



PeopleSoft Project: Position Management

Position Management is a method of structuring Human Resources in which:

- Data is attached to positions; employees move in and out of positions
- Positions are attached to a specific part of an organization (Department ID)
- Each position in a job code is uniquely identified
- Position attributes such as salary plan, work hours, FLSA status, supervisor or work location are tracked regardless of the employee who is filling the position

Attributes of a position include:

- Dollar amount budgeted/ expended for the position
- Job Code
- “Reports to” information, i.e., which position does this position report to
- High level description of the position status (regular vs. temp)
- FTE allocation for the position
- Department ID

Advantages of Position Management:

- Easy to create, up-to date organization charts
- Integrated database eliminates double data entry and mismatches between diverse databases
- Position vacancies can be tracked and budget available to fill vacancies is easily determined
- Reporting capability is robust and real- time

How can I find out more about the PeopleSoft Project and Position Management?

Talk to the County’s Subject Matter Experts (SMEs) or other members of the Project Team. Kristin Jensen (80587) is the Subject Matter Expert for Position Control.

FACT SHEET