Position reports

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.

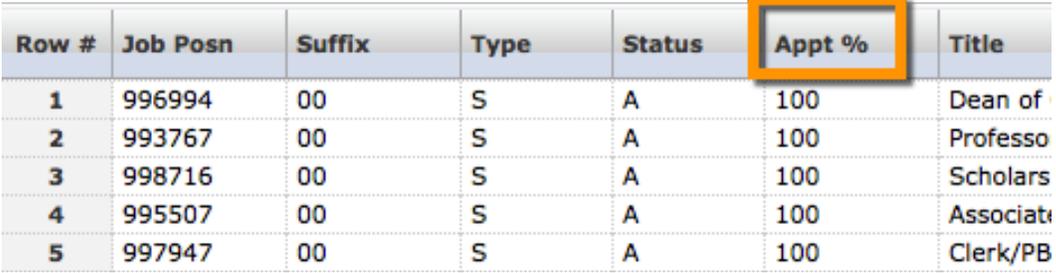| #	Instructions	Screenshot
1	The **All Current Positions** report provides a summary of your department's positions at a glance, including position numbers and job titles.	
2	The report displays the position number, title and name of each position's supervisor/approver.	
3	Some approver fields may be blank (e.g. pooled or casual positions with no direct supervisor).	
4	To access detailed information about an individual employee, click on the hyperlink in the UVic ID column. The **Employee Detail** screen will open.	
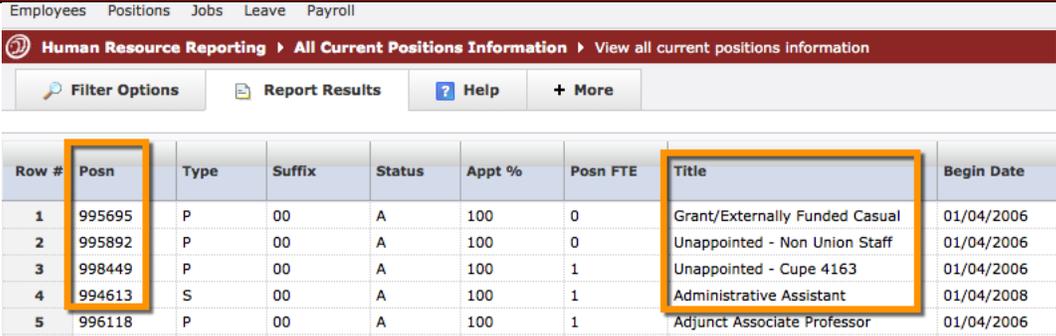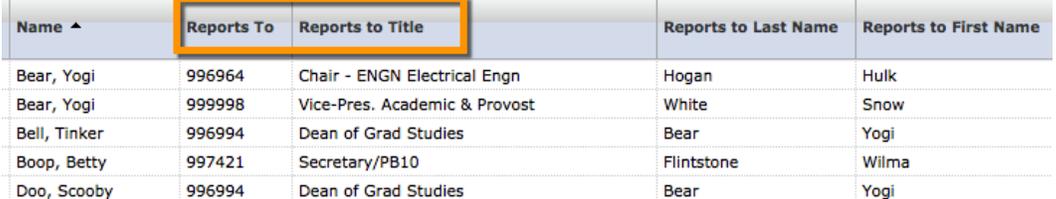
Created May 2015. Updated Nov. 2015

