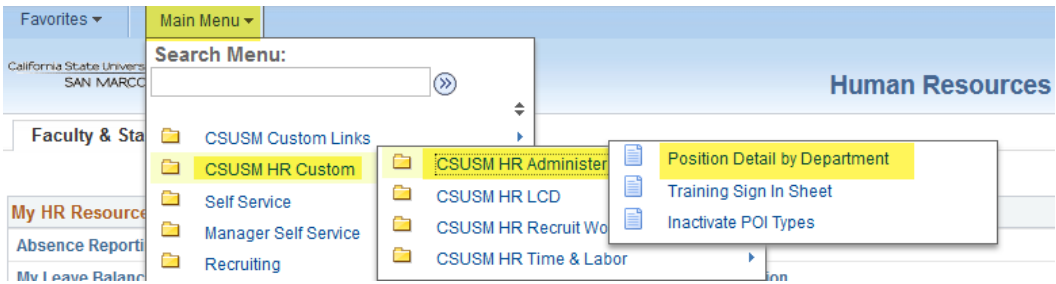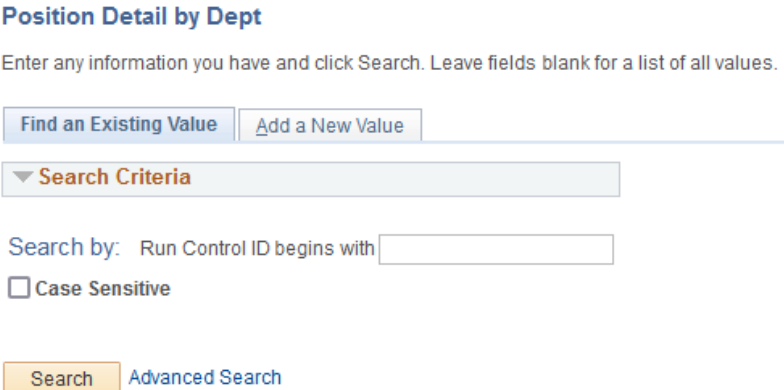## Introduction

The Position Detail report demonstrates all position numbers and associated position information for a specific department. The following information can be obtained from the report:

- Position Number
- Job Code / Grade
- Classification Title / Working Title
- Regular / Temporary Status
- Incumbent Name / Employee ID Number
- Account Code
- Fund
- Program
- Class
- Project
- Distribution Percentage / Pool ID
- Headcount
- Reports to Name / Reports to Position Number

Run Position Detail Report in PeopleSoft

Log into PeopleSoft. 1. Navigate to MyCSUSM 2. Click on "My HR Resources" 3. From the main menu, click on CSUSM HR Custom. 4. Then CSUSM HR Administer Workforce. 5. Then Position Detail by Department.	Favorites ▾ Main Menu ▾ **Search Menu:** Human Resources **Faculty & Sta** 📁 CSUSM Custom Links ▸ 📁 CSUSM HR Custom 📁 CSUSM HR Administer 📄 Position Detail by Department 📁 Self Service 📁 CSUSM HR LCD 📄 Training Sign In Sheet My HR Resource 📁 Manager Self Service 📁 CSUSM HR Recruit Wo 📄 Inactivate POI Types Absence Reporti 📁 Recruiting 📁 CSUSM HR Time & Labor ▸ My Leave Baland
Position Detail by Dept displays. If you have run the report previously, click search and select your value. If you have not run the report before, click the tab for "Add New Value" and see next section.	**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
Create a new value. *NOTE: If you have not utilized this report before, you will need to create a value.* Enter a name for the Run Control ID (this can be your user name or nickname for the search).	**Position Detail by Dept** Find an Existing Value **Add a New Value** *Run Control ID: ctamone [Add]

