Human Resources

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

University Staff & Classified Guide

HRBP Guide
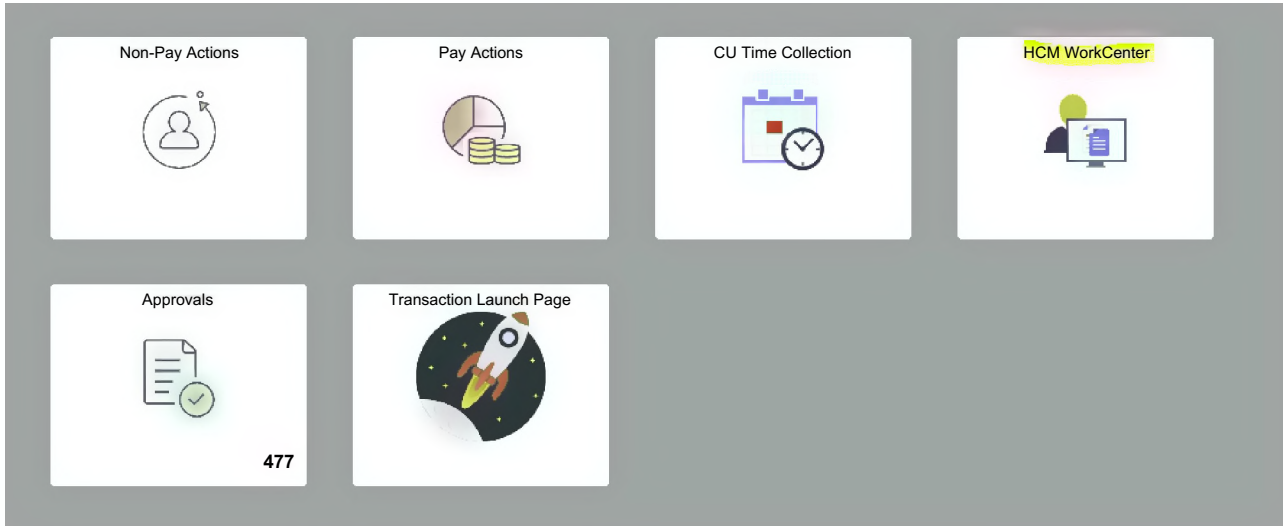
HCM: Vacancy Report

HCM Vacancy Report

University best practice is to reuse position numbers vs. creating new ones, whenever possible. To identify vacant position numbers in your org structure, HRBPs can run a query in HCM using the step-by-step instructions below.

If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant.

Step-by-Step: Vacancy Report

Step #1 - Go to the HCM Community Users Main Page and click the HCM Work Center Tile

Step #2 - In the HCM Work Center, open the "Resources" Tab

CU HCM User WorkCenter

Step #3 - Scroll down and click the "*Click here for ALL*" link - this will open the entire reporting library

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WorkCenter **Resources**

HCM Queries   g ov

a _____ Job **Lisi**
. Payroll Register Àcci E'eiail
. Payroll Register
. TET Manacie Transactions
. Funding Distribui ion
■ _____ Position Information
. Personnel Roster
. Time Entry
. Paycheck Distribution
. Training Report
■ _____ Leave Accrual Detail NEW
. Personne Actions History
. Position Funding
, Leave Accrual Summary
. My· Leave Timesheet Status

Top 15 Listed above. Click tiere for ALL

Step #4 - Scroll down to the Position Information Report #98 (*make sure to check the **vacant** box when running this report).

91	Payro Detail" Redster Acct q	uery returns pay check information and an earnings breakdown with accounting details by PPE.
92	Payroll Register Summary	This query returns Pay check information by PPE (no earnings breakdown) and includes a pay card flag.
93	Personnel Actions History	i™8 ^uðry returns a history of an employee's actionireason code information by empi ID. dept ID. job code,actionireason codesand/or eff dates
94	Personnel Roster	This query returns important job data for active employees including supervisor information.
95	Position Funding	This query returns current position funding for active positions only.
96	Position History	This query returns historical position data It also returns future-dated position data as long as a current effective-datedrow exists.
97	Position Incumbents	This query returns the incumbent history for positions and includes a current incumbent flag.
98	Position Information	This query returns current position information with options to search for vacant or inactive positions.
99	Possible Terminations Needed	This query returns current active employees that have not received pay in at least 4 months.
100	Prev Mon Turnover Ana	Turnover Rate = Terminations * 100/ ((Begin Count + End Count)/2) By Department or Tree Node

Quick Tip! One quick thing to keep in mind when running this report is that positions numbers do have to **remain in the same employment group.** For example, if you create a position number using a Faculty profile type, it cannot later be used to fill a University Staff vacancy. Attempting to convert employment groups will cause downstream errors in HCM.

CUES HCM POSITION INFORMATION - Position Information

Position Nbr (Optional)   IQ

Business Unit (Opli on a l)   l'l'lQ

Node (Opli on alj   A

☐epl ID (Optional)   ZĽQ

Job Code (Optional)   IQ

Company (Opli on al)   ĽQ

Location (Opli on a l)   IQ

*Eff **Status**   Active   v |

Posilion Status (Opli on ali   V

FLSA Status (Opli on al)   v

Reg/Temp (Opli on a l)   v 1

FulV/Part Time (Optional)   v I

Reports To (Opli on a l) |Q

Dotted-Line (Optional)   ☐Q

Vacant ONLY S

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Security Clearance   ĽQ

View Results

Step #5 - HRBP can then review the results and identify if a relevant vacant position number is available for use.