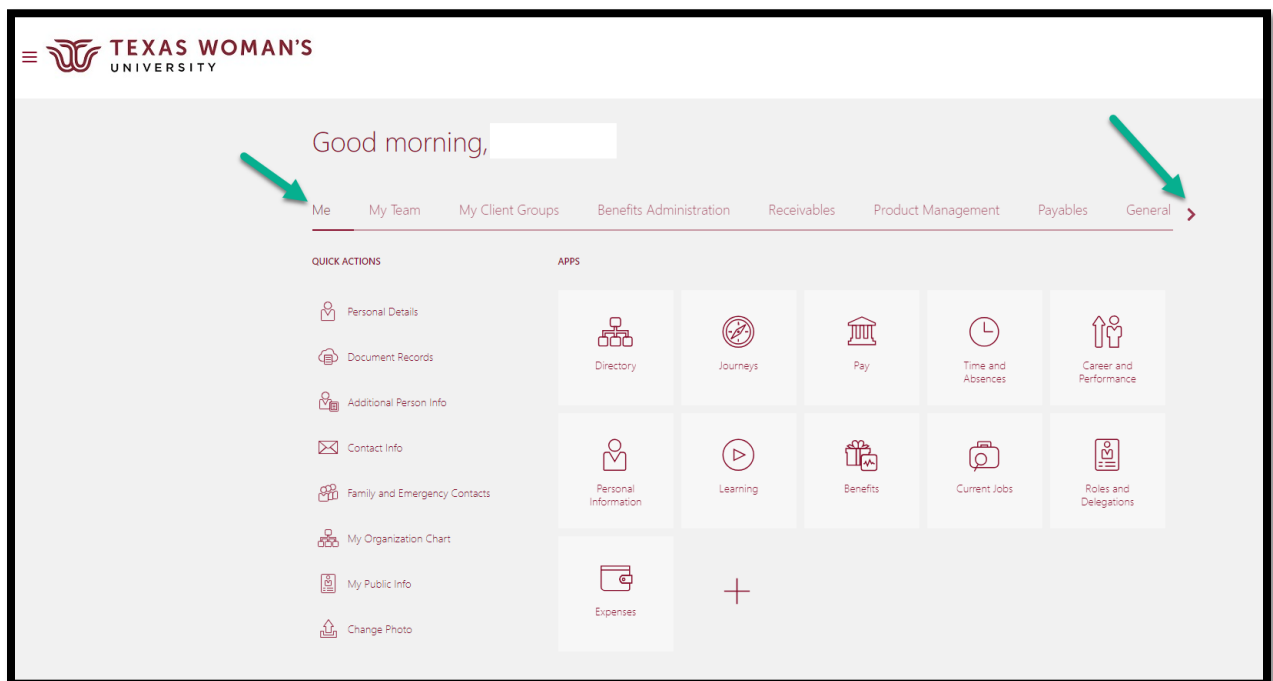


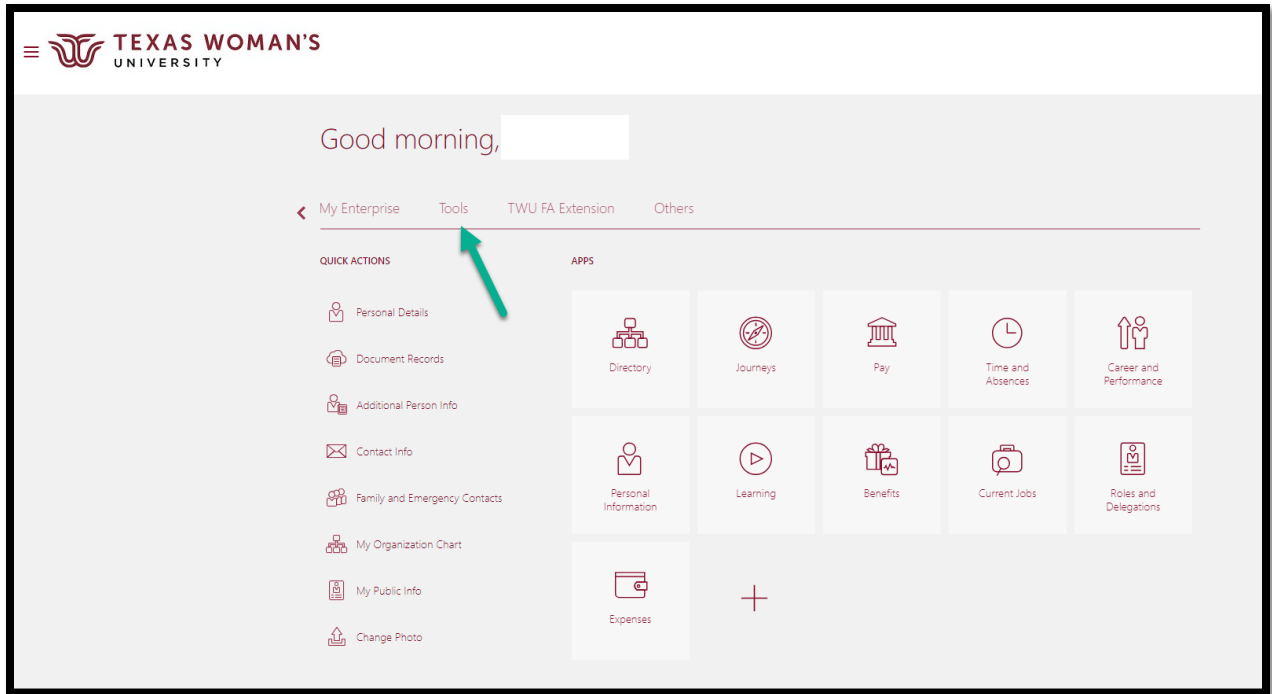
POSITION REPORT

How to run a Position Report to find existing position codes for your department:

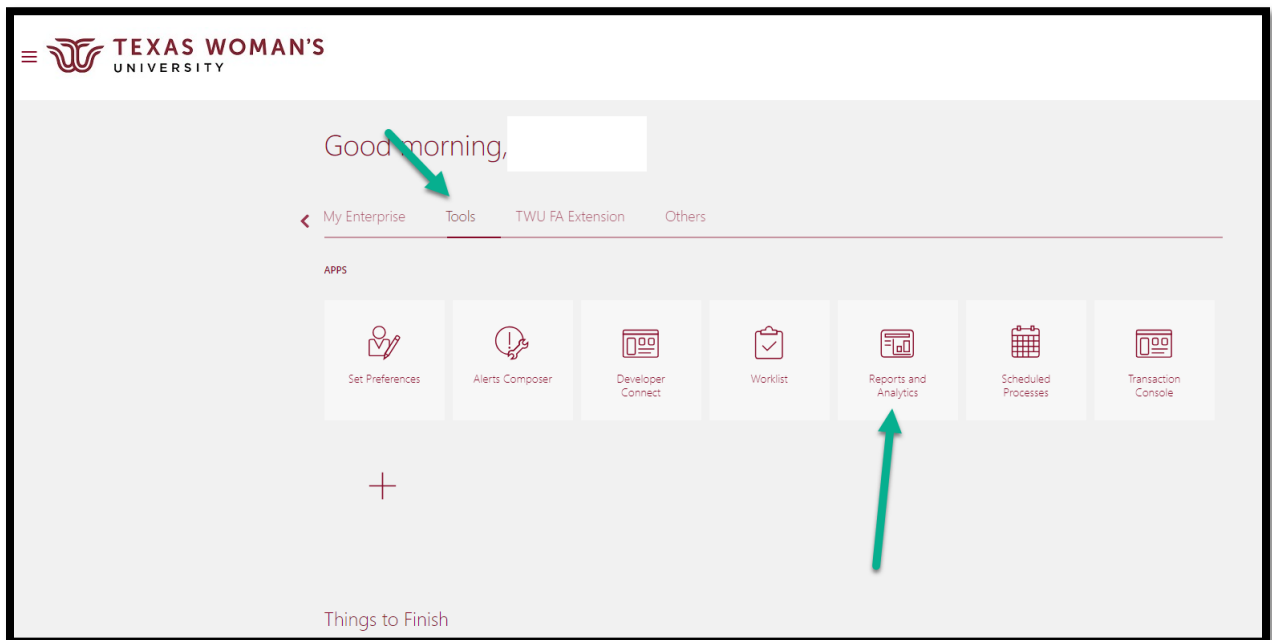
1. From your home screen in Oracle Cloud, click on “Me”, and then use the arrow on your sliding menu to slide all the way over to the end of the sliding menu.



