

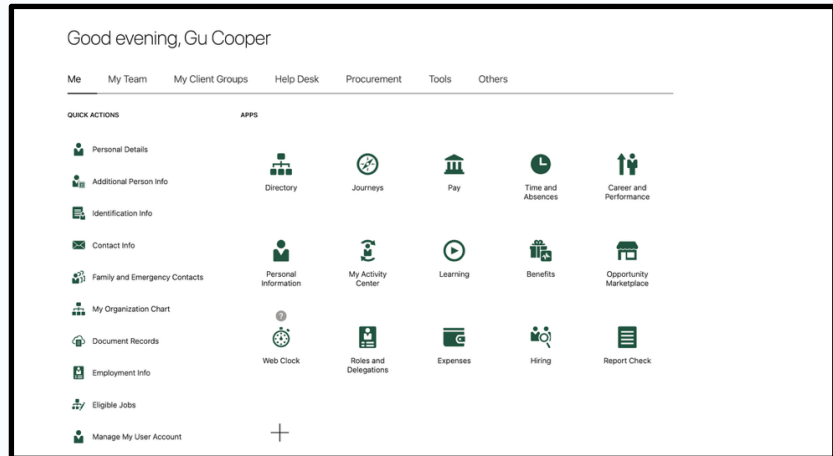
Quick Reference Guide: WaveWorks: Accessing Position Codes

Purpose:

This Quick Reference Guide (QRG) provides steps for line managers and Department Administrators to access and manage Position Codes in WaveWorks to track and create Job Requisitions. The Parent Position Name is the **direct line manager/supervisor's position**.

Step-by-Step:

1. Sign into **WaveWorks** home page using Single Sign-On (SSO).

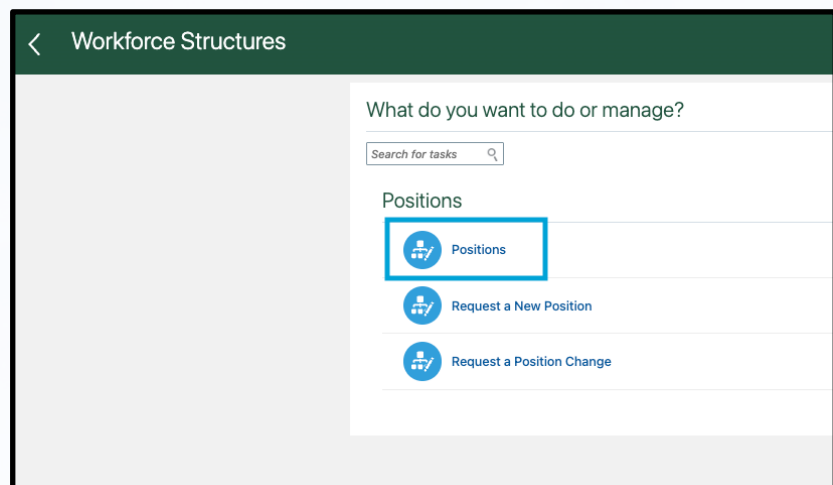


2. Navigate to **My Client Groups** and select **Workforce Structures**. Line Managers will access **My Teams** for this information.

Note: the following steps are the same whether you are a Line Manager or HR Department Administrator.

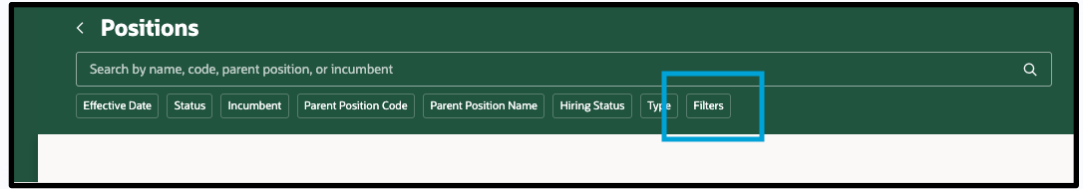


3. To search for approved positions, select **Positions** icon.

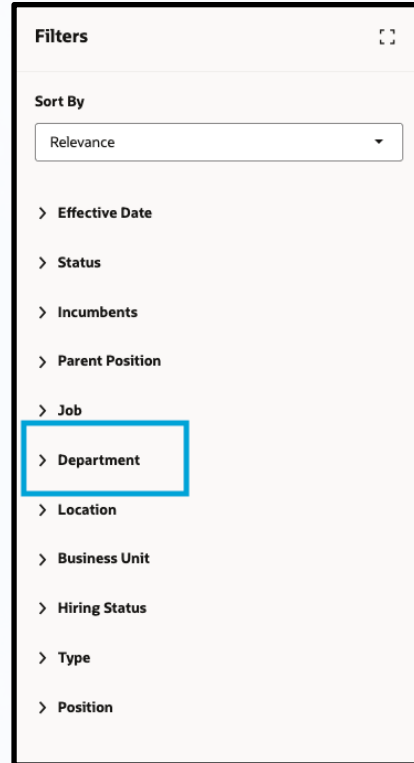


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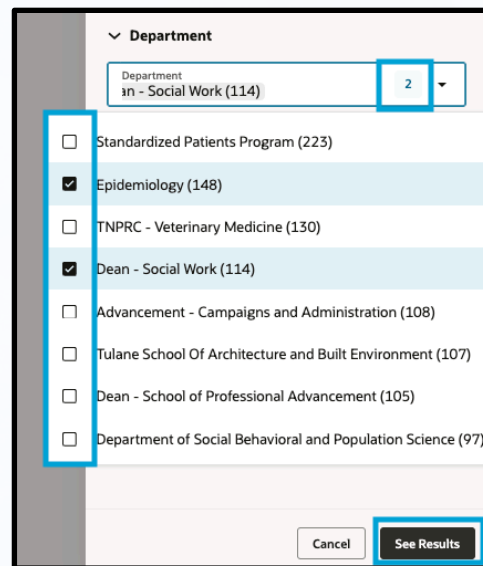
4. Click on the **Filters** option.