#	Instructions	Screenshot
5	The **Type** column will display S (Single), P (Pooled) or F (Frozen).	<table><tr><td>Row #</td><td>Job Posn</td><td>Suffix</td><td>Type</td><td>Status</td><td>Appt %</td><td>Title</td></tr><tr><td>1</td><td>996994</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Dean of Gr</td></tr><tr><td>2</td><td>993767</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Professor</td></tr><tr><td>3</td><td>998716</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Scholarship</td></tr><tr><td>4</td><td>995507</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Associate C</td></tr><tr><td>5</td><td>997947</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Clerk/PB7</td></tr></table> **Single** = a position designed to have a single incumbent and usually base-budget funded **Pooled** = a position that multiple incumbents may cycle through (e.g. casual staff, grant-funded employees) and is typically not base-budget funded **Frozen** = a position that has been frozen by the budget office and no longer has base-budget funding (e.g. disestablished positions)
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.	<table><tr><td>Row #</td><td>Job Posn</td><td>Suffix</td><td>Type</td><td>Status</td><td>Appt %</td><td>Title</td></tr><tr><td>1</td><td>996994</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Dean of</td></tr><tr><td>2</td><td>993767</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Professo</td></tr><tr><td>3</td><td>998716</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Scholars</td></tr><tr><td>4</td><td>995507</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Associat</td></tr><tr><td>5</td><td>997947</td><td>00</td><td>S</td><td>A</td><td>100</td><td>Clerk/PB</td></tr></table>
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).	<table><tr><td>Title</td><td>Begin Date</td><td>Job Class</td><td>Position Class</td><td>Posn Salary Group</td><td>Posn Salary Table</td></tr><tr><td>Professor</td><td>09/05/2012</td><td>FA</td><td>S9977</td><td>1617</td><td>FA</td></tr><tr><td>Dean of Grad Studies</td><td>01/04/2006</td><td>FT</td><td>S9994</td><td>1617</td><td>FS</td></tr><tr><td>Scholarships/Admin Officer</td><td>01/04/2006</td><td>PS</td><td>S9617</td><td>1617</td><td>PS</td></tr><tr><td>Secretary/PB7</td><td>01/04/2006</td><td>TS</td><td>S9446</td><td>1617</td><td>51</td></tr><tr><td>Associate Dean of Grad Stud</td><td>01/04/2006</td><td>FT</td><td>S9993</td><td>1617</td><td>FS</td></tr></table>
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 months later than the date listed in the	<table><tr><td>Row #</td><td>Position</td><td>Position Created</td><td>UVic ID</td><td>Employee Name</td><td>Job Begin</td><td>Job End</td><td>Job Status</td></tr><tr><td>1</td><td>992805</td><td>01/10/2015</td><td>V00</td><td></td><td>01/11/2015</td><td>30/04/2016</td><td>A</td></tr><tr><td>2</td><td>992831</td><td>01/09/2015</td><td>V00</td><td></td><td>01/09/2015</td><td>31/03/2016</td><td>A</td></tr><tr><td>3</td><td>992849</td><td>01/08/2015</td><td>V00</td><td></td><td>01/09/2015</td><td>31/03/2016</td><td>A</td></tr><tr><td>4</td><td>992851</td><td>01/08/2015</td><td>V00</td><td></td><td>15/09/2015</td><td>20/07/2017</td><td>A</td></tr><tr><td>5</td><td>992860</td><td>01/08/2015</td><td>V00</td><td></td><td>16/09/2015</td><td>31/08/2016</td><td>A</td></tr></table>
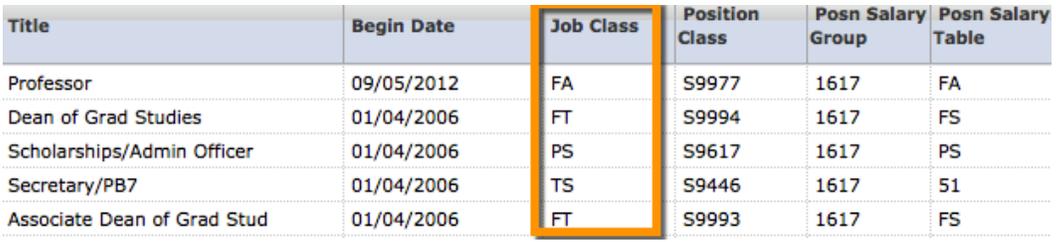
#	Instructions	Screenshot
	Positions Created column.	
9	To produce current data, enter a date and choose *Great Than or Equal* from the dropdown menu of the **Position Created** filter box. The report will produce a report of PEA term positions created after the date chosen.	