Filled Positions Report

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Generating the Report | Report Examples

Tool Search: Filled Positions

The Filled Positions report allows users to see how many employees are associated with each position. You may print a summary or detailed version of the Filled Position Report in PDF or CSV format. The detailed option includes specific personnel information like personnel numbers and names. This report is also available from the Human Resources > Administration > Position Code tab.
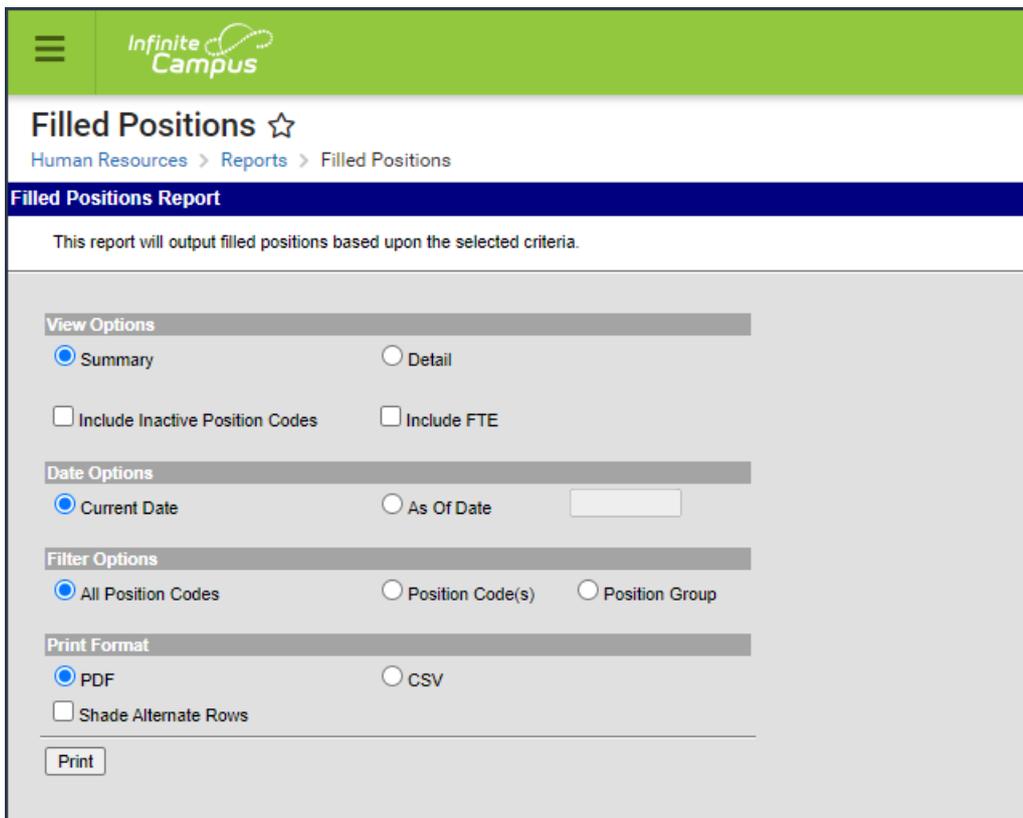
Generating the Report

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

> The detailed option includes specific personnel information like personnel numbers and names.

2. Mark the **Include Inactive Position Codes** checkbox if you want to include inactive Position Codes in the report.

3. Mark the **Include FTE** checkbox if you want to include employees with an FTE entered on their Work Assignment in the report.

4. Select one of the following **Date Options**:
   - **Current Date**
   - **As of Date** - If you select this option, you must also enter the date for which you want to generate the report.
5. Select one of the following **Filter Options**:
   - **All Position Codes**
   - **Position Code(s)**
   - **Position Group**
6. Select one of the following Print Formats:
   - **CSV**
   - **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
7. Click the **Print** button.
   Result
   The report is displayed in the print format that you selected.

Report Examples

Filled Position Summary Listing

Position Code	Description	Position Group	Total Active
1000	Casual Hourly		170
1101	Teacher Elem Grade 1	11: Teachers	30
1102	Teacher Elem Grade 2	11: Teachers	20
1103	Teacher Elem Grade 3	11: Teachers	16
1104	Teacher Elem Grade 4	11: Teachers	19
1105	Teacher Elem Grade 5	11: Teachers	17
1106	Teacher MS Grade 6	11: Teachers	12
1107	Teacher Elem Kindergarte	11: Teachers	15
1108	Teacher Elem AOM	11: Teachers	0
1109	Teacher Elem Music	11: Teachers	7

The **Total Active** column only displays when the **Include FTE** checkbox is marked and only provides a total for Work Assignments that have an FTE entered.

Filled Position Detail Listing

1000: Casual Hourly
Total Active: 170 / Total FTE: 45.010

Position Group:

Personnel Number	Name	FTE	Start Date	End Date	Work Location
55517	STEPHEN SMITH		08/30/2012		Campus District Office
80635	JOE BROWN		07/01/2012		Campus High School
80635	JOE BROWN	1.000	07/01/2012	06/30/2013	Campus Middle School
83702	ANN JOHNSON		07/01/2012	06/30/2013	Campus High School
84108	MARY JONES		06/01/2012		Campus District Office
86909	DAVID MEYERS	1.000	07/01/2012	06/30/2013	Campus Elementary