5. After selecting Filters, a menu will open on the right-hand side of the screen. Select the **Department** option.

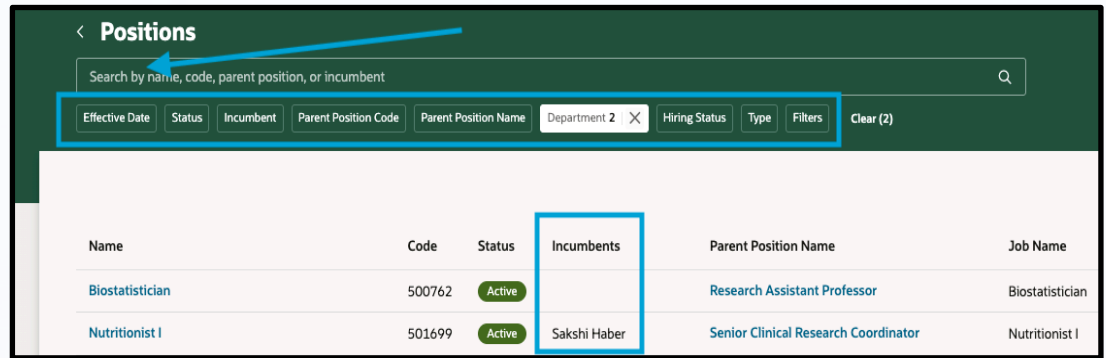


6. Click the box next to the department to select for review. Search again to add additional departments to the filter. Once you have selected all departments needed, click **See Results** in the lower righthand corner.

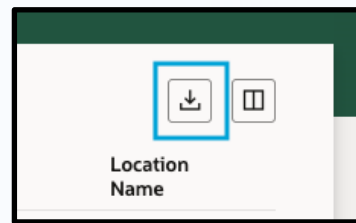


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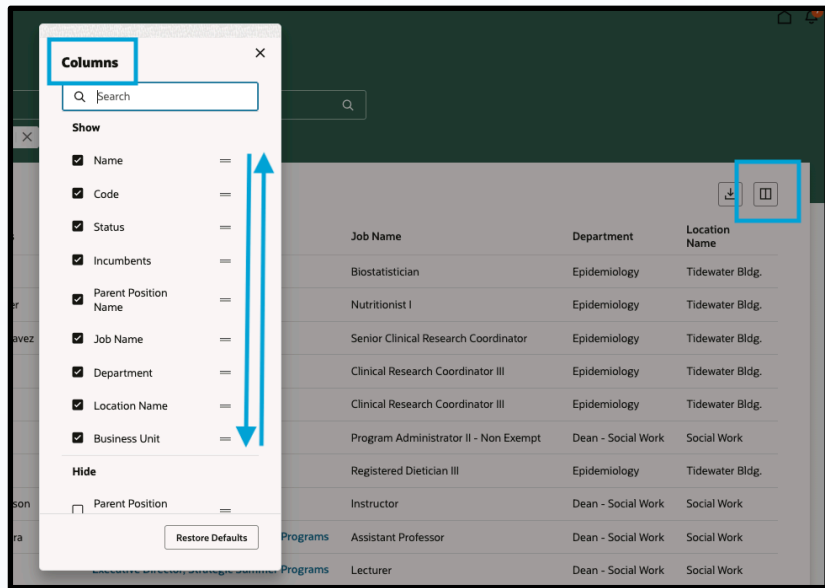
7. Results will populate on the screen. **Verify** the incumbent's name to confirm the correct position, as duplicates may exist. **Filter** results in the search bar as needed.



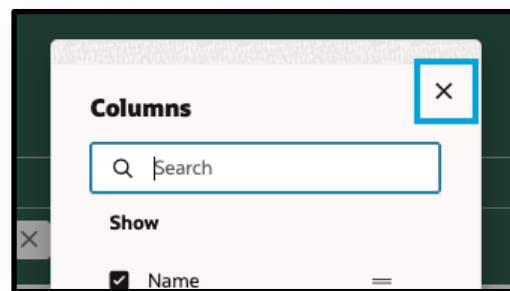
8. **Export** the list with the detailed information by selecting the down arrow on the righthand side.



9. Additional column fields can be added to the view by clicking the **Column** icon on the right-hand side. To add or remove columns, select or deselect field(s). Re-order Columns by dragging fields up or down to the preferred order.



10. Click the **X** in the upper right to close the screen; additional fields will then display for review or export.



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- 11. Review position codes and export as needed. The position code is located next to the position name. Make a note of the **position code** to use when you **create a Requisition.**

Name	Code	Status	Incumbents	Parent Position Name	Job Name	Department	Location Name
Biostatistician	500762	Active		Research Assistant Professor	Biostatistician	Epidemiology	Tidewater Bldg.
Nutritionist I	501699	Active	Sakshi Haber	Senior Clinical Research Coordinator	Nutritionist I	Epidemiology	Tidewater Bldg.
Senior Clinical Research Coordinator	502481	Active	Aryanna Chavez	Assistant Professor	Senior Clinical Research Coordinator	Epidemiology	Tidewater Bldg.

