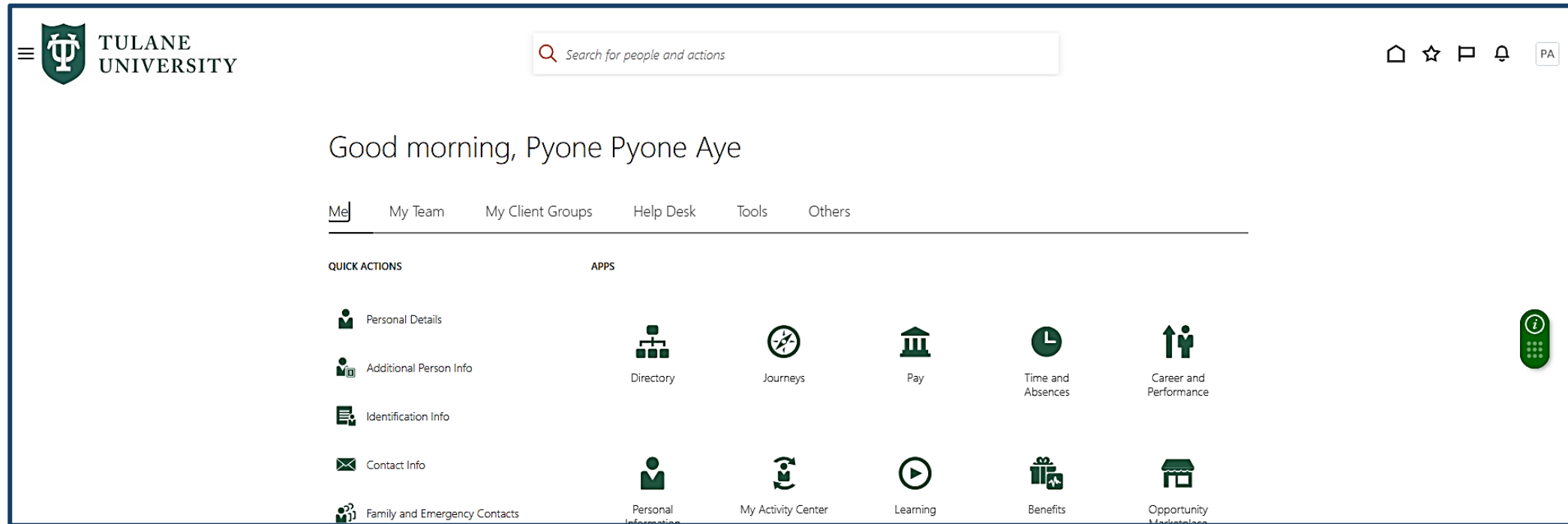




WaveWorks

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

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



The screenshot displays the WaveWorks dashboard for Tulane University. The interface includes a top navigation bar with the university logo, a search bar, and utility icons. The main content area features a personalized greeting and a menu of quick actions and apps.

Top Navigation Bar:

- Tulane University logo and name on the left.
- Search bar with the placeholder text "Search for people and actions".
- Utility icons on the right: Home, Favorites, Flags, Notifications, and a "PA" button.

Main Content Area:

Good morning, Pyone Pyone Aye

Navigation Tabs: Me (selected), My Team, My Client Groups, Help Desk, Tools, Others.

QUICK ACTIONS:

- Personal Details
- Additional Person Info
- Identification Info
- Contact Info
- Family and Emergency Contacts

