

DRAFT INSTRUCTIONS

Report will be live by 11/28/11 – Access will require a new security role to be requested in the BAR

How to access PERHO079 – Position Management Report in Hyperion

1. Log into Hyperion.
2. Click on **Human Resources – H_Departments – H_General.**



3. You will have 4 options for selection on the dashboard:

A screenshot of the "Department of Human Resources" dashboard for "PERHO079: Position Management". The dashboard includes a "Help" button on the left and a "Process" button at the bottom. The main content area contains the following text and options:

Department of Human Resources
PERHO079: Position Management

This report provides position information to help you manage your positions.
Note: the information is 24 hours old compared to Banner.

- Enter a Position Number
- Enter an Org Code
- Enter a Position Class Code and an Org Code
- Select a Level 3 Org from the List

- a. **Enter a Position Number:** Selecting this option will provide 2 reports – a list of all incumbents in the selected position and the history of the position.
- b. **Enter an Org Code:** Selecting this option will provide 2 reports – a list of all positions for the entered org (wild card % permitted) and a template for annual update of positions within the org.
- c. **Enter a Position Class Code and Org Code:** Selecting this option will provide 2 reports – a list of all positions for the entered org (wild card % permitted) and the entered position class code and a template for annual update of positions within the org.
- d. **Select a Level 3 org from the list:** Selecting this option will provide 2 reports – a list of all positions for the entered Level 3 org (grouped by org) and a template for annual update of positions within the selected Level 3 Orgs.

4. Sample Reports:

Position List by Org report:

10/28/11 05:01 PM		Position List by Organization						PERBH0079E
<u>AAA</u> President Admin Indpnt Office								
031A Presidents Office								
Position	Position Title	Position Class	Position Class Desc	Status	Position Type	Position eClass	Position Begin Date	Current Incumbent
FE0014	President	0011	President	A	S	FE	07/01/2007	Schmidly, David J.
FE0017	Chief Of Staff/Office Of Pres	0023	Chief Of Staff/Office Of Pres	A	S	FE	07/01/2007	Bova, Breda
GM0008	Graduate Student Monthly	90009	*Graduate Student Monthly	A	P	GM	07/01/2007	VACANT
OC0018	On Call Staff	90002	*On Call Staff	F	P	SO	07/01/2007	VACANT
S00170	Events Dir/Ofc of the Presdnt	N0042	Events Dir/Ofc of the Presdnt	A	S	SE	07/01/2007	VACANT
S00672	Administrative Officer (Div)	A7007	Administrative Officer (Div)	A	S	SE	07/01/2007	Davis, Margaret S.
S01089	Spl Asst For Strat Initiatives	A8039	Spl Asst For Strat Initiatives	A	S	SN	07/01/2007	Beimer, Connie
S01301	Admin Assistant 3	A3004	Admin Assistant 3	A	S	SN	07/01/2007	Britain, Catherine
S01384	Const to Pres/Strtgy & Goals	A8050	Const to Pres/Strtgy & Goals	A	S	SC	07/01/2007	Thompson, Carolyn J.
S01720	Projects Splst/Ofc of the Pres	A5050	*Projects Splst/Ofc of the Pr	A	S	SE	07/01/2007	VACANT

Annual Position Update template form:

10/28/11 05:00 PM		Annual Position Update Form					PERBH0079D
<u>AAA</u> President Admin Indpnt Office							
031A Presidents Office							
Position	Position Title	Position Class	Position Class Desc	Position Type	Current Incumbent	Current Status	Requested Change
FE0014	President	0011	President	S	Schmidly, David J.	A	
FE0017	Chief Of Staff/Office Of Pres	0023	Chief Of Staff/Office Of Pres	S	Bova, Breda	A	
GM0008	Graduate Student Monthly	90009	*Graduate Student Monthly	P	VACANT	A	
OC0018	On Call Staff	90002	*On Call Staff	P	VACANT	F	
S00170	Events Dir/Ofc of the Presdnt	N0042	Events Dir/Ofc of the Presdnt	S	VACANT	A	
S00672	Administrative Officer (Div)	A7007	Administrative Officer (Div)	S	Davis, Margaret S.	A	
S01089	Spl Asst For Strat Initiatives	A8039	Spl Asst For Strat Initiatives	S	Beimer, Connie	A	
S01301	Admin Assistant 3	A3004	Admin Assistant 3	S	Britain, Catherine	A	
S01384	Const to Pres/Strtgy & Goals	A8050	Const to Pres/Strtgy & Goals	S	Thompson, Carolyn J.	A	
S01720	Projects Splst/Ofc of the Pres	A5050	*Projects Splst/Ofc of the Pr	S	VACANT	A	
S02010	Executive Assistant	A7071	Executive Assistant	S	Garrity, Michelle A.	A	

Position Incumbents report:

10/28/11 05:09 PM		Position Incumbents				PERBH0079C
S04964 Analyst/Programmer 1						
Status: Active		Begin Date: 07/01/2007				
Id	Name	Suffix	Status	Job Begin Date	Job End Date	
100018313	Stowell, Andres G.	00	T	12/22/2007	01/30/2009	
101494157	Wells, Aaron A.	00	T	04/13/2009	06/03/2009	
100829261	Rivera, Gabriel A.	00	A	07/06/2009		

Position History report:

10/28/11 05:06 PM		Position History				PERBH0079A
S04827 Program Operations Director						
Status: A						
Type: S						
Change Date	PClass Code	Position Class Desc	Exempt	Position Title	eClass Code	
07/01/2007	D0033	HR Projects Specialist	Y	HR Project Specialist	SE	
07/01/2007	D0033	HR Projects Specialist	Y	Hr Project Manager	SE	
10/03/2008	A7069	Program Operations Director	Y	Program Operations Director	SE	