



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 | Details |
| <input type="checkbox"/> | 2748771 | | SQR Report | SMOHRPDD | | 07/15/2020 3:54:48PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 2748770 | | SQR Report | SMOHRPDD | | 07/15/2020 3:47:43PM PDT | Success | Posted | Details |

[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 | Details |
| <input type="checkbox"/> | 2748771 | | SQR Report | SMOHRPDD | | 07/15/2020 3:54:48PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 2748770 | | SQR Report | SMOHRPDD | | 07/15/2020 3:47:43PM PDT | Success | Posted | Details |

[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 | View Log/Trace |



- 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 |
| smohrpd_2748770.PDF | 3,098 | 07/15/2020 3:55:13.176623PM PDT |
| smohrpd_2748770.out | 21,319 | 07/15/2020 3:55:13.176623PM PDT |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | |

Return