

# Work Instruction for HR300: Positions with Vacancy Status and Planned Compensation

Revised 9/25/2006

The purpose of HR300: Positions with Vacancy Status and Planned Compensation Report is to show all positions within an Org Unit, their vacancy status and planned compensation. Restricting by Position Vacancy status = X allows the report to be used to display only Vacant Positions. The associated Job is not shown in the default view of the report, but can be added via the Navigation block.

1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>). Go to the BW tab and click on Logon to BW. BW tab → Logon to BW
2. Open the Human Resources folder and select HR300: Positions with Vacancy Status and Planned Compensation
3. Possible Variables for selection:

Choose your **Org Unit** from the Hierarchy dropdown list, or complete other selection criteria. You can Insert Row to create a list of Org Units.

To get a list of **Vacant Positions only**, restrict the Position Vacancy variable to equal X. Positions with an X in the Vacant column have a Staffing Status of “Vacancy Open” in R/3.

Select by **Job** to get a grouping of positions such as Accountants, Admin Supervisors, Instructors, Technical Support, Deans, Professors, etc. across all Org Units.

*To find more options on how to use the Variable screen, refer to “BW How to use variable screen” stored on the UC Flex training website.*

University of Cincinnati  
**Positions within Org Unit Report**  
 Data Last Updated: 09/27/2006 11:12:52

▶ Variables Entered  
 ▶ Navigation Block:

▼ **HR300: Position Vacancy Report**

Organizational Unit	Position	Vacant	Valid from	Valid to	Pers. Area	Pers. Subarea	Empl. Group	Empl. Subgroup	Comp
60000631 ABS Prk E2	70005940 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	21,944.00
	70009229 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	21,944.00
	70009952 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	24,898.00
	70010847 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	21,944.00
	70010982 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	21,944.00
	70017006 Student Worker	#	03/09/2006	12/31/9999	UC02	U008	2	S-1	0.00
	70019344 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	20,488.00
70031297 Park Facil Supt (Non-Un)	X	08/10/2006	12/31/9999	UC02	U008	2	C-1	28,288.00	
60000628 ABS Prk W1	70002923 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	21,944.00
	70003284 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	23,046.00
	70003398 Park Facil Attend-U	#	03/09/2006	12/31/9999	UC02	U004	2	C-1	20,904.00
	70018416 Student Worker	X	08/17/2006	12/31/9999	UC02	U008	2	S-1	0.00
60001574 ABS PS Adm	70009148 Admin Sec 1-9	#	03/09/2006	12/31/9999	UC02	U007	2	C-1	26,021.00