

Filled Positions Report

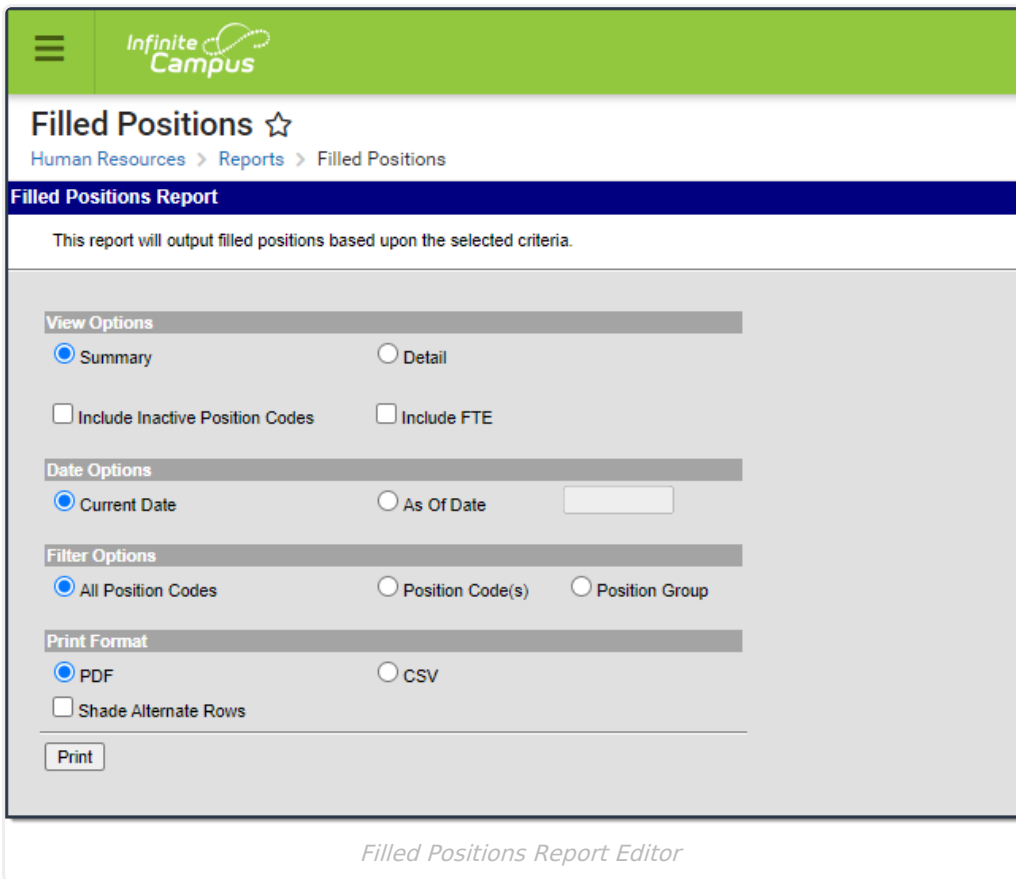
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Classic View: Human Resources > Reports > Filled Positions

Search Terms: Filled Positions

The Filled Positions report allows you to see how many employees are associated with each position. You may print a summary or detailed version of the Filled Position Report in PDF or CSV format. The detailed option includes specific personnel information like personnel numbers and names. This report is also available from the Human Resources > Administration > [Position Code](#) tab.



The screenshot shows the 'Filled Positions Report Editor' interface. At the top, there is a green header with the Infinite Campus logo and a navigation breadcrumb: 'Human Resources > Reports > Filled Positions'. Below this is a dark blue bar with the title 'Filled Positions Report'. A message states: 'This report will output filled positions based upon the selected criteria.' The main area contains several sections of options:

- View Options:** Radio buttons for 'Summary' (selected) and 'Detail'. Checkboxes for 'Include Inactive Position Codes' and 'Include FTE'.
- Date Options:** Radio buttons for 'Current Date' (selected) and 'As Of Date' (with an adjacent date input field).
- Filter Options:** Radio buttons for 'All Position Codes' (selected), 'Position Code(s)', and 'Position Group'.
- Print Format:** Radio buttons for 'PDF' (selected) and 'CSV'. A checkbox for 'Shade Alternate Rows'.

A 'Print' button is located at the bottom left of the options section. The footer of the interface reads 'Filled Positions Report Editor'.

Generating the Report

1. Select the **Summary** or **Detail** View Option.

The detailed option includes specific personnel information like personnel numbers and names.

2. Mark the **Include Inactive Position Codes** checkbox if you want to include inactive Position Codes in the report.
3. Mark the **Include FTE** checkbox if you want to include employees with an FTE entered on their Work Assignment in the report.
4. Select one of the following **Date Options**:
 - **Current Date**
 - **As of Date** - If you select this option, you must also enter the date for which you want to generate the report.
5. Select one of the following **Filter Options**:
 - **All Position Codes**
 - **Position Code(s)**
 - **Position Group**
6. Select one of the following Print Formats:
 - **CSV**
 - **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
7. Click the **Print** button.

Result

The report displays in the print format that you selected.

Report Examples

| Filled Position Summary Listing | | | |
|---------------------------------|--------------------------|----------------|--------------|
| Position Code | Description | Position Group | Total Active |
| 1000 | Casual Hourly | | 170 |
| 1101 | Teacher Elem Grade 1 | 11: Teachers | 30 |
| 1102 | Teacher Elem Grade 2 | 11: Teachers | 20 |
| 1103 | Teacher Elem Grade 3 | 11: Teachers | 16 |
| 1104 | Teacher Elem Grade 4 | 11: Teachers | 19 |
| 1105 | Teacher Elem Grade 5 | 11: Teachers | 17 |
| 1106 | Teacher MS Grade 6 | 11: Teachers | 12 |
| 1107 | Teacher Elem Kindergarte | 11: Teachers | 15 |
| 1108 | Teacher Elem AOM | 11: Teachers | 0 |
| 1109 | Teacher Elem Music | 11: Teachers | 7 |

Filled Position Summary Listing Report Example

The **Total Active** column only displays when the **Include FTE** checkbox is marked and only provides a total for **Work Assignments** that have an FTE entered.

Filled Position Detail Listing

1000: Casual Hourly

Total Active: 170 / Total FTE: 45.010

Position Group:

| Personnel Number | Name | FTE | Start Date | End Date | Work Location |
|------------------|---------------|-------|------------|------------|------------------------|
| 55517 | STEPHEN SMITH | | 08/30/2012 | | Campus District Office |
| 80635 | JOE BROWN | | 07/01/2012 | | Campus High School |
| 80635 | JOE BROWN | 1.000 | 07/01/2012 | 06/30/2013 | Campus Middle School |
| 83702 | ANN JOHNSON | | 07/01/2012 | 06/30/2013 | Campus High School |
| 84108 | MARY JONES | | 06/01/2012 | | Campus District Office |
| 86909 | DAVID MEYERS | 1.000 | 07/01/2012 | 06/30/2013 | Campus Elementary |

Filled Position Detail Listing Report Example