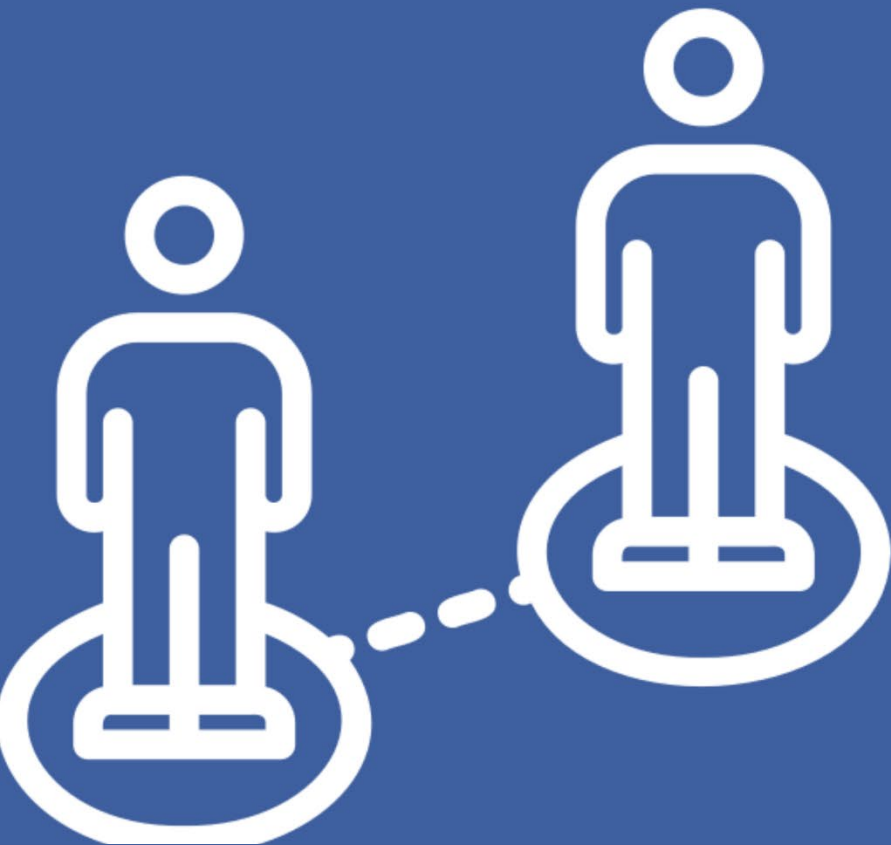




City of Fairfield



Using Position Inquiry





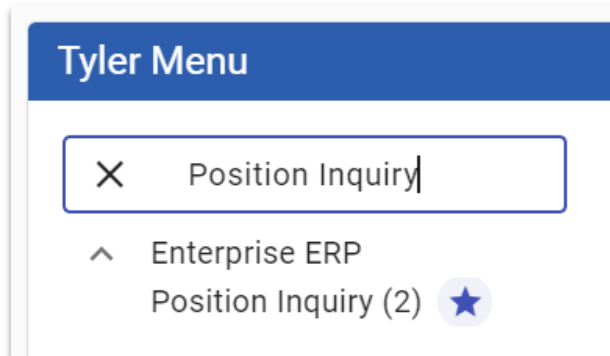
Contents

Using Position Inquiry.....	2
Understanding Position Inquiry Fields.....	2
Position	2
Description.....	3
Status.....	3
Effective Date	3
Job Class	3
Group/BU	4
Location	4
Replaced With	4
Filled At	4
Max Employees.....	4
Personnel Status.....	4
Allocation	5
Org/Object.....	5
Supervisor	5
# of Employees	5
Searching Position Control.....	5
Search Operators	6



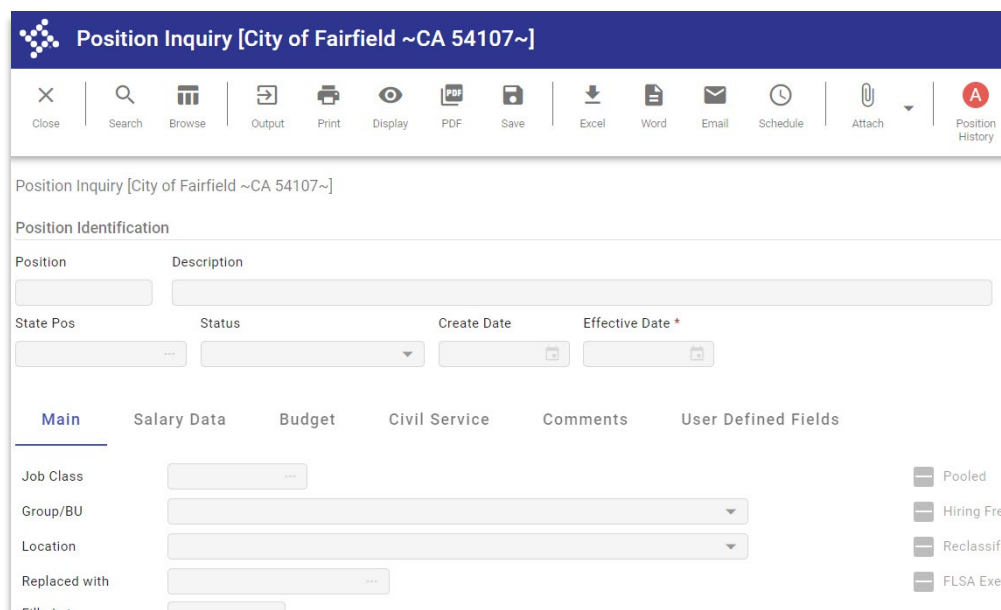
Using Position Inquiry

From the Tyler Munis Hub page, search for **Position Inquiry**:



You can click the **Star** ☆ next to the module name to save it to your favorites.

