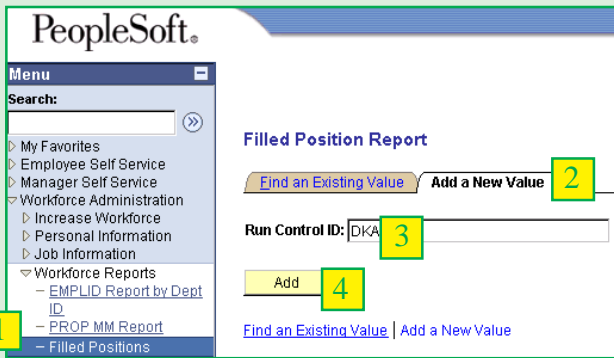
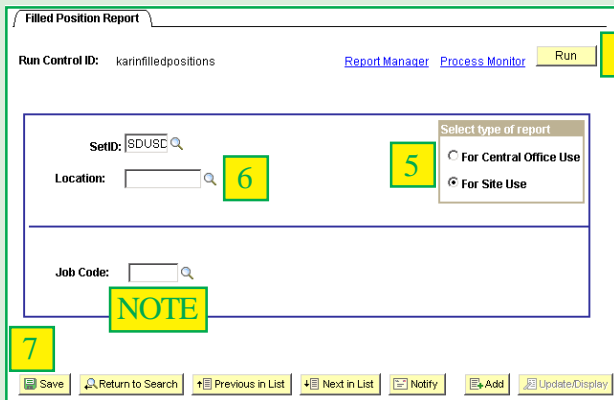


How to Run the Filled Positions Report

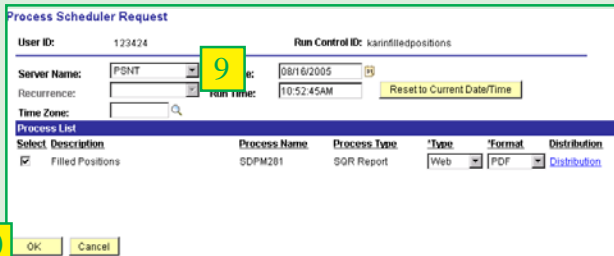


1. Navigate to: **Workforce Administration > Workforce Reports > Filled Positions**
2. Click on the **Add a New Value** Tab
3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one Run Control ID. **Do not** keep clicking **Add a New Value** tab each time you run a report.
4. Click the **Add** button.

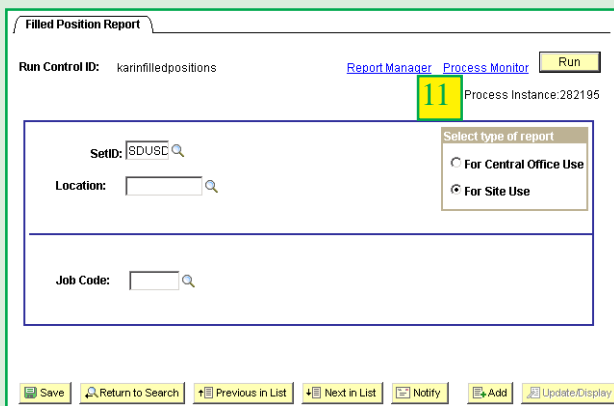


5. If you want to run the report by *Department*, click the **For Central Office Use** radio button.
If you want to run the report by *Location* (like the example), click the **For Site Use** radio button.
6. Enter a *Location/Department*, or click the icon to view a list of *Locations/Departments* from which to choose.
7. Click **Save**. (Only the first time you are setting up your report.)
8. Click the **Run** button.

NOTE: The system does not allow for both **Location/Department** and **Job Code**, but if you want to see positions for a specific *Job Code*, enter a *Job Code*, or click the icon to view a list of *Job Codes* from which you can choose.

