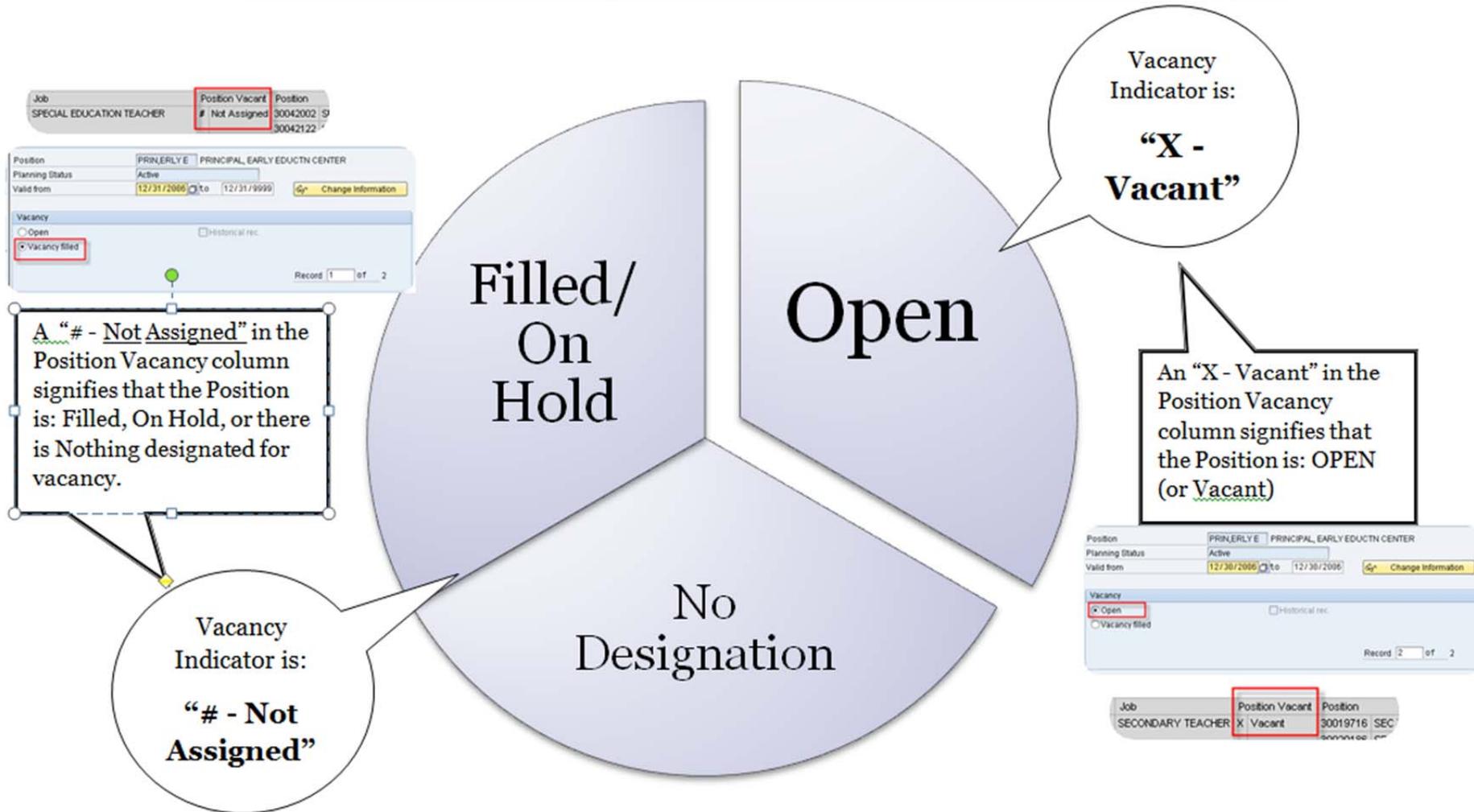
