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How to Add a Position Category for Administrative Email Lists

Position Categories are nominated on Position Data in the HR Management System, and they facilitate the membership of the Administrative Email Lists by subscribing the incumbents of the position to the nominated list.

These lists are used to communicate administrative information to University employees who hold key functions throughout the University.

To subscribe to an Administrative email list, a position category must be added.

It is intended to use this functionality to:
- attach a position to a category and, therefore,
- automatically assign a position to an administrative email list.

Business units are responsible for adding a category relevant to a position either when they set up a position or at any stage in the life of a position.

This document outlines the process of recording and reporting on Position Categories. For more information relating to Administrative Email Lists, list owners and posting rules, please see http://info.anu.edu.au/hr/HR_Help/University_Email_Lists/Functional_lists.asp

Add a Position Category to a New Position

1.	Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info
2.	Click on the **Add a New Value** tab and then click **Add**.

Add/Update Position Info

Find an Existing Value | Add a New Value

Position Number: 00000000

Add

Find an Existing Value | Add a New Value

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3.	Enter the details of the position

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4.	Click the **Specific Information** tab, untick **Update Incumbents** for new positions.

| 5. | Click the **Budget and Incumbents** tab.

Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. |
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6.	Click the **Save** button.
	🖫 Save
7.	**End of Procedure.**

Add a Position Category to an Existing Position

1.	Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info
2.	Click on the **Find an Existing Value** tab, enter the position number, click the **Search** button.

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Position Number: begins with 00005872
Description: begins with
Position Status: =
Business Unit: begins with
Department: begins with
Job Code: begins with
Reports To Position Number: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search 🗗 Save Search Criteria

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3.	The Position Description Page displays. Insert a new row with the correct effective date and update the **Reason**.
4.	Click the **Specific Information** tab. Make sure the **Update Incumbents** checkbox is unticked. As this does not affect Job Data there is no need for the incumbents to be updated.

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5.	Click the **Budget and Incumbents** tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice.
6.	Click the **Save** button. Save
7.	**End of Procedure.**