The Position Detail search page displays. Enter the department ID for the report you wish to run, then click "Run".	Position Detail by Department Run Control ID: test2 — Report Manager Process Monitor **Run** **Business Unit:** SMCMP Cal State San Marcos **Optional Parameters - Leave Blank for All** Department: [ ] Job Code: [ ] Account: [ ] Fund Code: [ ] Class Field: [ ] **As Of Date:** 06/09/2023
Process Schedule Request displays. Select a Server Name: PSUNX, then click OK.	**Process Scheduler Request** User ID 004517680 Run Control ID ctamone Server Name **PSUNX** Run Date 06/09/2023 Recurrence [ ] Run Time 11:38:52AM Reset to Current Date/Time Time Zone [ ] **Process List** 	Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☑	Position Detail by Department	SMOHRPDD	SQR Report	Web	PDF	Distribution	
You are returned to the Position Details page. A Process Instance number is generated, confirming the request was submitted. Click the link for "Process Monitor".	Position Detail by Department Run Control ID: ctamone — Report Manager **Process Monitor** Run Process Instance:2875309 **Business Unit:** SMCMP Cal State San Marcos **Optional Parameters - Leave Blank for All** Department: 1055 FDM Custodial Services Job Code: [ ] Account: [ ] Fund Code: [ ] Class Field: [ ] **As Of Date:** 05/02/2023
The Process List page displays. The highlighted SQR report shows your request is processing, which may take several minutes. *NOTE: You can click 'Refresh' to refresh the*	Process List Server List **View Process Request For** User ID 004517680 Type [ ] Last [ ] 1 Days [ ] Refresh Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset **Process List** Personalize | Find | View All | 🖾 | 🖩 First ◀ 1 of 1 ▶ Last | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
---	---	---	---	---	---	---	---	---	---	---
☐	2875309		SQR Report	SMOHRPDD	004517680	06/09/2023 11:38:52AM PDT	Processing	N/A	Details	▾ Actions	

page and wait for the report to be displayed.	
Report Successful. Once the Run Status displays "Success" and Distribution Status displays "Posted", click the drop-down menu for "Actions", then click "View Log/Trace".	 **Process List** Server List **View Process Request For** User ID 004517680 Type [ ] Last [ ] 1 Days [ ] Refresh Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset ▼ **Process List** Personalize | Find | View All | 🗗 | 🖩 First ◄ 1 of 1 ► Last Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | **Run Status** | **Distribution Status** | Details | Actions ☐ | 2875309 | | SQR Report | SMOHRPDD | 004517680 | 06/09/2023 11:38:52AM PDT | **Success** | **Posted** | Details | ▼ Actions *dropdown:* Update Process ▶ / Parameters / Message Log / **View Log/Trace** Go back to Position Detail by Dept 🖫 Save ✉ Notify Process List | Server List
View Log/Trace page displays. Click the .CSV option to open the report in Excel. You can also open the report as a PDF, if preferred.	**View Log/Trace** **Report** Report ID 1881794 Process Instance 2875309 Message Log Name SMOHRPDD Process Type SQR Report Run Status Success Position Detail by Department **Distribution Details** Distribution Node HSMPRD Expiration Date 07/24/2023 **File List** Name | File Size (bytes) | Datetime Created SMOHRPDD_20230609.csv | 10,857 | 06/09/2023 11:39:42.010003AM PDT SQR_SMOHRPDD_2875309.log | 1,688 | 06/09/2023 11:39:42.010003AM PDT smohrpdd_2875309.PDF | 9,906 | 06/09/2023 11:39:42.010003AM PDT smohrpdd_2875309.out | 273,153 | 06/09/2023 11:39:42.010003AM PDT
View the report. The Excel report will display all position numbers, position information, funding source, Pool ID, incumbents, and reporting manager information. This can be sorted by Active/Inactive status to easily locate ready to use position numbers.	*See table below*

DeptID	Position	Salary Gra	Job Code	Class Title	Working T	Reg/Temp	Status	Position S	Incumben
'1055	'00000012	1	'2015	Lead Cust	Lead Cust	Regular	**Inactive**	Approved	
'1055	'00000114	1	'2015	Lead Cust	Lead Cust	Regular	**Active**	Approved	
'1055	'00000399	3	'1038	Admin An	Facility Us	Regular	**Inactive**	Approved	
'1055	'00000685	1	'6223	Laborer	Laborer	Regular	**Active**	Approved	'15000804