Position Code Report
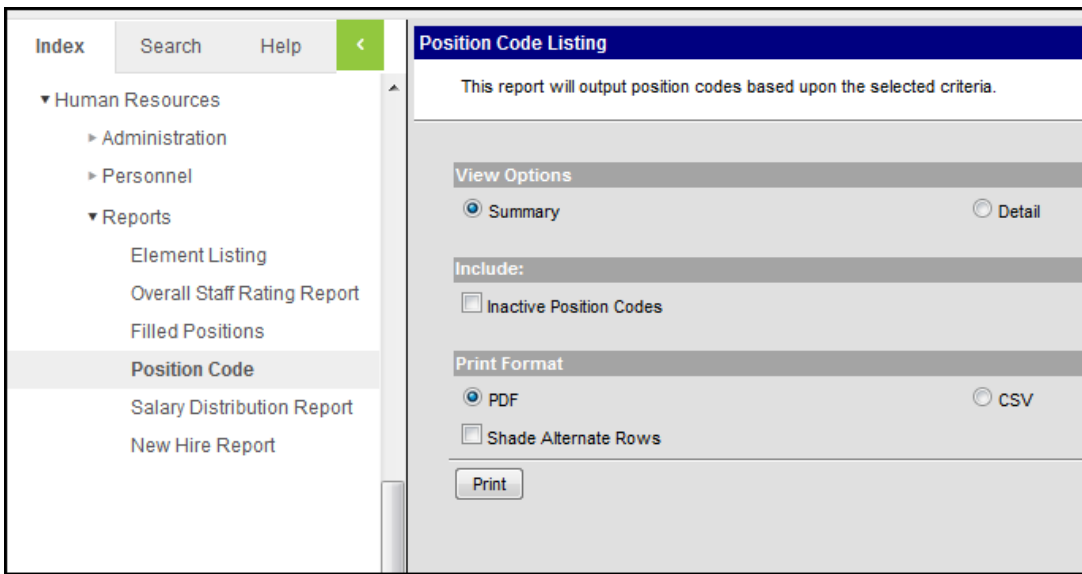
Last Modified on 10/22/2022 9:57 am CDT

Printing a Detailed Position Code Report | Printing a Summary Position Code Report

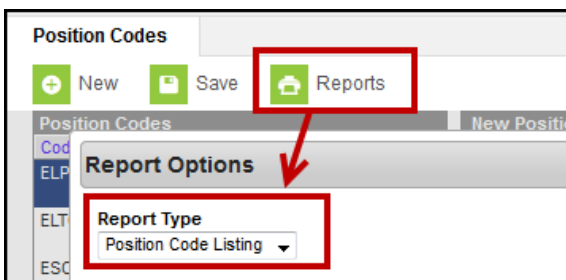**Classic View**: Human Resources > Reports > Position Code

Search Terms: Position Code

The Position Code report allows you to print a comprehensive list of Position Codes. You may print a detailed or summary version of the codes in PDF or CSV format.

Position Code Listing Summary View Options

This report is also available from the Position Codes tab.

Position Code Report on the Position Codes tab

Printing a Detailed Position Code Report

The Detail option allows you to sort the Position Codes alphabetically by code or by Position Group. The Detail option also allows you to include the General Ledger Account Number assigned to the

code and any User Fields that have been added to the Position Code. You may include inactive Position Codes. Inactive Position Codes do NOT have an "X" in the Active column.

Position Code Listing Detail View Options

Generating the Detail Position Code Report

1. Select the **Detail** View Option.
   Result
   The report editor refreshes and displays the **Sort Options** and **Include** fields.
2. Select one of the following **Sort Options**.
   - **Position Code**
   - **Position Group**
3. Mark the checkbox next to any of the following options to include those details on the report.
   - **Inactive Position Codes**
   - **GL Account Number**
   - **User Fields**
4. Select one of the following Print Formats:
   - **CSV**
   - **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
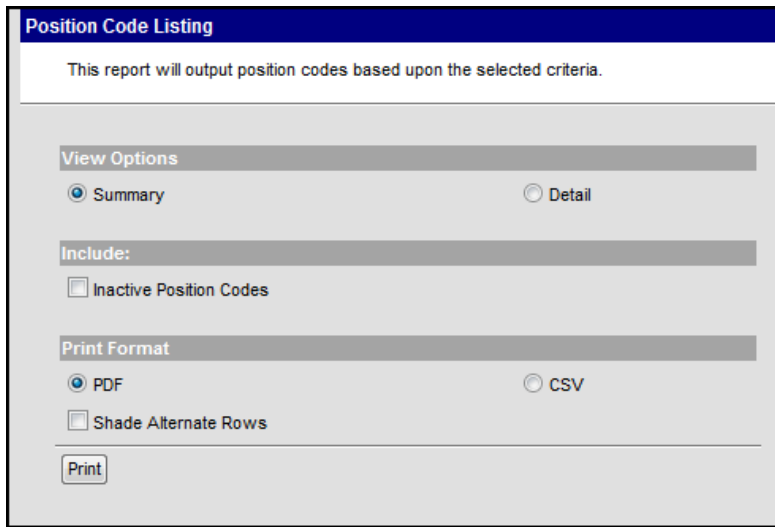5. Click the **Print** button.
   Result
   The report displays in the print format that you selected.

Printing a Summary Position Code Report

The Summary option prints the **Position Code/Description** and the Assignment Code/Description. You may include inactive Position Codes. Inactive Position Codes do NOT have an "X" in the Active column.

Position Code Listing Summary View Options

Generating the Summary Report

1. Select the **Summary** View Option.
   Result
   The report editor refreshes and displays the **Include** options.
2. Mark the I**nactive Position Codes** checkbox to include inactive position codes on the report.
3. Select one of the following Print Formats:
   - **CSV**
   - **PDF** - If you select **PDF**, you may also mark the **Shade Alternate Rows** checkbox.
4. Click the **Print** button.
   Result
   The report displays in the print format that you selected.

Position Code Summary Listing

Position Code/Description	Active	Assignment Code/Description
1200: Head Football Coach	x	
1210: Assistant Football Coach	x	
1220: Sideline Manager	x	
EA: Elementary Assistant	x	
EPRINC: Elementary Principal	x	1500: School Office Administration
ET-201: Elementary Teacher - Certified	x	2100: Elementary - 1st - 6th Grade
HRADMIN: HR Administration	x	1231: Business Administration
ITADMIN: IT Administrator	x	1231: Business Administration
PhyEd-MS: Middle School Phy Ed Instructor	x	3000: Middle School 7th - 9th Grade
HS: High School Teacher	x	4000: High School - 10th - 12th Grade

Position Code Summary Listing Example

Position Code Detail Listing

Position Group: Fall Coach

Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
1200: Head Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,316,000	100.0	Coaching Admin
1210: Assistant Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,307,000	100.0	

Position Group: Teachers

Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
ET-201: Elementary Teacher - Certified	x	2100: Elementary - 1st - 6th Grade	SCI	AFT	Teacher	1720	0.0	0	0	Certified	05	01,005,000,000,304,000	100.0	Teacher
PhyEd-MS: Middle School Phy Ed Instructor	x	3000: Middle School 7th - 9th Grade	PE	AFT	Instructor	0	7.0	5	180	Certified	03	01,005,000,000,306,000	100.0	Teacher
SS-HS: High School Social Studies Teacher	x	4000: High School - 10th - 12th Grade	SCI	AFT	Teacher	0	8.0	5	176	Certified	06	01,005,000,000,316,000	100.0	Teacher

Position Code Detail Listing Example