Guide to Finding a Position Number on the Positions Analysis Report

This guide is designed to help you select the correct position number from the Positions Analysis report to input onto the Assignment Change form, where it is a mandatory field for completion.

The position number is vital to the staff record and financial systems to ensure that staff costs are attributed to the correct areas. Please ensure that you select the position number that links to the correct cost centre, subjective code, agenda for change banding and position title for the post that the employee is moving into.

(Please note to 'select' as instructed below, hover over the description that you wish to select and click with the mouse).

When you first open the Position Numbers report, the headings on the report will show as below:

The file will have filters indicated by a downward arrow against the column headings which are:

Org L3	Org L4	Org L5	Org L6	Position Number	Cost Centre	Subjective Code	Position Title	Role	Grade	Staff Group	Occ Code	Hiring Status

Click once on the downward arrow in the bottom right corner against column heading 'Org L3'. A drop down menu will appear – hover the mouse over the 'Select all' and click. This will deselect all of the divisions. Scroll down to find your division and click in the box to select it and then click 'ok'. This will reduce the report to show the listing for just your division.

Click once on the downward arrow in the bottom right corner against column heading 'Org L4'. A drop down menu will appear – hover the mouse over the 'Select all' and click. This will deselect all of the directorates or services listed. Scroll down to find your directorate/service and click in the box to select it and then click 'ok' to reduce the listing to show just your directorate/service.

Repeat the above for Org L5 & Org L6 after which the report will just show the information listed for your specific department/area.

Move the cursor to the Staff Group column heading. Click once on the downward arrow filter in the bottom right corner. A drop down menu will appear. If the information contains more than one staff group, you can filter the information further to show only the staff group for the post that you require the position number for. To do so, hover the mouse over the 'Select all' and click. This will deselect all of the staff groups listed. Scroll down to find the staff group for the post that you are searching for the position number and click in the box to select it and then click 'ok'. This will reduce the listing to show just the details for this staff group.

Search the listing for a post with the same band and a similar job title to that which the employee will be fulfilling. Transfer the Position Number listed onto the Assignment Change Form.

You must not select a Position Number which has a different Band or a completely different Position Title even if it is within the correct staff group.