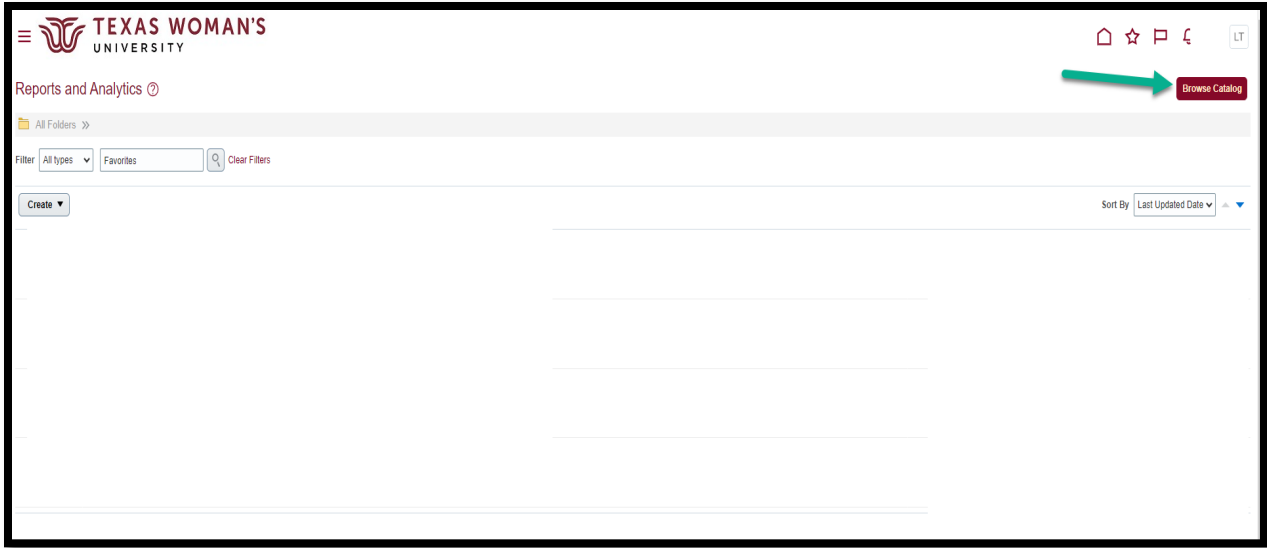
2. On the sliding menu, select “Tools”.