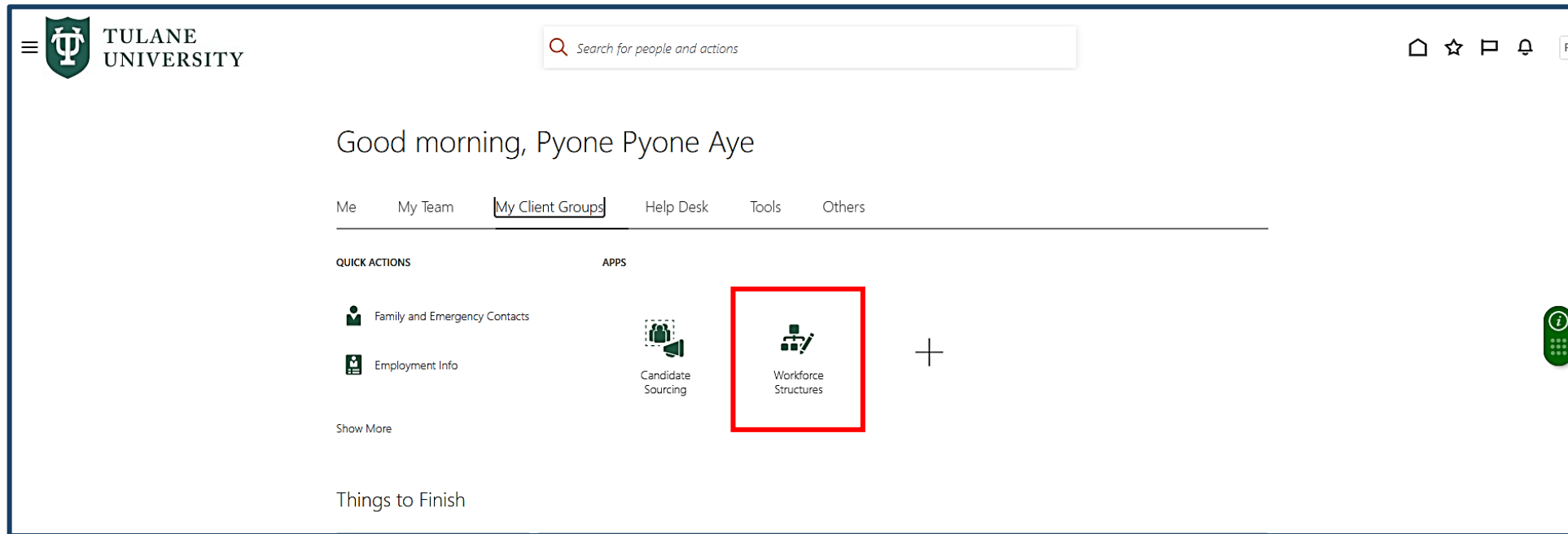
APPS:

- Directory
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Learning
- Benefits
- Opportunity Marketplace

A green circular help icon is located on the right side of the dashboard.

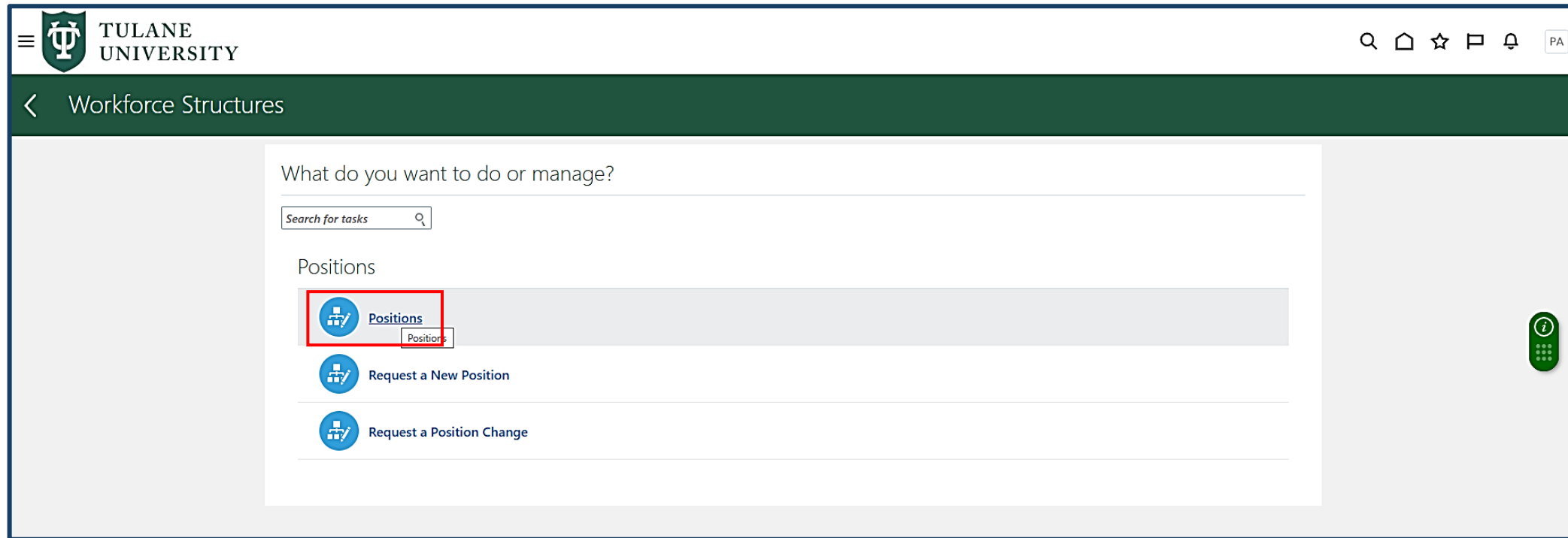
Navigate to My Client Groups.

