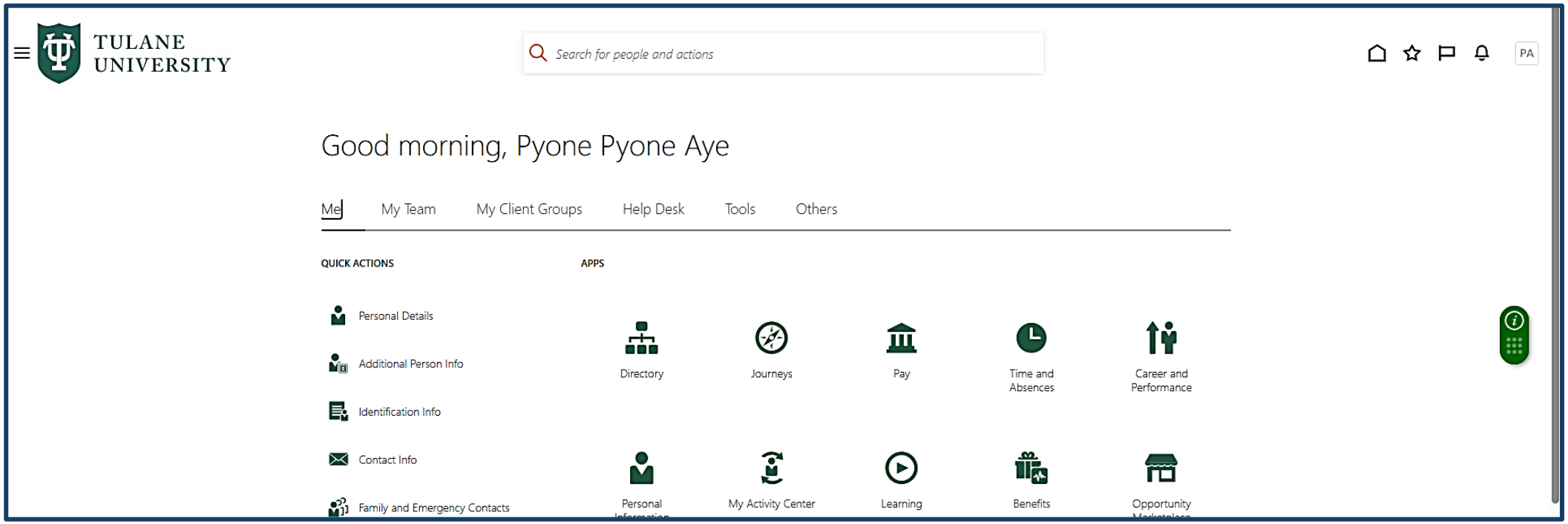
WaveWorks

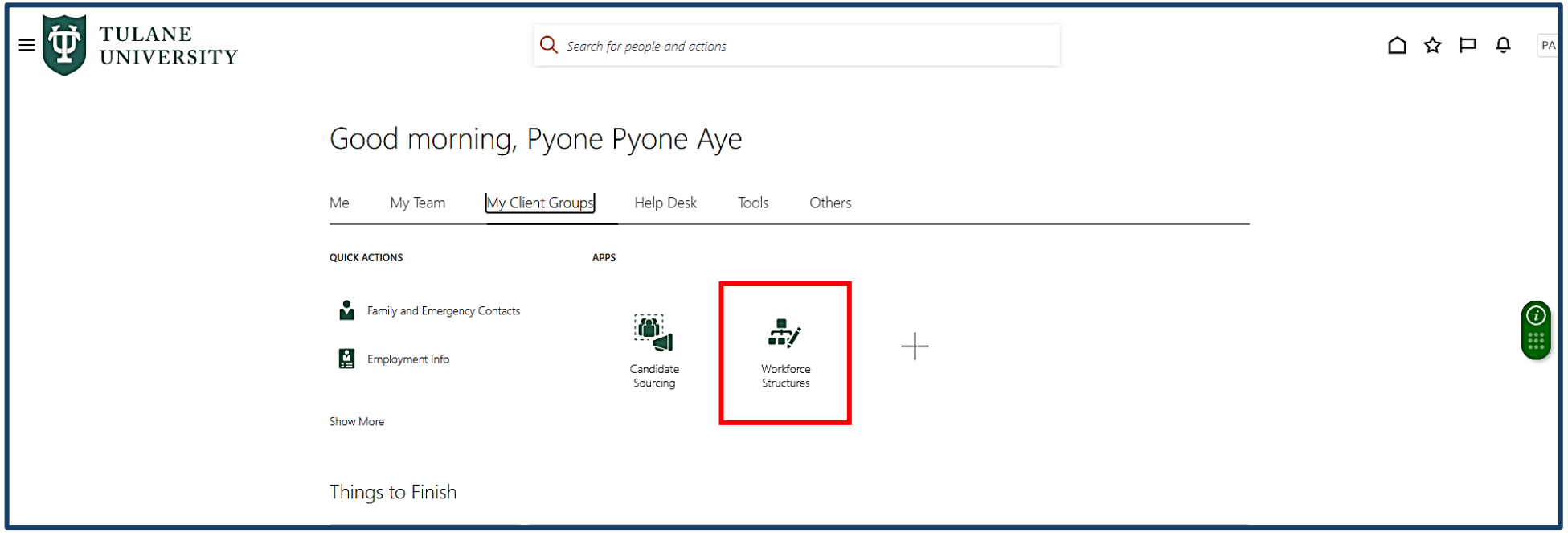
Faculty, Postdoctoral, and Librarian Hiring Process: Prepare for Recruiting - Position Codes

