

## **Position reports**

FAST HR Quick Guide This quick guide describes the reports available under the FAST HR Positions tab: All Current Positions and PEA Term Positions. These are useful reports for larger departments with pooled and/or vacant positions, and for departments with PEA term positions.

For more resources, including a guide on FAST HR codes, visit www.uvic.ca/hr/fasthr.

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5       The Type column will display S (Single), P (Pooled) or F (Frozen).       Filter Options       Report Results       P Help         5       The Type column will display S (Single), P (Pooled) or F (Frozen).       993767       00       S       A       100         2       993767       00       S       A       100         3       9995105       00       S       A       100         4       995507       00       S       A       100         5       Single = a position designed to have a single incumbent and usually budget funded       Pooled = a position that multiple incumbents may cycle through (e. staff, grant-funded employees) and is typically not base-budget func         6       The Appt % column refers to the proceed = a position that has been frozen by the budget office and no has base-budget funded. This may or may not match the job FTE.       99507       00       S       A       100         2       993767       00       S       A       100       100       100       100         6       The Appt % column refers to the mployee dass of the poly for the poly of the position that is base-budget funcid. This may or may not match the job FTE.       99507       00       S       A       100         7       The Job Class column refers to the employee class that is different than his or her pimary Employee Class (e.g. PEA Term Posi	#	Instructions	Screens	not									
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5       Opposed (por F) (Frozen).       4       995507       00       S       A       100         5       (Pooled) or F) (Frozen).       5       997947       00       S       A       100         Single = a position designed to have a single incumbent and usually budget funded         Pooled = a position that multiple incumbents may cycle through (e. staff, grant-funded employees) and is typically not base-budget funder.         6       The Appt % column refers to the percentage of each position that is base-budget funding (e.g. disestablished positions)         6       The Job Class column refers to the percentage of each the job FTE.       8       Row # Job Posn       Suffix       Type       Status       Appt %         1       996994       00       S       A       100         2       93767       00       S       A       100         3       998716       00       S       A       100         7       The Job Class column refers to the employee category to which the job FTE.       99507       00       S       A       100         2       993767       00       S       A       100       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or for ad Studie       01/04/2006       FT       S9977       1617 </td <td>3</td> <td>998716</td> <td>00</td> <td></td> <td>S</td> <td>Α</td> <td></td> <td>100</td> <td>S</td> <td>cholarship</td>			3	998716	00		S	Α		100	S	cholarship	
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8       Single = a position designed to have a single incumbent and usually budget funded Pooled = a position that multiple incumbents may cycle through (e. staff, grant-funded employees) and is typically not base-budget funce. Frozen = a position that has been frozen by the budget office and n has base-budget funded. Type Status Appt %         6       The Appt % column refers to the percentage of each position that is base-budget funded. This may or may not match the job FTE.       Row # Job Posn Suffix Type Status Appt %         7       The Job Class column refers to the employee category to which the job sassigned (e.g. PEA or ME). An employee category to which the job is assigned (e.g. PEA or ME). An employee working temporarily in a PEA position would have the Job Class PT).       The Job Class column refers to the employee working temporarily in a PEA position would have the Job Class PT).         8       The PEA Term Positions report is designed to halp administrators monitor the three-year end date of PEA term positions. The end date is three       Implement to the ison of Grad Studies 01/04/2006 PS S993 1617         8       The PEA Term Positions report is designed to halp administrators monitor to the three-year end date is three       Implement Position Position Positions report is designed to help administrators monitor to the three-year end date is three         8       The PEA Term Positions report is designed to help administrators monitor to the three-year end date is three       Implement Positions report is designed to help administrators monitor to the three-year end date is three         992891       01/04/2005       100       Implement Positions report is design of 01/04/2005			5	997947	00		S	Α		100	C	lerk/PB7	
Image: Second State State       Row # Job Posn       Suffix       Type       Status       Appt %         6       percentage of each position that is base-budget funded. This may or may not match the job FTE.       1       996994       00       S       A       100         2       993767       00       S       A       100         3       998716       00       S       A       100         4       995507       00       S       A       100         7       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Position       Position       Position       Position       Sol 2010/2015       Y00       01/04/2006       FT       S9993       1617         8       The PEA Term       Positions report is designed to help administrators monitor       Position       Position       Position       01/04/2006       FT       S9993       1617         1       992805       01/02/2015       V00       01/01/2015       30/0       01/01/2015       30/0 <th></th> <th></th> <th colspan="11"><ul> <li>Single = a position designed to have a single incumbent and usually base- budget funded</li> <li>Pooled = a position that multiple incumbents may cycle through (e.g. casual staff, grant-funded employees) and is typically not base-budget funded</li> <li>Frozen = a position that has been frozen by the budget office and no longer has base-budget funding (e.g. disestablished positions)</li> </ul></th>			<ul> <li>Single = a position designed to have a single incumbent and usually base- budget funded</li> <li>Pooled = a position that multiple incumbents may cycle through (e.g. casual staff, grant-funded employees) and is typically not base-budget funded</li> <li>Frozen = a position that has been frozen by the budget office and no longer has base-budget funding (e.g. disestablished positions)</li> </ul>										