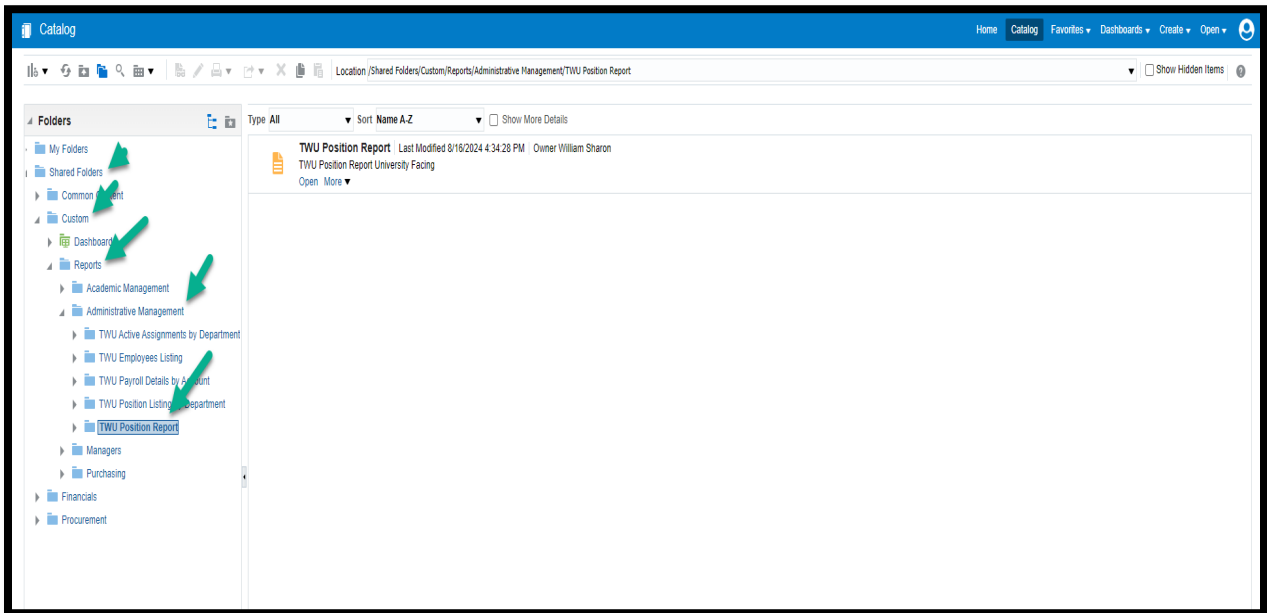
3. Once you've clicked on "Tools" the tiles on your page will change to tool tiles. Click on the tile called "Reports and Analytics".

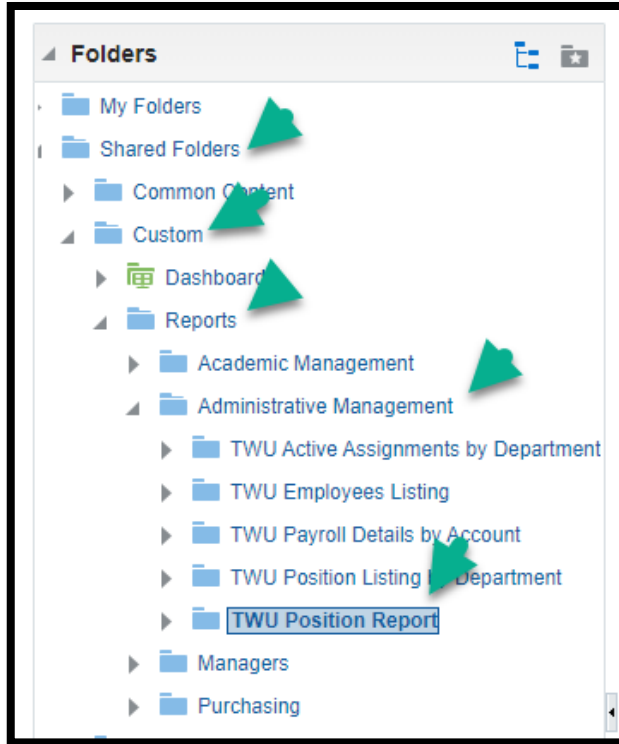


4. You will see the reports and analytics screen. Click on the maroon rectangle at the top right that says "Browse Catalog". **PRO TIP:** If you "favorite" this report while you're in the catalog, it will appear on this screen of favorite reports moving forward.