Log in using SSO through Gibson, Staff, then Services.

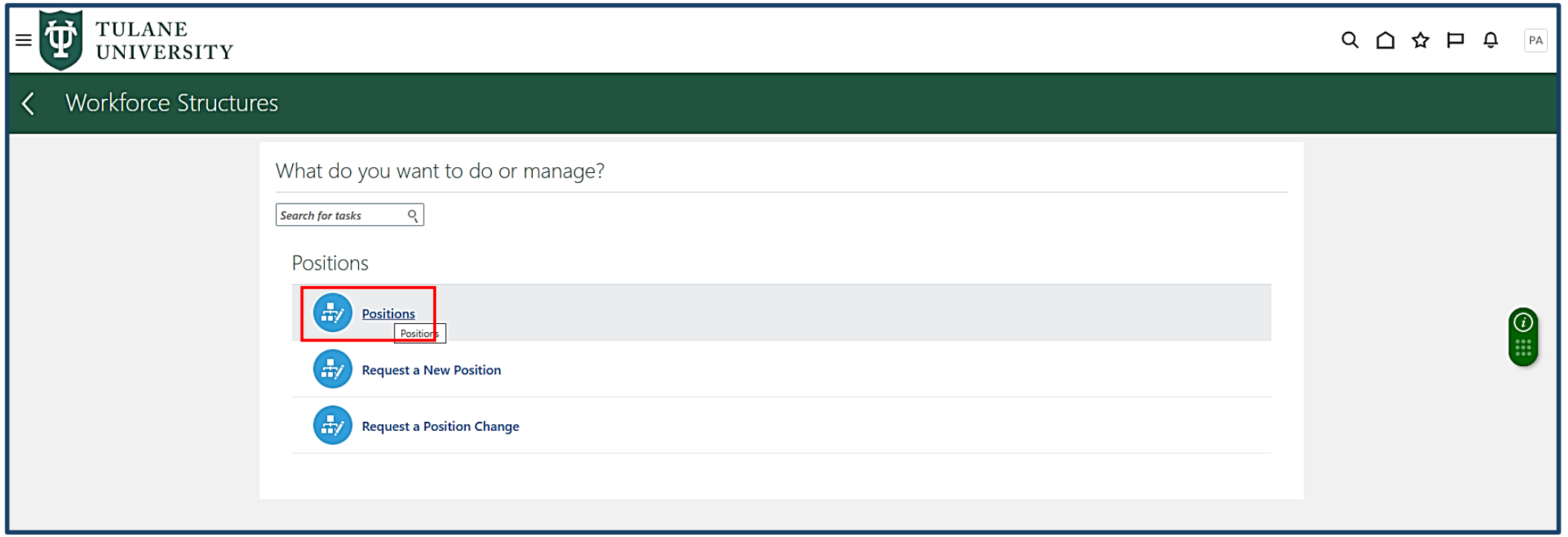


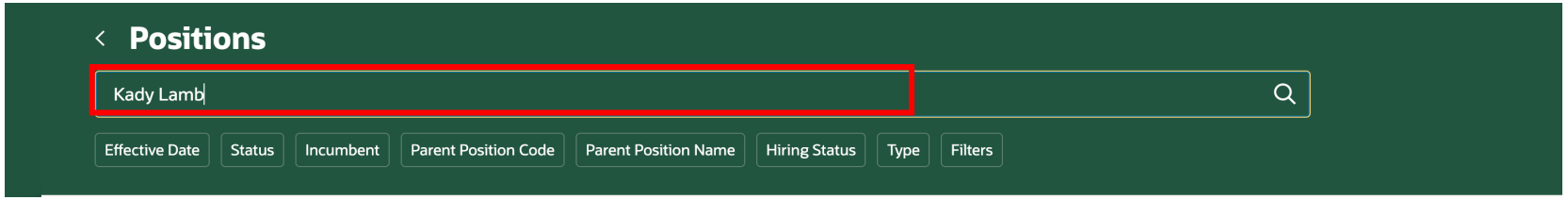
Navigate to My Client Groups.