Select Workforce Structures.



The screenshot displays the WaveWorks interface for Tulane University. The top navigation bar includes the Tulane University logo, a search bar, and navigation icons. The main content area shows a greeting "Good morning, Pyone Pyone Aye" and a navigation menu with "My Client Groups" selected. Below the menu, there are sections for "QUICK ACTIONS" and "APPS". The "APPS" section contains icons for "Family and Emergency Contacts", "Employment Info", "Candidate Sourcing", and "Workforce Structures". The "Workforce Structures" icon is highlighted with a red box. A plus sign icon is also visible next to the "Workforce Structures" icon. The "QUICK ACTIONS" section lists "Family and Emergency Contacts" and "Employment Info". The "Things to Finish" section is visible at the bottom.

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



The screenshot shows the Tulane University Workforce Structures interface. At the top, the Tulane University logo and name are on the left, and navigation icons (search, home, star, flag, bell) and a 'PA' button are on the right. Below the header is a dark green bar with a back arrow and the text 'Workforce Structures'. The main content area has a light gray background. On the left side of this area is a vertical sidebar. The main content area contains the text 'What do you want to do or manage?' followed by a search bar labeled 'Search for tasks'. Below the search bar is a section titled 'Positions'. This section contains three items: 'Positions' (highlighted with a red box), 'Request a New Position', and 'Request a Position Change'. Each item has a blue circular icon with a white grid pattern. On the right side of the main content area, there is a green circular button with a white 'i' icon and a grid of dots below it.

TULANE UNIVERSITY

Workforce Structures

What do you want to do or manage?

Search for tasks

Positions

Positions

Request a New Position

Request a Position Change

< **Positions**

Kady Lamb

Effective Date Status Incumbent Parent Position Code Parent Position Name Hiring Status Type Filters

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

+ Add

Sort By Relevance 



Name	Code	Status	Incumbents	Parent Position Name
Assistant Provost, Finance and Administration and Chief of Staff to the Provost	500452	Active	Kady Lamb	Senior Vice President of Academic Affairs and Provost

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

< **Positions**

Search by name, code, parent position, or incumbent

Effective Date Status Incumbent Parent Position Code Parent Position Name Hiring Status Type **Filters**

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

TULANE UNIVERSITY

< **Positions**

Search by name, code, parent position, or incumbent

Effective Date Status Incumbent Parent Position Code Parent Position Name Hiring Status Type Filters

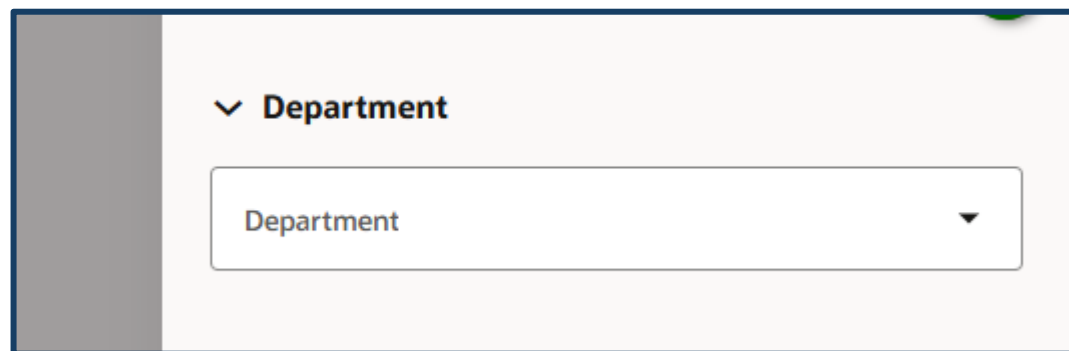
Search for positions to see matching results here.