After clicking on **Position Inquiry**, you will see the following screen:



Understanding Position Inquiry Fields

Position

Position

000001277

Identifying number of the position in position control. Position control numbers are four digits.



Description

Description

IT TECHNICIAN II

Descriptive name of job class (series) assigned to the position. May not always reflect the exact level the position is filled at.

Status

Status

A - ACTIVE

Reflects the status of the position.

- **A – ACTIVE:** Active position in current year.
- **D – REPLACED:** Position has been replaced with another. See **Replaced With** field.
- **I – INACTIVE:** Inactive position. May still be active under a more recent **Effective Date**. See **Search Period**.
- **P – PENDING:** Position is pending approval by Council.
- **R – REDUCTION IN FORCE:** Position has been cut and is no longer available.

Effective Date

Effective Date *

01/01/1980 

Specifies the effective date for the position. This date is used as the effective date for payroll and budget processing. One position may have several effective dates as the position is updated over time. See **Search Period**.

Job Class

Job Class

1580

...

IT TECH II

Indicates the primary job class code for the position. Determines the allowed job class that can be assigned to an employee in the position. A position may be under/over-filled with a different job class in **Filled At**.



Group/BU

Group/BU

1000 - FAIRFIELD EMPLOYEES ASSOC

Bargaining unit of the position.

Location

Location

1230 - IT TECH SUPPORT AND SERVICES

Location of the position. Describes the department/subdivision of the position.

Replaced With

Replaced with

000000000

Indicates the replacement position when the value of the position's **Status** is D - Replaced.

Filled At

Filled at

...

Reflects the under/over-fill of the position. Allows a job class other than that defined in **Job Class** to be assigned to an employee in the position.

Max Employees

Max Employees

1.0000

Indicates the maximum number of employees that can have this position number.

Personnel Status

Personnel Status

F - FULL TIME

Indicates the FTE (Full-Time Equivalency) status/type of a position.



Allocation

Allocation

Contains the general ledger (account code) allocation for the position. Allocation detail can be viewed in **Payroll Allocations** found in the Tyler Hub.

Org/Object

Org Object

If **Allocation** has no value, this field contains the account code from which the position is funded.

Supervisor

Supervisor

Identifies the current supervisor for the specified position. The position specified in this field approves time/absence requests in ESS.

of Employees

Displays a count of employees currently assigned to the position. Clicking this button will show the employee's ID number and name.

Searching Position Control

To search position control, click the **Search**  button. You can narrow your search by entering values into **any** of the fields previously described in this guide.

Take note of the **Search Period** radial buttons that appear:

Search Period Current All Historical Future Specific Date

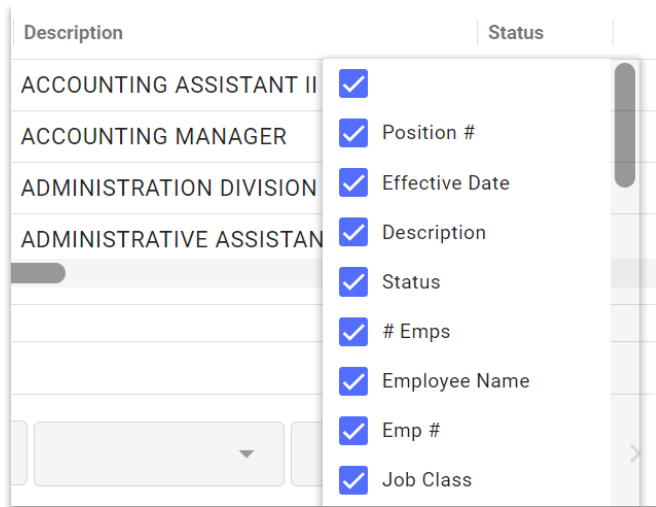
These search periods allow you to view versions of a particular position at a point in time, as determined by their **Effective Date**. Please note that the search period you choose may affect the positions that appear in your search results.

Click **Accept**  and **Browse** .



This view will display an overview of positions. You can click into any row to view detailed information about the position.

You can also right-click to show/hide header columns based on your needs:



You can also export your search out to Excel using the **Excel** Excel button in the top menu bar.

Search Operators

- **| (Pipe):** Search for multiple individual items at once.
 - o Example: 1020|1025|1500
- **: (Colon):** Search for a sequential series of items at once.
 - o Example: 1020:1032
- *** (Wildcard):** Search for a portion of a given value, where the rest of the value is unknown.
 - o Example: 10**