Select Workforce Structures.

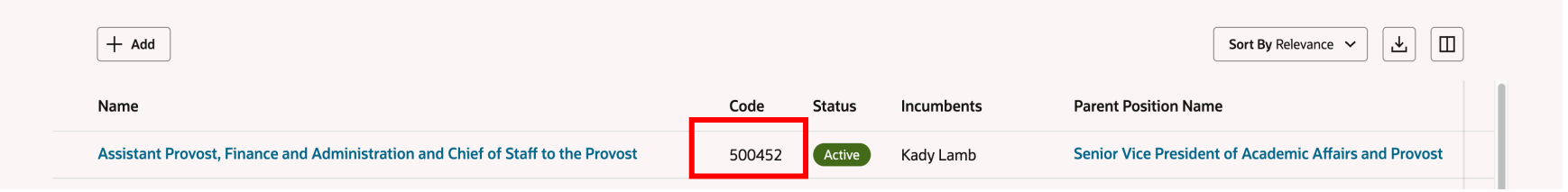


To search for active Positions and view the code, choose Positions.

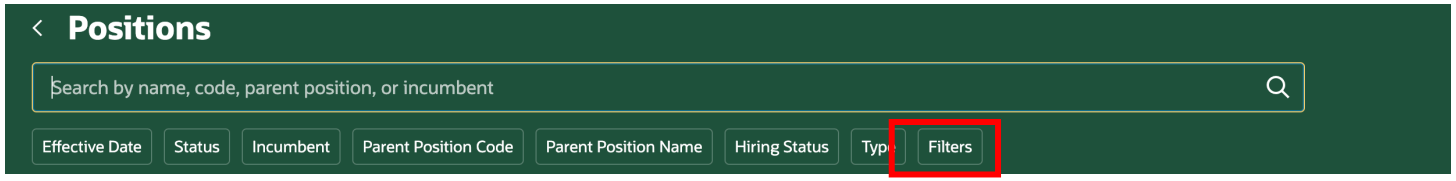




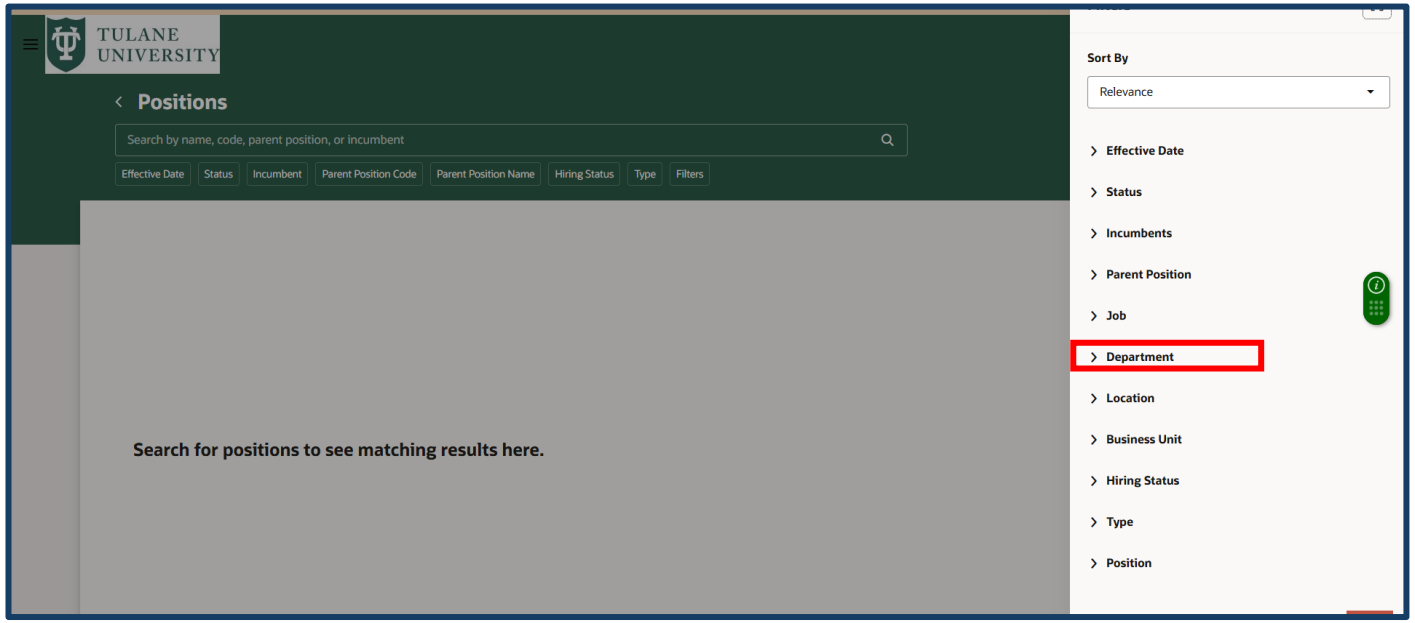
Use the search bar and pre-set filters under the search bar to look up position codes.



