**Quick Guide to PeopleSoft Positions**

* PeopleSoft position numbers are 8 digits.
* One incumbent per position.
* Positions can be reused.

Data elements tied to the position: (Unique to each position #, including those paid from pools)

* **Job Code** (Job title): e.g., *10059 Student Assistant* is equivalent to the same Job Class in Oracle however a leading “1” has been added.
* **Business Unit** (division)
* **Department**
* **FTE**
* **Employee Classification** ie: AP, CL, FA1, STU, WS, etc. Refer to the ePAF instructions for complete list.
* **Standard Hours** (usually 40 hours for regular positions and 19 hours for temporary positions)
* **Regular or Temporary** Flag
* **Fulltime or Part time** Flag (FTE of 0.75 or greater is full time)
* **Location** (building)
* **Mail drop** (room number)
* **Reports To** (supervisor position #) – If this is a vacant position the process using this field will then look to the next level.
* **Funding source** (cost center)

Note: The instructions in the ePAF system provide the details necessary to assign an employee to the correct position number.

**Staff & Faculty Positions** –Will continue as single incumbent positions.

**Work-study, direct wage, graduate assistants, graduate research assistants**

Pooled positions will no longer be widely used (position numbers have been created for each pooled employee).  If position is vacant it can be reused and modified to fit the incumbent. We ask that you not change the title or department.

1. As you search for the position in the ePAF system, it will include the name of the person who last held the position. If that person will continue in the same capacity, you should place the employee in that position. You may see a person tied to more than one position. Be careful in selecting the correct position number based on the data element shown above.

2. For **NEW** employees, you should scan the positions for a position whose data elements match those of the new employee. The only data elements that you will be allowed to change will be the FTE, Standard Hours, Reports To, Location and Mail Drop. If you cannot identify an appropriate existing position, a new position should be requested; send email to [positioncontrol@utrgv.edu](mailto:positioncontrol@utrgv.edu).