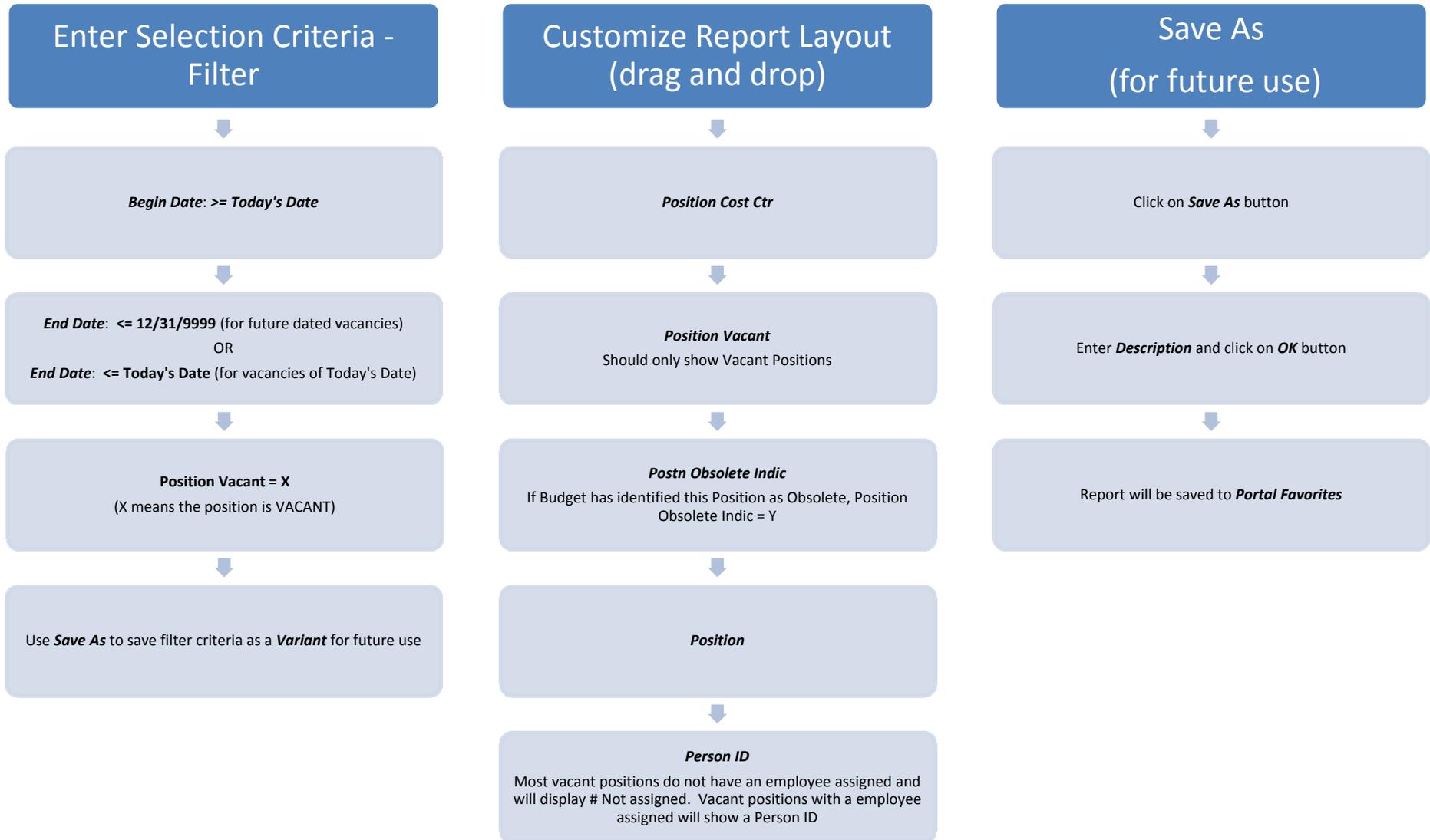


