

# Position Code Report

Last Modified on 10/21/2024 8:19 am CDT

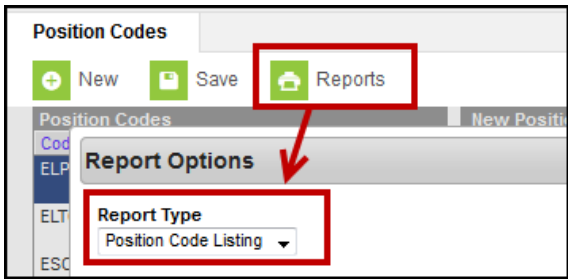
**Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

[Printing a Detailed Position Code Report](#) | [Printing a Summary Position Code Report](#)

Tool Search: Position Code Report

The Position Code report allows you to print a comprehensive list of Position Codes. You may print a [detailed](#) or [summary](#) version of the codes in PDF or CSV format.

This report is also available from [Position Codes](#).



## Printing a Detailed Position Code Report

The Detail option allows you to sort the Position Codes alphabetically by code or by Position Group. The Detail option also allows you to include the General Ledger Account Number assigned to the code and any User Fields that have been added to the Position Code. You may include inactive Position Codes. Inactive Position Codes do NOT have an "X" in the Active column.

**Position Code Listing**

This report will output position codes based upon the selected criteria.

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**View Options**

Summary       Detail

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**Sort Options**

Position Code       Position Group

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**Include:**

Inactive Position Codes       GL Account Number       User Fields

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**Print Format**

PDF       CSV

Shade Alternate Rows

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*Position Code Listing Detail View Options*

## Generating the Detail Position Code Report

1. Select the **Detail** View Option.

### Result

The report editor refreshes and displays the **Sort Options** and **Include** fields.

2. Select one of the following **Sort Options**.
  - o **Position Code**
  - o **Position Group**
3. Mark the checkbox next to any of the following options to include those details on the report.
  - o **Inactive Position Codes**
  - o **GL Account Number**
  - o **User Fields**
4. Select one of the following Print Formats:
  - o **CSV**
  - o **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
5. Click the **Print** button.

### Result

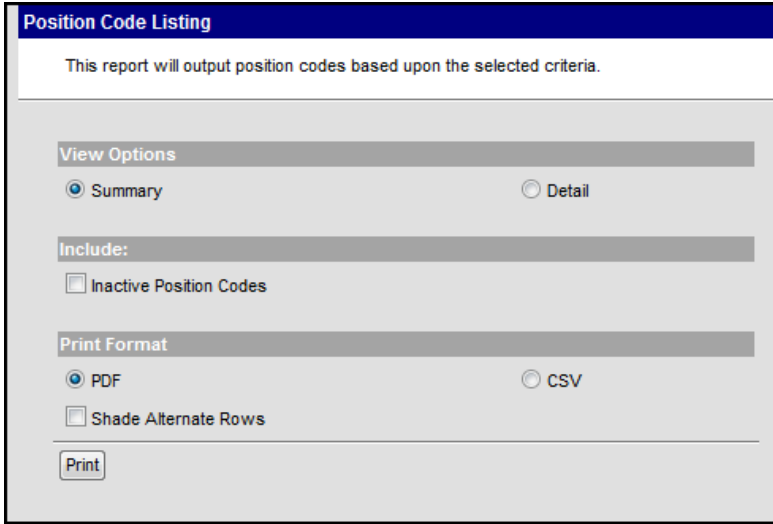
The report displays in the print format that you selected.

Position Code Detail Listing														
<u>Position Group: Fall Coach</u>														
Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
1200: Head Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,316,000	100.0	Coaching Admin
1210: Assistant Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,307,000	100.0	
<u>Position Group: Teachers</u>														
Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
ET-201: Elementary Teacher - Certified	x	2100: Elementary - 1st - 6th Grade	SCI	AFT	Teacher	1720	0.0	0	0	Certified	05	01,005,000,000,304,000	100.0	Teacher
PhyEd-MS: Middle School Phy Ed Instructor	x	3000: Middle School 7th - 9th Grade	PE	AFT	Instructor	0	7.0	5	180	Certified	03	01,005,000,000,306,000	100.0	Teacher
SS-HS: High School Social Studies Teacher	x	4000: High School - 10th - 12th Grade	SCI	AFT	Teacher	0	8.0	5	176	Certified	06	01,005,000,000,316,000	100.0	Teacher

*Detail Position Code Report Example*

# Printing a Summary Position Code Report

The Summary option prints the **Position Code/Description** and the Assignment Code/Description. You may include inactive Position Codes. Inactive Position Codes do NOT have an "X" in the Active column.



The screenshot shows a web form titled "Position Code Listing". At the top, it states "This report will output position codes based upon the selected criteria." Below this, there are three main sections: "View Options", "Include:", and "Print Format".

- View Options:** Contains two radio buttons: "Summary" (which is selected) and "Detail".
- Include:** Contains a checkbox labeled "Inactive Position Codes", which is currently unchecked.
- Print Format:** Contains two radio buttons: "PDF" (selected) and "CSV". Below this is a checkbox labeled "Shade Alternate Rows", which is unchecked.

At the bottom left of the form is a "Print" button.

*Position Code Listing Summary View Options*

## Generating the Summary Report

1. Select the **Summary** View Option.

### **Result**

The report editor refreshes and displays the **Include** options.

2. Mark the **Inactive Position Codes** checkbox to include inactive position codes on the report.
3. Select one of the following Print Formats:
  - o **CSV**
  - o **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
4. Click the **Print** button.

### **Result**

The report displays in the print format that you selected.

## Position Code Summary Listing

Position Code/Description	Active	Assignment Code/Description
1200: Head Football Coach	X	
1210: Assistant Football Coach	X	
1220: Sideline Manager	X	
EA: Elementary Assistant	X	
EPRINC: Elementary Principal	X	1500: School Office Administration
ET-201: Elementary Teacher - Certified	X	2100: Elementary - 1st - 6th Grade
HRADMIN: HR Administration	X	1231: Business Administration
ITADMIN: IT Administrator	X	1231: Business Administration
PhyEd-MS: Middle School Phy Ed Instructor	X	3000: Middle School 7th - 9th Grade
HS: High School Teacher	X	4000: High School - 10th - 12th Grade

*Position Code Summary Listing Example*

## Position Code Detail Listing

Position Group: Fall Coach														
Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
1200: Head Football Coach	X		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,316,000	100.0	Coaching Admin
1210: Assistant Football Coach	X		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,307,000	100.0	
Position Group: Teachers														
ET-201: Elementary Teacher - Certified	X	2100: Elementary - 1st - 6th Grade	SCI	AFT	Teacher	1720	0.0	0	0	Certified	05	01,005,000,000,304,000	100.0	Teacher
PhyEd-MS: Middle School Phy Ed Instructor	X	3000: Middle School 7th - 9th Grade	PE	AFT	Instructor	0	7.0	5	180	Certified	03	01,005,000,000,306,000	100.0	Teacher
SS-HS: High School Social Studies Teacher	X	4000: High School - 10th - 12th Grade	SCI	AFT	Teacher	0	8.0	5	176	Certified	06	01,005,000,000,316,000	100.0	Teacher

*Position Code Detail Listing Example*