To find a specific person's position code (ie. a line manager), type their name in the search bar.



Use the search bar and pre-set filters under the search bar to look up position codes.



To run a report of all positions in a department, click on "Filter", toggle the arrow next to "Department". A menu will open on the right side of the screen.

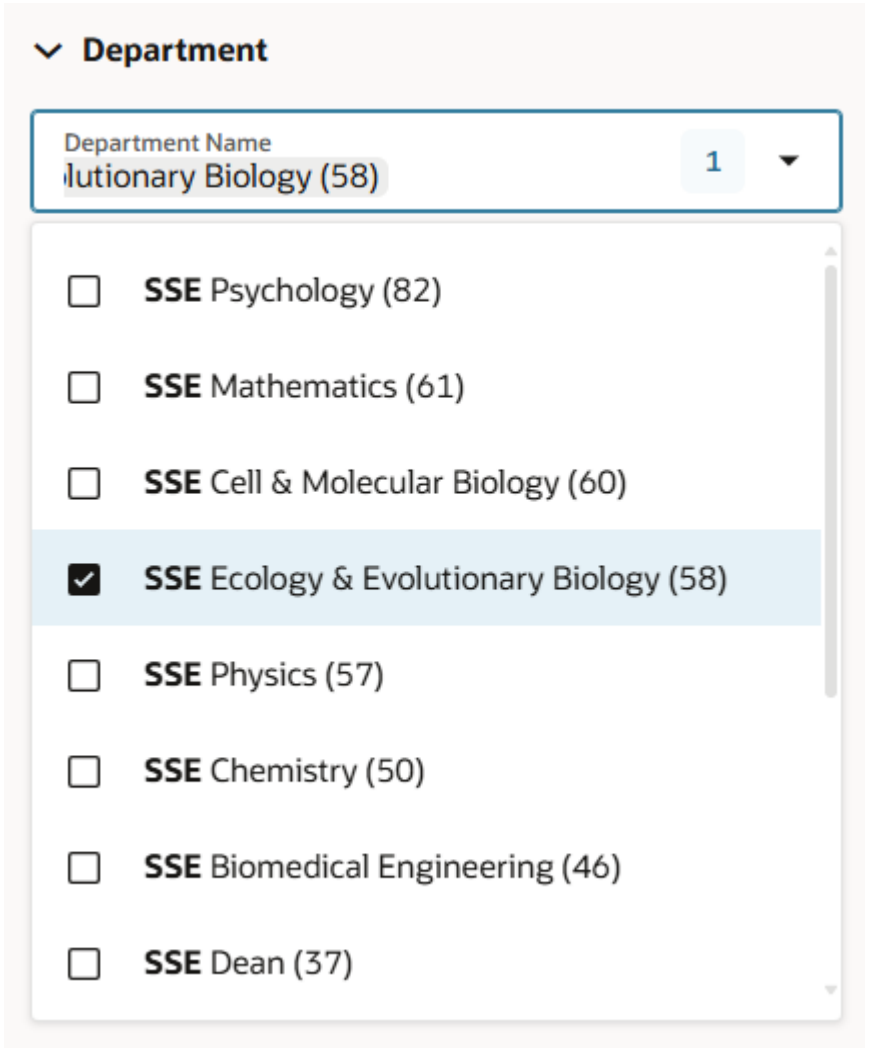
Toggle the arrow next to Department down to expand the field.



