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ABOUT ACTUAL AND SUBSTANTIVE POSITIONS

In Job Data we are able to display details of both the position a person is working in currently (Actual) and the position they actually own (Substantive). This is particularly useful when an employee is temporarily transferred, as it will display details of both positions.

In many cases the actual position and the substantive position are the same and the Substantive Position details will be hidden.

However as soon as a new row is entered with the Action/Reason combination of Transfer – Temporary Transfer the section "activates" and substantive position details are transferred into it. Similarly when a row is entered with the Action/Reason combination of Transfer-Return to Substantive Position the section will revert to being hidden.

This can also be seen in position data. Budget and Incumbents hold details of both the current incumbent and substantive incumbents.

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| Work Location | Job Information | Payroll | Salary Plan | Compensation |

| Jacod HRTest | EMP | | ID: 9999999 | Empl Rcd #: 0 |

Work Location   Find First ◄ **3 of 38** ► Last

| HR Status: | Active | | Payroll Status: | Active | | | Go To Row | + − |

'Effective Date: 11/07/2011 📅   Sequence: 0 🗒   'Job Indicator: Primary Job ▼

'Action: Transfer ▼   Reason: Temporary Transfer ▼

History

Last Start Date: 29/09/2003   Termination Date:

Expected Job End Date ☐ 📅

Position Entry Date: 11/07/2011

Position Number: 00002536 🔍 ANU Officer 5 (Administration)

☐ Position Management Record

Regulatory Region: AUS   Australia

Company: ANU   Australian National University

Business Unit: ANUID   Australian National University   Department Entry Date: 01/01/2011

Department: CE200   School of Computer Science

Location: G115   RSISE Building

Establishment ID: ☐ 🔍

Date Created: 13/10/2011

▼ 🇦🇺 **Australia**

Substantive Position

Position Number	00005474 🔍	ANU Officer 5 (Administration)	−
Reports To	00019906	ANU Officer 8 (Administration)	
Business Unit	ANUID	Australian National University	
Department	CE200	School of Computer Science	
Location	G115	RSISE Building	
Job Code	G5ADM	ANU Officer 5 (Administration)	

Full/Part Time Full-Time ▼

Salary Administration Plan GNRL 🔍   Salary Grade 5 🔍   Step 🔍

View of Job Data displaying Actual and Substantive Position details

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| Description | Specific Information | Budget and Incumbents |

Position Number: 00002536

Headcount Status: Partially Filled   **Current Head Count:** 1 out of   9999

Current Budget

| Head Count: | 0 | Current Budget FTE: | 0.00 | Amount: | 0.000 |

Customize | Find | View All | 🗗 | ▦ | First ◀ 1-4 of 4 ▶ Last

	'Position Category				
1	Financial	▾		➕	➖
2	Human Resources	▾		➕	➖
3	OH&S	▾		➕	➖
4	Purchasing	▾		➕	➖

Current Incumbents   Customize | Find | 🗗 | ▦ | First ◀ 1 of 1 ▶ Last

Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Job Data	Name
9999999	0	Full-Time	35.00	Job Data	Jacob HRTest

Substantive Incumbents   Customize | Find | 🗗 | ▦ | First ◀ 1 of 1 ▶ Last

Empl ID	Empl Rcd Nbr	Full/Part Time	Standard Hours	Name	Job Data
4444444	0	Full-Time	0.00	Willow Rosenburg	Job Data

View of Position Data displaying Actual and Substantive Incumbent details

May-13