until the “Run Status” column says “Success”, and the Distribution column says “Posted”.

**View Process Request For**

User ID   Type  Last  1 Days

Server  Name   Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All |  |  First  1-3 of 3  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2748772		SQR Report	SMOHRPDD		07/15/2020 3:55:25PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2748771		SQR Report	SMOHRPDD		07/15/2020 3:54:48PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2748770		SQR Report	SMOHRPDD		07/15/2020 3:47:43PM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Position Detail by Dept](#)

- Click on “Details”

**Process List** Personalize | Find | View All |  |  First  1-3 of 3  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2748772		SQR Report	SMOHRPDD		07/15/2020 3:55:25PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2748771		SQR Report	SMOHRPDD		07/15/2020 3:54:48PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2748770		SQR Report	SMOHRPDD		07/15/2020 3:47:43PM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Position Detail by Dept](#)

- Select “Log Trace”

Date/Time	Actions
Request Created On 07/15/2020 3:54:47PM PDT	Parameters Transfer
Run Anytime After 07/15/2020 3:47:43PM PDT	Message Log
Began Process At 07/15/2020 3:54:59PM PDT	Batch Timings
Ended Process At 07/15/2020 3:55:13PM PDT	<a href="#">View Log/Trace</a>



- Select the file type that ends in “.PDF”

### View Log/Trace

#### Report

Report ID 1775824      Process Instance 2748770      Message Log  
 Name SMOHRPDD      Process Type SQR Report  
 Run Status Success

Position Detail by Department

#### Distribution Details

Distribution Node HSMPRD      Expiration Date 08/29/2020

#### File List

Name	File Size (bytes)	Datetime Created
SMOHRPDD_20200715.csv	964	07/15/2020 3:55:13.176623PM PDT
SQR_SMOHRPDD_2748770.log	1,668	07/15/2020 3:55:13.176623PM PDT
<b>smohrpdd_2748770.PDF</b>	3,098	07/15/2020 3:55:13.176623PM PDT
smohrpdd_2748770.out	21,319	07/15/2020 3:55:13.176623PM PDT

#### Distribute To

Distribution ID Type	*Distribution ID
User	

Return