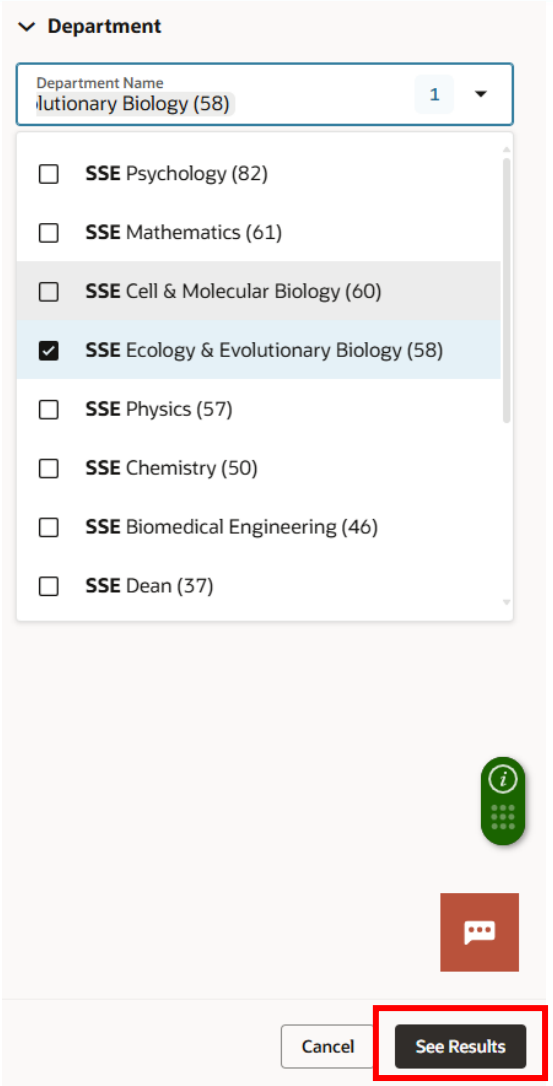
Search in the drop down for the department's Positions you need to review.

This field searches on Department name only, not Cost Center Number.

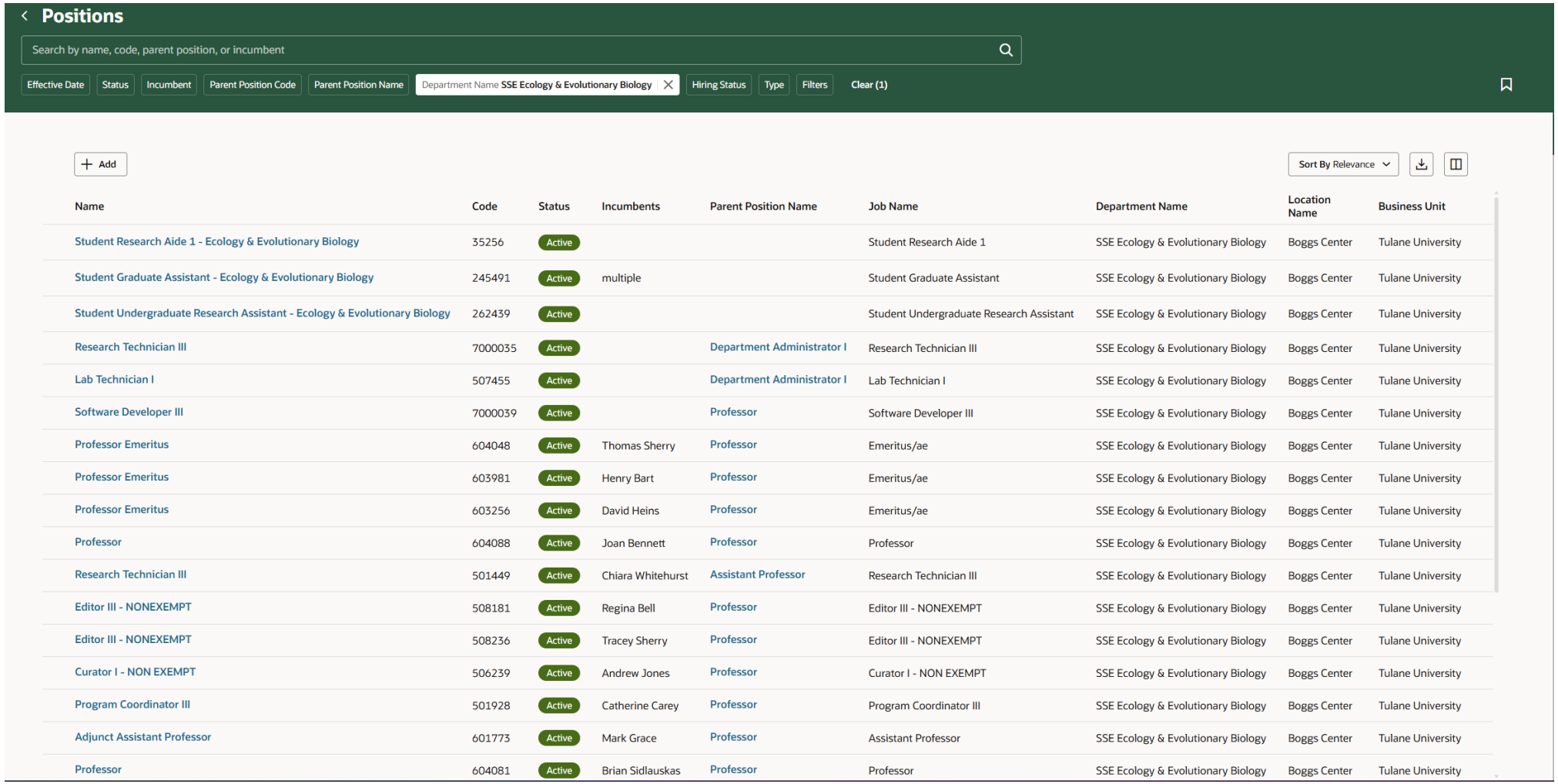
Click the box next to the department to select it.