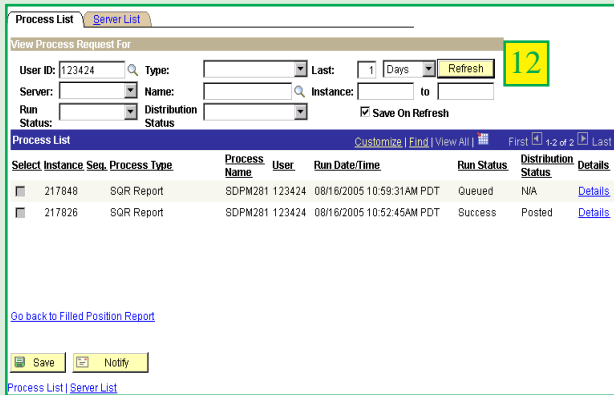


9. Select **PSNT** from the drop-down menu for **Server Name**.
10. Click the **OK** button.

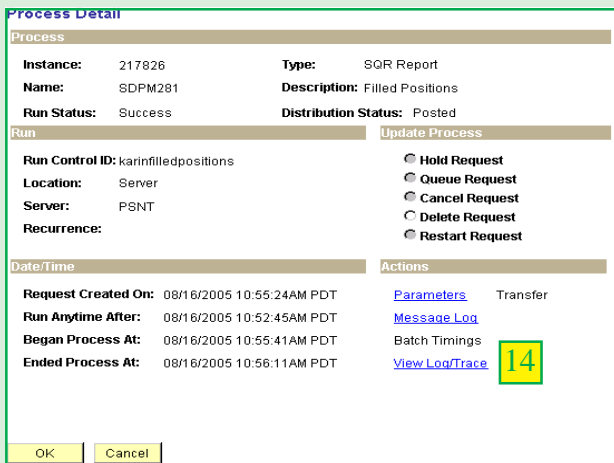


11. Note your **Process Instance** number and click the **Process Monitor** link.

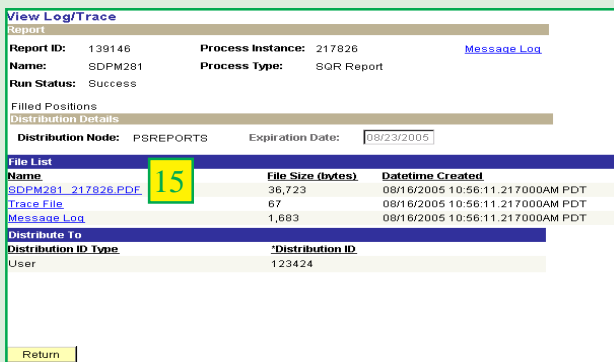
How to Run the Filled Positions Report



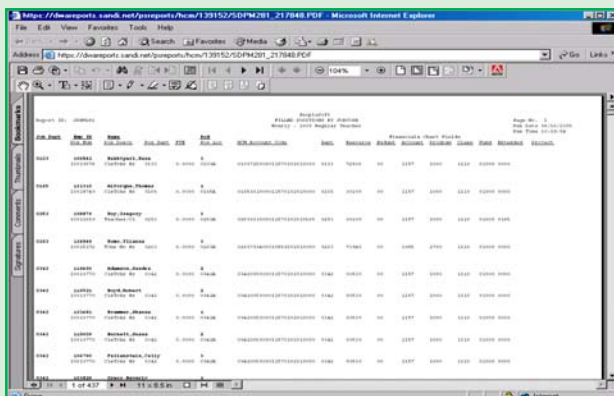
- Click the **Refresh** button to update the **Run Status**.
- When **Run Status** becomes “Success” and **Distribution Status** becomes “Posted”, click the **Details** link.



- Click the **View Log/Trace** link.



- Click the **.PDF** link that contains the **Process Instance** number that you noted above. (Step 11)



- Your report will open in Adobe Acrobat Reader.

Filled Positions Report

Status of Employee

Employee ID/Information

Job Code with Description

HCM Account Code (Combo Code)

Report ID: SDPM281

PeopleSoft
FILLED POSITIONS BY LOCATION
Salaried - 9999A Sample Middle School

Page No. 5
Run Date 06/14/
Run Time 09:03

Status	Emp ID Pos Num	Name Pos Descr	Pos Dept	FTE	Rcd Pos Loc	Jobcode Description HCM Account Code	Dept	Financials Chart Fields							
								Resource	Budget	Account	Program	Class	Fund	Extended	Project
Active	123456 10005027	Doe, Jane Res Spc Mo	0324	1.0000	0 0324A	2102 Resource Specialist-Spec Educ 0324650030011280321014750	0324	65003	00	1128	1120	5770	01000	4750	
Active	987654 10005010	Doe, John Clarm Tchrr	0324	1.0000	0 0324A	2000 Regular Teacher 0324000100011070102010000	0324	00010	00	1107	1000	1110	01000	0000	
Active	032165 10005050	Jones, Jame In Beh Tec	0324	0.7500	0 0324A	6434 Instruct Behavior Techn 0324650030021120220014210	0324	65003	00	2112	1110	5750	01000	4210	
Active	498703 10005010	Smith, Sally Clarm Tchrr	0324	1.0000	0 0324A	2000 Regular Teacher 0324000100011070102010000	0324	00010	00	1107	1000	1110	01000	0000	
Active	897564 10005035	Smith, Sam Counselor	0324	0.6700	0 0324A	2612 Secondary Counselor 0324301000015011602010000	0324	30100	00	1501	3110	1110	01000	0000	
	10017557	Counselor	0324	0.3300	0324A	0324739400015011602010000	0324	73940	00	1501	3110	1110	01000	0000	

Employee's Position Number(s)/Position Description

FTE Per Position

Financials Chart Fields