6       percentage of each position that is base-budget funded. This may or may not match the job FTE.       1       996994       00       S       A       100         3       998716       00       S       A       100         4       995507       00       S       A       100         5       997947       00       S       A       100         7       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).       Title       Begin Date       Job Class       Position Zasociate Dean of Grad Stud       01/04/2006       FT       S9997       1617         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Position       Position Positions. The end date is three       1       992805       01/04/2015       V00       01/04/2015       01/04/2015       01/04/2015       01/04/2015       01/04/2015       01/04/2015       01/04/2015       01/04/2015       1617         8       The PEA Term Positions. The end date is three       992805       01/04/2015       V00       01/04/2015       01/04/2015       01/04/2015       01/04/2015 <th rowspan="4">6</th> <th>The <b>Appt %</b> column refers to the</th> <th>Row #</th> <th>Job Posn</th> <th>Suf</th> <th colspan="2">fix Type</th> <th colspan="2">Status</th> <th>Appt</th> <th>%</th> <th>Title</th>	6	The <b>Appt %</b> column refers to the	Row #	Job Posn	Suf	fix Type		Status		Appt	%	Title	
6       position that is base- budget funded. This may or may not match the job FTE.       2       993767       00       S       A       100         3       998716       00       S       A       100         4       995507       00       S       A       100         5       997947       00       S       A       100         7       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).       Title       Begin Date       Job Class Position 01/04/2006       Position FT       S9977       1617         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Row # Position 2       Position Created       Vic 1D       Employee Name       Job Begin       Job Egin       Job Egin <td< td=""><td>percentage of each</td><td>1</td><td colspan="2">996994 00</td><td></td><td colspan="2">S A</td><td colspan="2">100</td><td></td><td>Dean of</td></td<>		percentage of each	1	996994 00			S A		100			Dean of	
8       budget funded. This may or may not match the job FTE.       3       998716       00       S       A       100         7       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).       Title       Begin Date       Job Class       Position Class       Position Group         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Row #       Position Position       Position Position Position       Vic 1D       Employee Name       Job Begin       Job Elass         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Position       Position Position       Vic 1D       Employee Name       Job Begin       Job Elas         8       Row #       Position       Position S       01/10/2015       V00       Vic 1D       Employee Name       Job Begin       Job Begin       Job Elas         92820       01/108/2015       V00       Vic 1D       Employee Name       Job Begin       Job Elas       Job Elas       Job Elas       Job Elas       Job Elas       Job Elas       Job Elas <td< td=""><td>position that is base-</td><td>2</td><td colspan="2">993767 00</td><td colspan="2">S</td><td>Α</td><td colspan="2">Α</td><td></td><td>Professo</td></td<>		position that is base-	2	993767 00		S		Α	Α			Professo	
may or may not match the job FTE.499550700SA100The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).TitleBegin DateJob Class Image: Class Og/05/2012Position FTPosition Segret Segret D1/04/2006Position FTS99771617 S99948The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is threeRow #Position Position Position Segret D1/04/2015Vic IDEmployee NameJob Begin Job BeginJob E8The PEA term positions. The end date is three the three-year end date of PEA term positions. The end date is threePosition Position Segret D1/08/2015V0001/01/201501/09/201		budget funded. This	3	998716	3716 00		S		Α			Scholars	
the job FTE.       5       997947       00       S       A       100         The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee Working temporarily in a PEA position would have the Job Class PT).       Title       Begin Date       Job Class       Position Class       Group         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Row # Position Created UVic ID Employee Name       Job Begin Job E       S9993       1617         8       The PEA term positions. The end date is three       1       992805       01/02/2015       V00       01/01/2015       01/01/2015       01/09/2015       3/00 E       01/01/2015       01/01/2015       01/01/2015       01/01/2015       01/09/2015       3/00 E       01/01/2015       01/09/2015       01/09/2015       3/00 E       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015       01/09/2015		may or may not match the job FTE.	4	995507	00		S A			100		Associate	
7       The Job Class column refers to the employee category to which the job is assigned (e.g. PEA or ME). An employee may be seconded to a Job Class that is different than his or her primary Employee Class (e.g. A CUPE employee working temporarily in a PEA position would have the Job Class PT).       Title       Begin Date       Job Class       Position Class       Group         8       The PEA Term Positions report is designed to help administrators monitor the three-year end date of PEA term positions. The end date is three       Row # Position Position Vold       Vol Class       The PEA term positions. The end date is three         8       The value is three       1 992805       01/02/2015       Vol 0       01/01/2015       01/09/2015       01/09/2015       1/09/2015       1/09/2015       1/09/2015       1/09/2015       1/09/2015       1/09/2015       1/09/2015       1/09/2015       01/09/2015       1/			5	997947	00		S	Α		100		Clerk/PB	
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Created May 2015. Updated Nov. 2015

#	Instructions	Screenshot	
	Positions Created column.		
9	To produce current data, enter a date and choose <i>Great Than or</i> <i>Equal</i> from the dropdown menu of the <b>Position Created</b> filter box.	Filter Options Report Results Plane	+ More
		Org Code     Position Created Id       32813     Image: Color of the second se	
	The report will produce a report of PEA term positions created after the date chosen.	<b>○</b> = ○ <>	