Sort By
Relevance

- > Effective Date
- > Status
- > Incumbents
- > Parent Position
- > Job
- > **Department**
- > Location
- > Business Unit
- > Hiring Status
- > Type
- > Position

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.

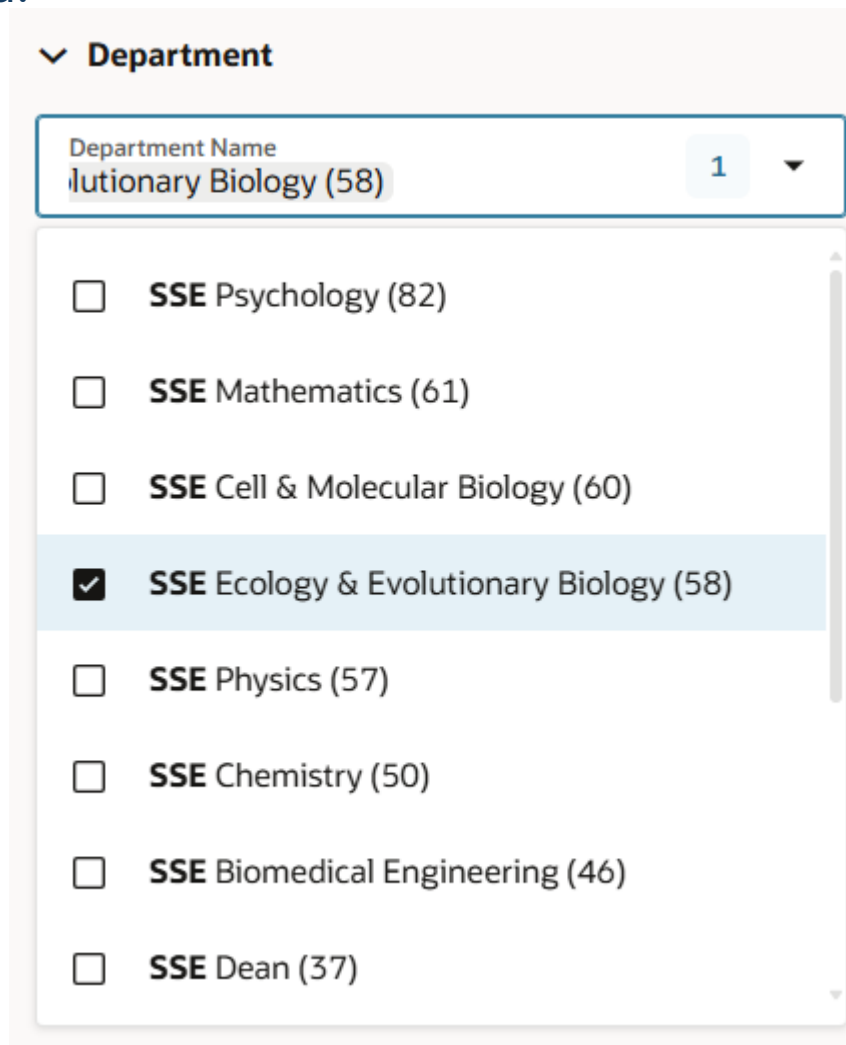


A screenshot of the WaveWorks interface showing a dropdown menu for the Department field. The menu is titled "Department" and has a downward arrow next to it. Below the title is a search bar with the placeholder text "Department".

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.



A screenshot of the WaveWorks interface showing the expanded Department dropdown menu. The menu is titled "Department" and has a downward arrow next to it. Below the title is a search bar with the placeholder text "Department Name". The search bar contains the text "Evolutionary Biology (58)". To the right of the search bar is a box with the number "1" and a downward arrow. Below the search bar is a list of departments, each with a checkbox and the text "SSE" followed by the department name and its position count in parentheses. The department "SSE Ecology & Evolutionary Biology (58)" is selected, indicated by a checked checkbox and a blue background.

