

Introduction

Process and Trigger

Execute this report to display all positions within an Organizational Unit. Information focus is on position status - occupied or vacant. If a position is occupied, the name of the employee in the position is available, as are a number of other data elements regarding the employee, including date when the employee filled the position, enterprise structure, and job.

Prerequisites

None

Menu Path

BUworks Central Portal → Reporting → Human Capital Management → Organizational Management → Position Status Report

Transaction

None

Tips and Tricks

- The report granularity is monthly and requires specification of a calendar month and year. Data underlying the report is loaded on a daily basis. To understand how this affects data returned when running the report, consider these examples:
 - Report is run on March 15 and Calendar Month/Year is specified 03/20XX. Data returned will show status of positions as of March 14;
 - Report is run on March 1 and Calendar Month/Year is specified 03/20XX. Data returned will show status of positions as of February 28;
 - Report is run on February 28 and Calendar Month/Year is specified 02/20XX. Data returned will show status of positions as of February 27
- This report can only be run for one month at a time. To develop a position status historical trend, run the report for multiple individual months, export the data produced for each month, and merge the data using a tool like Excel outside the Business Warehouse. For more information on the steps involved in exporting to Excel from BW, refer to the Help Guide *How-to Export Report Data to Excel*.
- Report output includes the date on which the report was run and the month/year for which the report was run, e.g.,

Position Status Report run on 03/20/2017 for 07/2016

Reports

None

Referenced Help Guides

- [How-to Export Report Data to Excel](#)

Procedure

Executing the Report

Click on the Portal link to start the *Position Status* report. The *Variable Entry* screen is displayed.

Enter selection criteria via the *Variable Entry* screen.

General Variables			
Variable**	Current Selection		Description
* Calendar Month/Year	04/2017	<input type="checkbox"/>	April 2017
Position(s)		<input type="checkbox"/>	
Position Status		<input type="checkbox"/>	
Master Cost Center(s)		<input type="checkbox"/>	
Organizational Unit(Hierarchy Node)		<input type="checkbox"/>	
Personnel Area		<input type="checkbox"/>	
Personnel Subarea		<input type="checkbox"/>	
Employee Group		<input type="checkbox"/>	
Employee Subgroup		<input type="checkbox"/>	

This report displays positions as of the date specified for **Calendar Month/Year**, the only required field. Only a single month and year can be specified.

The **Calendar Month/Year** field is initially populated with the current calendar month and year.

Report data can be restricted further by specifying other variables including **Master Cost Center, Organizational Unit, Employee Group**, etc.

Click **OK** to run the report.

Sample Output – Initial View¹

Position	Position Status	Emp Name	Emp Master Cost Center**	Emp
50000375	O			Fi
50001181	V			Ch
50001263	O			Man
50001363	O			S
50001489	O			Dea
50001626	O			Em
50001933	O			Fi
50002051	O			Fi
50002172	O			Ad

Emp Organizational Unit	Emp Personnel Area	Emp Personnel Subarea	Employee Group	Employee Subgroup

¹ The data in this document have been deliberately obscured.

Selected Definitions – Position Status Report²

Characteristic	Description
Position	Position number and description.
Position Status	Indicator shows “O” (occupied) or “V” (vacant). If the position is occupied, information regarding the employee filling the position is provided. If position is vacant, little additional information is available.
Date of Current Occupation	Date of occupancy by the employee currently holding the position.
Date of Vacancy Start	Date when a position vacancy began.
Cal Year / Month	Date (calendar month and year) being examined, i.e., the month/year for which the report was run.

Key Figure	Description
Number of Records	Contains an integer value of 1. When used in association with the subtotal function, this Key Figure serves to count the number of vacant or occupied positions, etc.

Results and Next Steps

None

² Additional definitions are available in the HCM Data Dictionary on this web page: <http://www.bu.edu/tech/support/buworks/data-dictionaries/>