## Understanding--- “Position Vacancy”



Steps to customize HR105 Position History (SAP) for vacancy reporting by Cost Center:



Variable Entry

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable**	Current Selection	Description
* Begin Date (Default Current Day, Selection Required)	>=10/10/2014 <input type="checkbox"/>	>=10/10/2014
* End Date (Selection Required)	<=10/10/2014 <input type="checkbox"/>	<=10/10/2014
Cost Center Hierarchy (Multiple Single Values)	+100001054801(Text) Nod	100001054801 Information Technol
Employee Group (Selection Optional)	<input type="checkbox"/>	
Employee Subgroup (Selection Optional)	<input type="checkbox"/>	
Obsolete Indicator (Selection Optional)	<input type="checkbox"/>	
Personnel Number (Selection Optional)	<input type="checkbox"/>	
Position (Selection Optional)	<input type="checkbox"/>	
Position Fund (Selection Optional)	<input type="checkbox"/>	
Position Job (Selection Optional)	<input type="checkbox"/>	
Position Personnel Area (Selection Optional)	<input type="checkbox"/>	
Position Personnel Sub Area (Selection Optional)	<input type="checkbox"/>	
Position Program (Selection Optional)	<input type="checkbox"/>	
Position Qualification (Selection Optional)	<input type="checkbox"/>	
Position Vacant (Selection Optional)	<input type="checkbox"/>	
Position Valid Flag (Defaulted to Valid)	X <input type="checkbox"/>	X Valid
School Type (Selection Optional)	<input type="checkbox"/>	
Work Schedule Rule (Selection Optional)	<input type="checkbox"/>	
Postn Org Unit Division (Selection Optional)	<input type="checkbox"/>	
Postn Org Unit Division Indicator (Selection Optional)	<input type="checkbox"/>	

OK

**Variable Entry: Selection Criteria & Variants**

HR105 Position History Detail (SAP)

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New Analysis Open Save As... Display As: Table Info Send Print Version Export to Microsoft Office

Columns	Postn Cost Cntr	Position Vacant	Postn Obsolete Indic
Rows	IT Customer Support Branch	X Vacant	N
• Postn Cost Cntr		# Not assigned	N
• Position Vacant	IT Project Management	X Vacant	N
• Postn Obsolete Indic		# Not assigned	N
Free characteristics	ITD-Bus Applications Supp Ed	X Vacant	N
• EE DWH		# Not assigned	N
• EE ESG	ITD-CSIB Job Cost	X Vacant	N
• EE Group		# Not assigned	N
• EE Holiday Cal Cd	ITD-Capital ProjDesign&QA JC	X Vacant	N
• EE PA		# Not assigned	N
• EE PSA	ITD-Capital ProjPMO Job Cost	X Vacant	N
• EE PSA Grouping for WS		# Not assigned	N
• EE WSR	ITD-Capital Projects	X Vacant	N
• ESG Grouping for WS		# Not assigned	N
• PERNR	ITD-Data Center Operations	X Vacant	N
• Person ID		# Not assigned	N
• Position	ITD-Decision Support System	X Vacant	N
• Position Valid Flag		# Not assigned	N
• Pos Org Unit Div*		# Not assigned	N

Analysis Area

**Default Layout: customize report using Drag & Drop**

Home Human Resources Systems Access Request Materials/Inventory

Accounts Payable Accts Recv / Cash Mgmt Administrative Asset Management

Reports

Detailed Navigation

Portal Favorites

- ▾ Absence Analysis
  - Attendance Rate % by FY & School Type (HR076)
  - Attendance Rate % by FY & School Type (HR098)
- ▾ Funds Management
  - Budget Availability by Div & FC (FM007)
  - FM007 Budget Availability (by FY 2014 & Cost Center)
- ▾ General Ledger
  - GL Acct Filtering (GL025)
- ▾ HR
  - HR087 EE History - research
- ▾ Payroll Expenditure
  - FY Overtime by Cost Center and PP/FY (BU055)
  - Overtime by FY and Payroll Area (BU041)
- ▾ Procurement
  - Cl...
  - HR1...

**Save As will save report to Portal Favorites (for future use)**