Department	Positions
☐ SSE Psychology	82
☐ SSE Mathematics	61
☐ SSE Cell & Molecular Biology	60
☒ SSE Ecology & Evolutionary Biology	58
☐ SSE Physics	57
☐ SSE Chemistry	50
☐ SSE Biomedical Engineering	46
☐ SSE Dean	37

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

▼ Department

Department Name
Evolutionary Biology (58) 1 ▼

- ☐ SSE Psychology (82)
- ☐ SSE Mathematics (61)
- ☐ SSE Cell & Molecular Biology (60)
- ☒ SSE Ecology & Evolutionary Biology (58)
- ☐ SSE Physics (57)
- ☐ SSE Chemistry (50)
- ☐ SSE Biomedical Engineering (46)
- ☐ SSE Dean (37)







The results will populate on the screen.

< Positions

Search by name, code, parent position, or incumbent

Effective Date

Status

Incumbent

Parent Position Code

Parent Position Name

Department Name SSE Ecology & Evolutionary Biology X

Hiring Status

Type

Filters

Clear (1)

+ Add

Sort By Relevance v

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.

< Positions

Professor

Effective Date Status Incumbent Parent Position Code Parent Position Name Department Name SSE Ecology & Evolutionary Biology Hiring Status Type Filters Clear (1)

+ Add

Sort By Relevance

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

Vacant / No Incumbent

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.

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

< Positions

Professor

Q

Effective Date

Status

Incumbent

Parent Position Code

Parent Position Name

Department Name SSE Ecology & Evolutionary Biology X

Hiring Status

Type

Filters

Clear (1)

+ Add

Sort By Relevance v

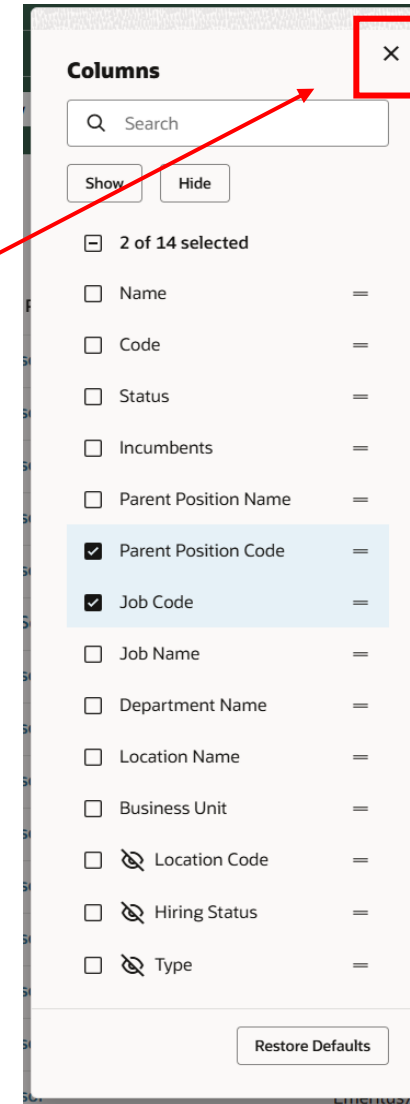
Download

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

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.



Columns

Search

Show Hide

2 of 14 selected

- ☐ Name =
- ☐ Code =
- ☐ Status =
- ☐ Incumbents =
- ☐ Parent Position Name =
- ☒ Parent Position Code =
- ☒ Job Code =
- ☐ Job Name =
- ☐ Department Name =
- ☐ Location Name =
- ☐ Business Unit =
- ☐ Location Code =
- ☐ Hiring Status =
- ☐ Type =

Restore Defaults

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

< Positions

Professor Q

Effective Date Status Incumbent Parent Position Code Parent Position Name Department Name SSE Ecology & Evolutionary Biology X Hiring Status Type Filters Clear (1)

+ Add Sort By Relevance v Download Export

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	Job 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).
- **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