Once you have selected the department(s), click “See Results” in the lower right corner to close the filter.

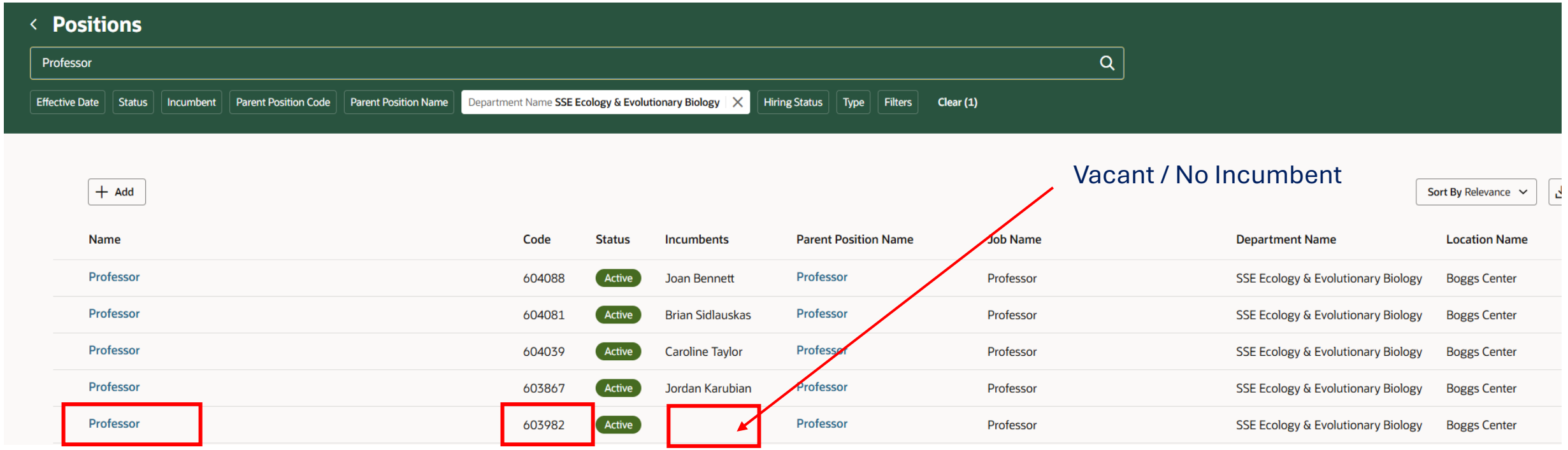


The results will populate on the screen.



Name	Code	Status	Incumbents	Parent Position Name	Job Name	Department Name	Location Name	Business Unit
Student Research Aide 1 - Ecology & Evolutionary Biology	35256	Active			Student Research Aide 1	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Student Graduate Assistant - Ecology & Evolutionary Biology	245491	Active	multiple		Student Graduate Assistant	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Student Undergraduate Research Assistant - Ecology & Evolutionary Biology	262439	Active			Student Undergraduate Research Assistant	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Research Technician III	7000035	Active		Department Administrator I	Research Technician III	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Lab Technician I	507455	Active		Department Administrator I	Lab Technician I	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Software Developer III	7000039	Active		Professor	Software Developer III	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor Emeritus	604048	Active	Thomas Sherry	Professor	Emeritus/ae	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor Emeritus	603981	Active	Henry Bart	Professor	Emeritus/ae	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor Emeritus	603256	Active	David Heins	Professor	Emeritus/ae	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604088	Active	Joan Bennett	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Research Technician III	501449	Active	Chiara Whitehurst	Assistant Professor	Research Technician III	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Editor III - NONEXEMPT	508181	Active	Regina Bell	Professor	Editor III - NONEXEMPT	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Editor III - NONEXEMPT	508236	Active	Tracey Sherry	Professor	Editor III - NONEXEMPT	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Curator I - NON EXEMPT	506239	Active	Andrew Jones	Professor	Curator I - NON EXEMPT	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Program Coordinator III	501928	Active	Catherine Carey	Professor	Program Coordinator III	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Adjunct Assistant Professor	601773	Active	Mark Grace	Professor	Assistant Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604081	Active	Brian Sidlauskas	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University

