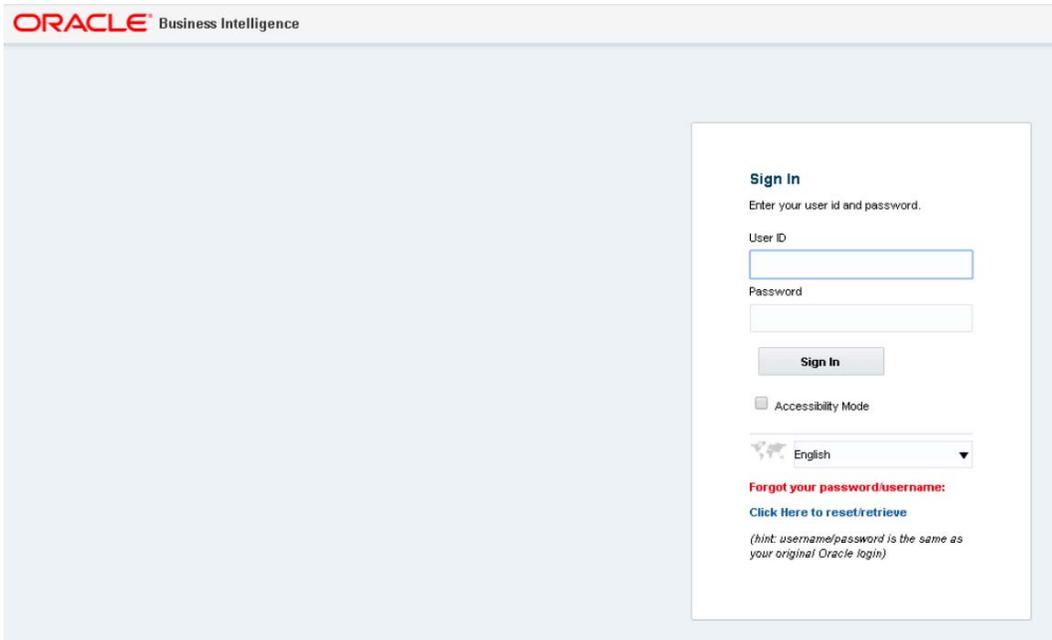# Position Control - Vacant Positions

The following report will allow you to view all vacant positions at your site/department. Please refer to this report when completing personnel requisitions for <u>current vacancies</u>. This report will allow you to see a vacant position's costing account, FTE, vacancy date, and work location.
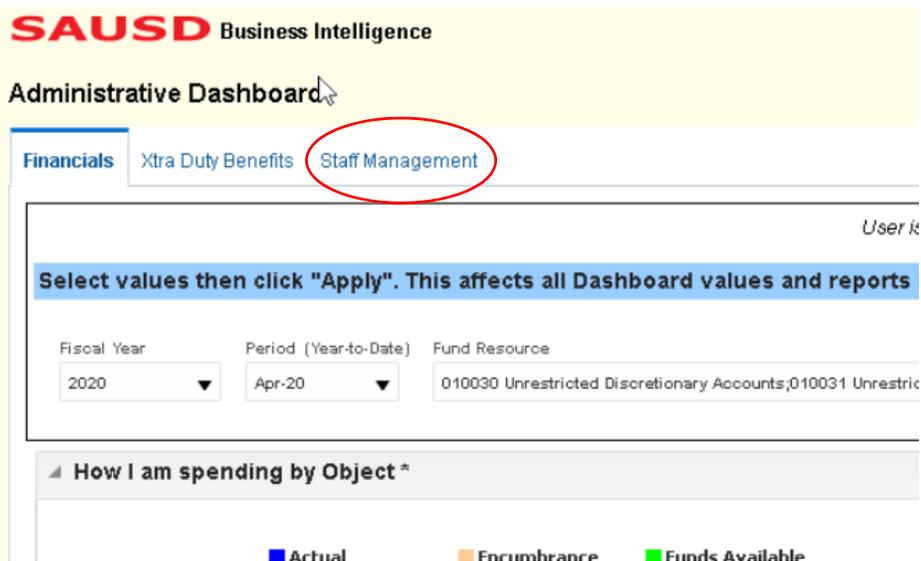
1. Sign in to Oracle Business Intelligence.
   a. Link: http://sausdbi.sausd.us:9502/analytics/saw.dll?bieehome&startPage=1

2. Click on "Staff Management" on the upper left corner.

3. Once you have accessed the "Staff Management" tab you will see "Reports" to the far right of the page. Click on the "Position Control - Vacant Positions" link.

4. You will be routed to a report that contains all your site/department vacancies.
    a. Here you can find information such as Position Control Number (PCN), Position Title, Classification, Vacancy Date, FTE, Costing Account, and Work Location.

Department/Site	Vacancy Date ▲▼	PCN	Position	Classification	Status	Recruitment Flag	PCN Type	Budgeted FTE	Proportion	Budgeted Headcount	Costing	Work Location
Adams Elementary	8/14/2020	050.SSP Special Ed-9/5.20002	SSP Special Ed-9/5	CL	Active	Y	SHARED	0.72	1.0	1	016500.0.5770.1120.2105.050	Adams Elementary
Adams Elementary	2/11/2020	050.Inst Asst Sev Dis-9/5.20004	Inst Asst Sev Dis-9/5	CL	Active	Y	SHARED	0.75	1.0	1	016512.0.5750.1110.2102.050	Adams Elementary
Adams Elementary	1/6/2020	050.SSP Special Ed-9/5.20001	SSP Special Ed-9/5	CL	Active	Y	SHARED	0.72	1.0	1	016500.0.5770.1120.2105.050	Adams Elementary

Return - Print - Export - Copy Link requires Adobe Flash Player.

    b. This report can be exported in various formats.

Note: The information on the BI Dashboard is live data. Meaning the information in this report will change if there are any changes to the HR data. For example: If you submit a personnel requisition on November 16, 2020, to replace your teacher effective 12-1-2020, HR staff will need to terminate him/her in the HR system. Let's say HR staff enters her last day of 11-30-2020 on 11-27-2020, this position will be reflected as vacant on 12-1-2020 in the Position Control - Vacant Positions Report. The reason is this teacher is still working and the position is still filled until 11-30-2020.

Please use this report to assist you when completing personnel requisitions. Should you have any questions/concerns, please contact Erica Acosta at 714-558-5632 (ext. 75632) or erica.acosta@sausd.us or Sandra Bermudez at 714-558-5631 (ext. 75631) or sandra.bermudez@sausd.us.