

How Do I Find a Position Number to Create a Job Requisition?

This instruction guide supports the content found in the required course **UF_PST098_OLT** Careers at UF and is targeted to those serving as **Originators** in Careers at UF and who possess the security role of **UF_N_JRQ Department Req Orig**.

The first step to filling a position at UF is to retrieve the needed position information that will then be used when creating the job requisitions in Careers at UF.

Finding Position Information:

1. Access my.ufl.edu
2. Navigate to **NavBar > Main Menu > Human Resources > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**
3. Search for position by any known search parameters (such as, Position Number, Description, Department, Job Code, etc.)

Search Criteria

Position Number: begins with []

Description: begins with Program Assistant []

Status as of Effective Date: = []

Position Status: = []

Business Unit: begins with []

Department: begins with []

Job Code: begins with []

Reports To Position Number: begins with []

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Select the **position** that you wish to fill in your department

Search Results

View All First 1-3 of 3 Last

Position Number	Description	Status as of Effective Date	Position Status	Business Unit	Department	Job Code	Reports To Position Number
00019490	PROGRAM ASSISTANT	Active	Approved	UFLOR	52050000	000908	00019491
00026517	Program Assistant	Active	Approved	UFLOR	50010000	000908	(blank)
00027292	Program Assistant	Active	Approved	UFLOR	29080100	000908	00022199

5. Select the **appropriate tabs** to locate the desired information

Description | UF Position Data | UF Position Description Detail | Specific Information | Budget and Incumbents

Position Information Find | View All First 1 of 1 Last

Position Number 00019490
 Headcount Status Filled Current Head Count 1 out of 1
 Effective Date 06/24/2013 Status Active
 Reason JRC Job Re-Classification Action Date 06/24/2013
 Position Status Approved Status Date 08/24/2005 Key Position

Job Information

Business Unit UFLOR University of Florida
 Job Code 000908 PROGRAM AST
 Reg/Temp Regular Full/Part Time Full-Time
 Regular Shift Not Applicable Union Code 31 Administrative & Clerical
 Title PROGRAM ASSISTANT Short Title PROGRAM AS Detailed Position Description

Work Location

Reg Region USA United States
 Department 52050000 DC-TREEO CENTER Company UFL University of Florida
 Location S900000005 TREEO CENTER
 Reports To 00019491 OFFICE MGR Dot-Line
 Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan TU2N Grade 19 Step
 Standard Hours 40.00 Work Period W Weekly
 Mon Tue Wed Thu Fri Sat Sun
 8.00 8.00 8.00 8.00 8.00

USA

Updated on 09/12/2013 10:40:19AM Updated By 23898630 Burch, Barbara K

Save Return to Search Previous in List Next in List Notify Update/Display Include History

NOTE: Position Description details are found on the UF Position Description Detail tab
You will use this information when creating the job requisition in Careers at UF.

6. Click the **Detailed Position Description** link to view the position description information in Word.

The screenshot shows a web interface with several tabs: Description, UF Position Data, UF Position Description Detail (selected), Specific Information, and Budget and Incumbents. The main content area is divided into two sections: Position Information and Job Information. The Position Information section includes fields for Position Number (00011198), Headcount Status (Filled), Effective Date (10/06/2017), Reason (CID), Position Status (Approved), Current Head Count (1 out of 1), Status (Active), Change in Department ID, Action Date (10/04/2017), and Status Date (09/15/2008). There is a checkbox for Key Position. The Job Information section includes Business Unit (UFLO, University of Florida), Job Code (000908, Program Assistant), Reg/Temp (Regular), Full/Part Time (Part-Time), Regular Shift (Not Applicable), Union Code (00, Out of Unit), Title (Program Assistant), and Short Title (ProgramAst). A red box highlights the 'Detailed Position Description' link in the bottom right corner of the Job Information section.

7. Click **Open** or **Save**.
8. The Position Description opens in Microsoft Word.

Additional Help

Further resources are available in the [Careers at UF toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu. For assistance with policies and directives, contact Recruitment & Staffing at 352-392-2477.