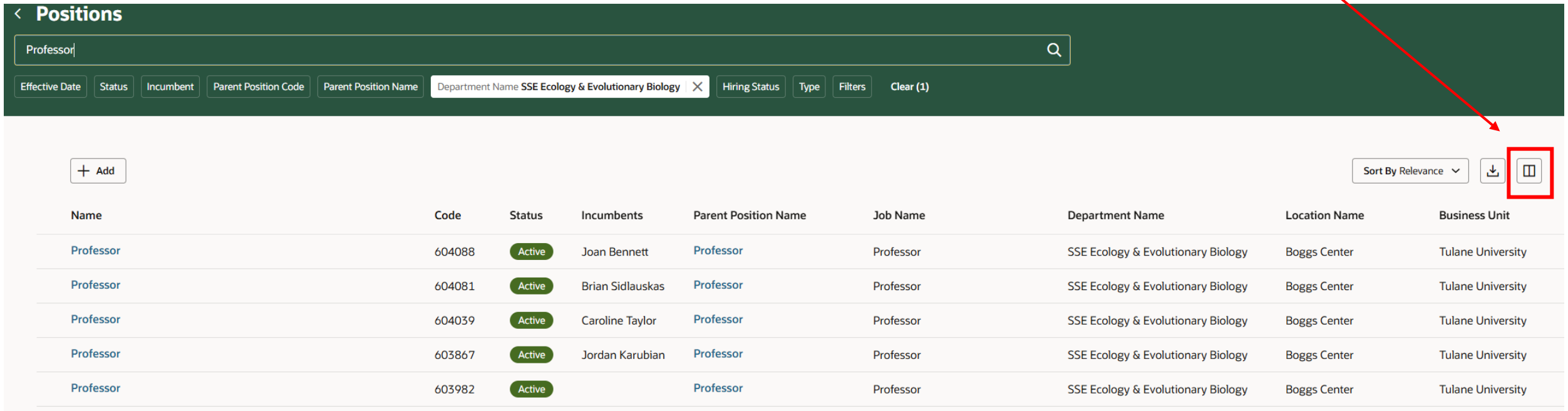
You can search in these results in the search bar to reduce the returns.



The position code is located next to the position name. Some departments may have more than one of the same position, but each position code is tied to a specific position, incumbent status, and line manager.

If there is no name as the incumbent, it is vacant and most likely new to the department.

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.



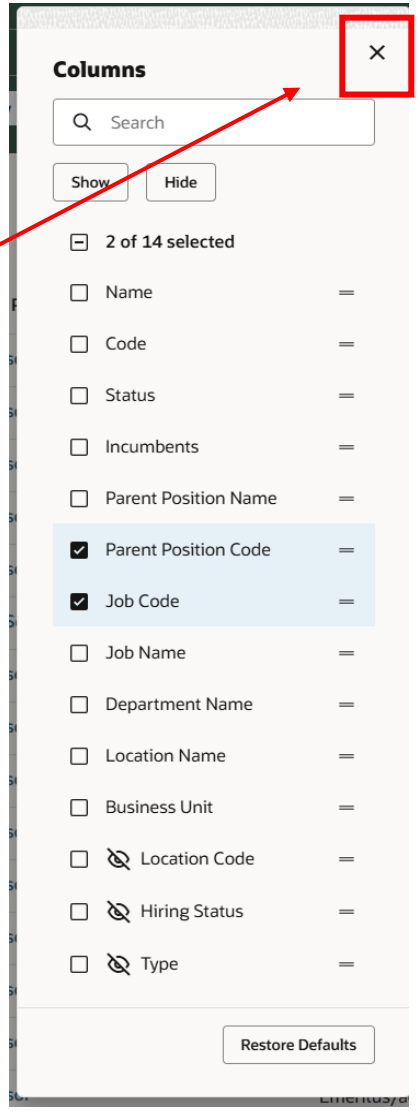
Name	Code	Status	Incumbents	Parent Position Name	Job Name	Department Name	Location Name	Business Unit
Professor	604088	Active	Joan Bennett	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604081	Active	Brian Sidlauskas	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604039	Active	Caroline Taylor	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	603867	Active	Jordan Karubian	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	603982	Active		Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University

To add or remove columns, select or deselect field(s). Re-order Columns by dragging fields up or down to the preferred order.