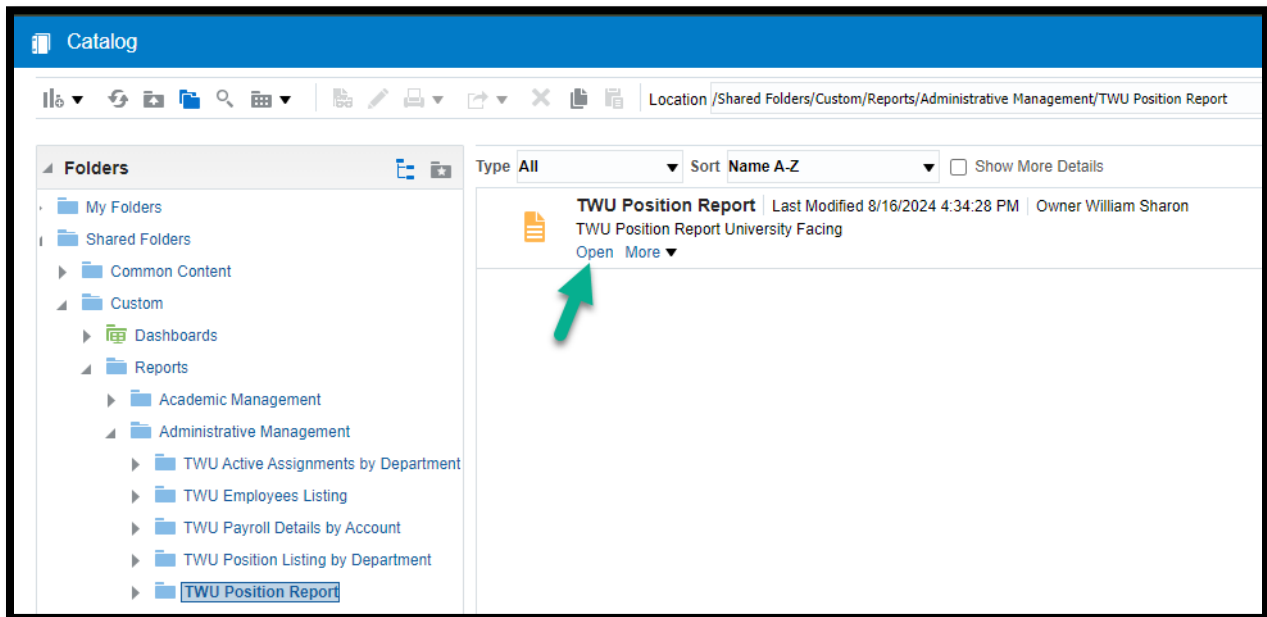
5. In the left navigation, you can click the following folders to follow the path: Shared Folders/Custom/Reports/Administrative Management/TWU Position Report





Enlarged view:

6. The report will appear in the main window. Click “open” to run the report.



7. The real-time report will open up on your screen. You can scroll, sort, and filter as you wish.

Position Code	Position Name	Position Active Status	Effective Start Date	TRS Position Code	IPEDS Category	Department Name	Job Name
1549563	Academic Advisor II (Academic Success Advisor)	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor II
14235	Academic Advisor 1	Active	07/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
14235	Academic Advisor 1	Active	07/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
14235	Academic Advisor 1	Active	07/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13997	Academic Advisor 1	Active	06/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13997	Academic Advisor 1	Active	06/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13997	Academic Advisor 1	Active	06/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13974	Academic Advisor 1	Active	05/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13974	Academic Advisor 1	Active	05/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
13974	Academic Advisor 1	Active	05/01/2008	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545200	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545200	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545200	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545203	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545203	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1545203	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1
1077553	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077553	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077553	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1947544	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1947544	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1947544	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077552	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077552	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077551	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077551	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1077551	Academic Advisor 1	Active	01/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	University Academic Advising	STA.Acad Advisor 1
1545202	Academic Advisor 1	Active	06/01/2024	03	Comm, Soc Svc, Leg, Arts, Des, Entertain, Sports & Media Occ	Dean Arts & Sciences	STA.Acad Advisor 1

8: PRO TIPS:

While you may want to save this report, running it everytime will ensure you're looking at the most current report everytime.

Click on Favorites to add this as a favorite! That way you don't have to search for it everytime! It will appear on your Cloud homepage under "favorite reports".

