

HR RESOURCE CENTER & OPERATIONS

Position Update Instructions

Department HR liaisons have access to update certain position data fields in HRIS. To update Mail Drop ID (campus address), Reports to (Supervisor’s Position Number), Work Phone, Title and Short Title, CIP Code (Classification of Instructional Programs), or Academic Rank, follow the directions below:

Note: The Classification of Instructional Programs (CIP) code provides a scheme that supports the accurate tracking and reporting of fields of study and program completions activity for use by the K-State Planning and Analysis Office.

To update FTE, Job Code, FLSA Status, Appointment Basis, etc. please continue to submit a Position Date Sheet (PER-36) to Division of Human Resources.

1. Access page:

[Workforce Administration](#) > [Job Information](#) > [Position Update](#)

2. Enter Search Criteria

- a. To update information for a specific vacant or filled position, enter the Position number.
(Example: W0006084)
- b. To produce a list of positions within the department, enter 10-digit department number. (Example: 3670008010)

The screenshot shows a web form titled "Position Update". Below the title is a blue button labeled "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. The form contains several search fields, each with a "begins with" dropdown menu and a text input box: "Position Number", "Description", "Business Unit", "Department", "Job Code", and "Reports To Posn". The "Position Status" field has a dropdown menu with "=" selected and another dropdown menu to its right. At the bottom of the form are four buttons: "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

3. **Insert a new effective-dated row.** Update effective date and other appropriate information. Use an effective date within the current pay period, no future dates.

Ksu Position Update

Position Number: W000xxxx Human Capital Special I
 Open/Filled: F Current Head Count: 1

Current Incumbent(s) Find | View All First 1 of 1 Last

Empl ID: W0000xxxxxx Lname,Fname

Position Find | View All First 1 of 1 Last

*Effective Date: (B) Status: Active FTE: + -

Mail Drop ID:

Example: 103 Edwards, 1810 Kerr Dr.

Reports To: (Q) Lname,Fname

Work Phone:

*Title:

Short Title:

CIP Code: (Q)

Academic Rank: (Q) *Supervisory

Save
 Return to Search
 Previous in List
 Next in List
 Notify

4. **Review information and select save.**

Page Details:

Position Number: The eight-character position number will display. Job title will display next to the position number.

Open/Filled: An “F” represents a filled position. An “O” will appear if the position is open.

Current Head Count: If the position is open, zero will be displayed as the head count. If the position is filled, the head count will show 1. There should only be one incumbent per position.

Current Incumbent:

EmplID: Displays the 11-character ID number of the incumbent. The incumbent name will display beside the EmplID.

Position:

Effective Date: Enter the effective date for the change. Use current pay period date, not future date.

Status: The status populates and will show whether the position is Active or Inactive.

Mail Drop ID: This is the campus address for the position. Enter the room number first (if applicable) followed by the building name, then the street address. Example: 103 Edwards Hall, 1810 Kerr Dr.

Reports To: Enter the position number for the individual responsible for supervising this position.

Work Phone: Enter the work phone number for the employee. Begin with the area code.
Example: 785-532-6277

Title: This field is optional. It may be used to show a business title different from the employee’s official Job Title. For example, if the job title is Administrative Specialist, but the employee is the office manager, the title may be listed as Office Manager and this is what will appear in the on-line directory and the campus phonebook.

Short Title: This field is optional. You may enter a short title to coincide with the title. For example, if the incumbent is the Office Manager, you may enter a short title of Ofc Mgr.

CIP Code: The Classification of Instructional Programs (CIP) code provides a scheme that supports the accurate tracking and reporting of fields of study and program completions activity for use by the K-State Planning and Analysis Office.

Academic Rank: Identifies a faculty member's rank of Professor, Associate Professor, Assistant Professor or Instructor.

Supervisory: Select the appropriate designation – Lead Worker, Manager, None, Supervisor.