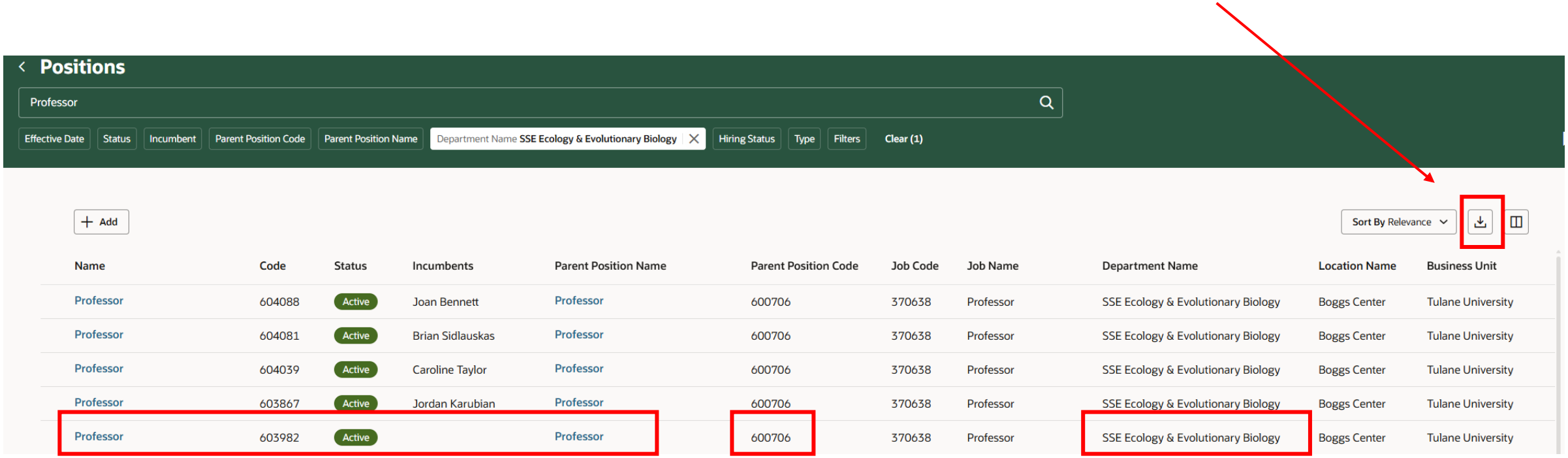
Parent Position Code = Line Manager of that position.

Important: Parent position code is not always automatically visible when you run a report.

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



You can export the list with the detailed information by selecting the down arrow on the right side.



Name	Code	Status	Incumbents	Parent Position Name	Parent Position Code	Job Code	Job Name	Department Name	Location Name	Business Unit
Professor	604088	Active	Joan Bennett	Professor	600706	370638	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604081	Active	Brian Sidlauskas	Professor	600706	370638	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	604039	Active	Caroline Taylor	Professor	600706	370638	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	603867	Active	Jordan Karubian	Professor	600706	370638	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University
Professor	603982	Active		Professor	600706	370638	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University

You can export the list with the detailed information by selecting the down arrow on the right side.

Name	Code	Status	Incumbents	Parent Position Name	Job Name	Department Name	Location Name	Business Unit	Parent Position Code	ob Code	Location Code	Hiring Status	Type
Professor	604088	Active	Joan Bennett	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	600706	370638	Boggs Center	Approved	Single incumbent
Professor	604081	Active	Brian Sidlauskas	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	600706	370638	Boggs Center	Approved	Single incumbent
Professor	604039	Active	Caroline Taylor	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	600706	370638	Boggs Center	Approved	Single incumbent
Professor	603867	Active	Jordan Karubian	Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	600706	370638	Boggs Center	Approved	Single incumbent
Professor	603982	Active		Professor	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	600706	370638	Boggs Center	Approved	Single incumbent
Professor	600706	Active	Sunshine Van Bael	Dean, Science and Engineering	Professor	SSE Ecology & Evolutionary Biology	Boggs Center	Tulane University	500891	370638	Boggs Center	Approved	Single incumbent

Make a note of the **position code** to use when you **create a Requisition.**

The Parent Position Code is the **line manager/supervisor's position.**

Next Steps

- Before using the position code for your requisition, the position must be:
  - vacant/no incumbent (except adjunct pooled positions); and
  - the line manager must be correct for the new hire (this applies to adjunct positions).
- Know your Organization name. Required in step 4 of Creating a Requisition
- **Do not use an occupied position code** (except adjunct positions).
- After confirming that no position code is available for use, submit a request using our **New Position Request** form.

Key Takeaways for Recruiting

The position report prepares you to take the next step in recruiting by:

- Providing the position code for an employee or a vacant position
- Providing details about positions
  - Including line manager information
- Determining that you need to request a new position

The position report also:

- Verifies the line manager is correct on a vacant position