

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.	<p>Click on the Add a New Value tab and then click Add.</p>  <p>Add/Update Position Info</p> <p>Find an Existing Value Add a New Value</p> <p>Position Number: <input type="text" value="00000000"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>

3. Enter the details of the position

Description Specific Information Budget and Incumbents

Position Information Find | View All First 1 of 1 Last

Position Number: 00000000 + -
 Headcount Status: Current Head Count: 0 out of 0
 *Effective Date: 19/12/2011 🔍 *Status: Active Copy
 Reason: NEW 🔍 New Position Action Date: 19/12/2011
 *Position Status: Approved ▼ Status Date: 19/12/2011 🔍 Key Position

Job Information

*Business Unit: ANUID 🔍 Australian National University
 *Job Code: G67ADM 🔍 ANU Officer 6/7 (Admin)
 *Reg/Temp: Regular ▼ *Full/Part Time: Full-Time ▼
 *Title: ANU Officer 6/7 (Admin) Short Title: ANUO 6/7 [Detailed Position Description](#)


Work Location

*Reg Region: AUS 🔍 Australia
 *Department: 22264 🔍 Info & Workforce Planning Company: ANU Australian National University
 *Location: I010A 🔍 Chancelry Bldg 10A
 Reports To: 00005870 🔍 ANU Officer 8 (Administration) Dot-Line: 🔍
 Supervisor Lvl: 🔍 Security Clearance: 🔍

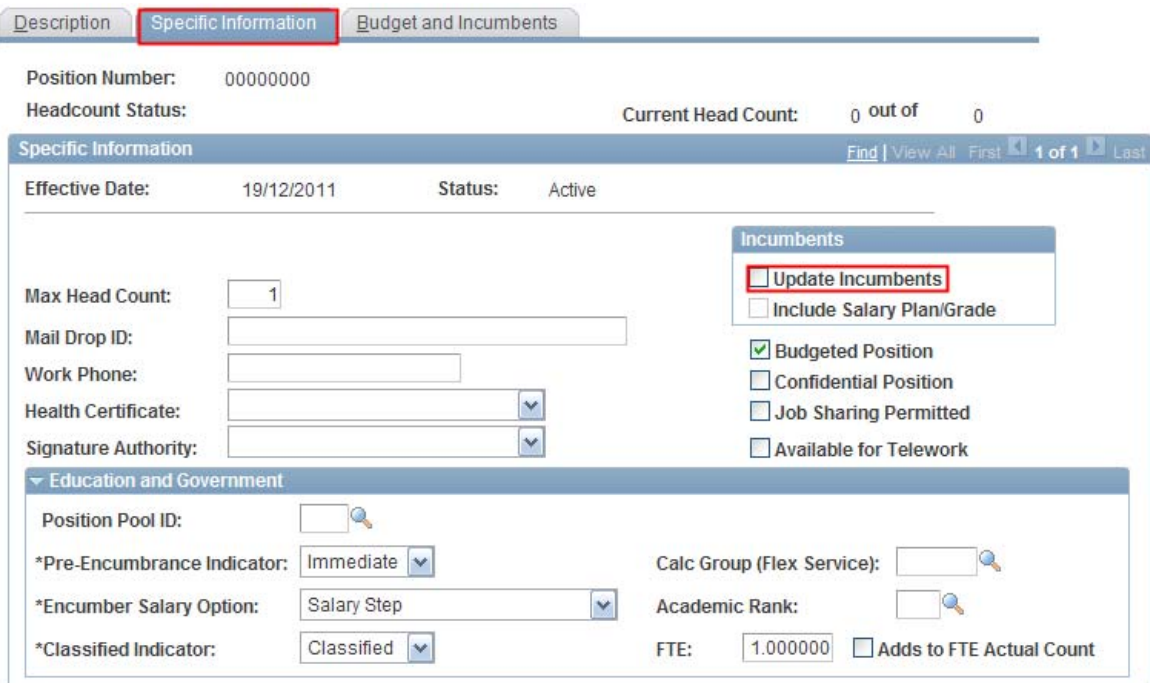
Salary Plan Information

Salary Admin Plan: GNRL 🔍 Grade: 6/7 🔍 Step: 🔍
 Standard Hours: 35.00 Work Period: W 🔍 Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.00	7.00	7.00	7.00	7.00		

▶  Australia

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



Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Specific Information Find | View All First 1 of 1 Last

Effective Date: 19/12/2011 Status: Active

Max Head Count: 1
 Mail Drop ID:
 Work Phone:
 Health Certificate:
 Signature Authority:

Incumbents

Update Incumbents
 Include Salary Plan/Grade

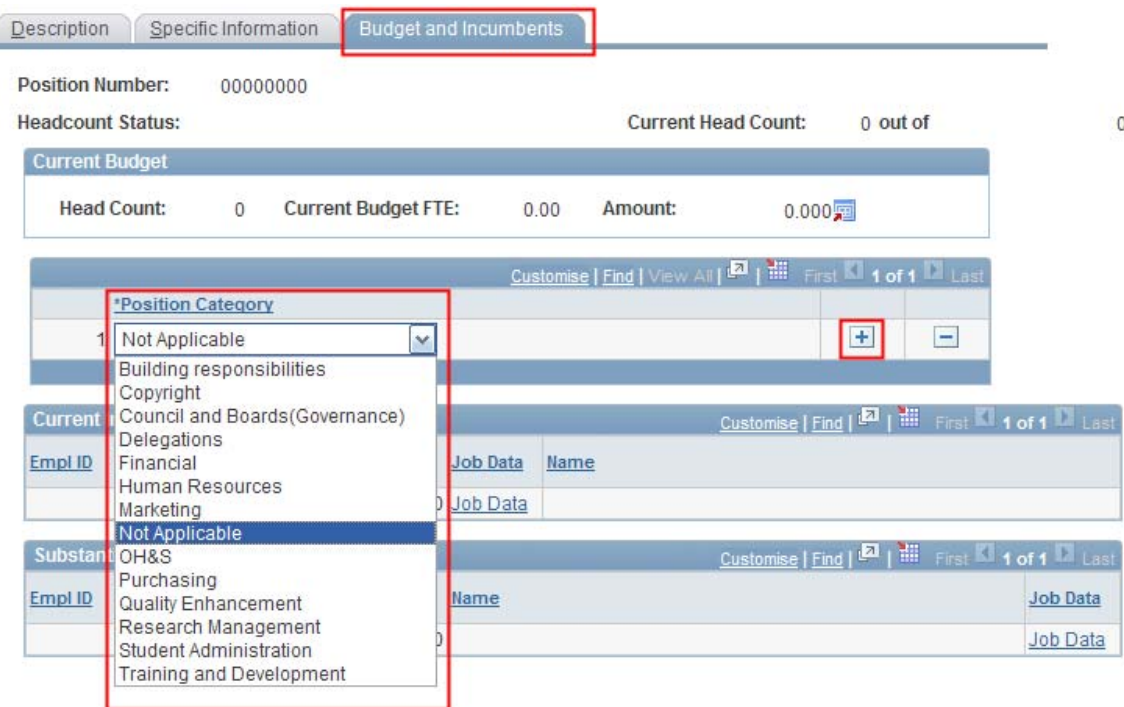
Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Education and Government

Position Pool ID:
 *Pre-Encumbrance Indicator: Immediate
 *Encumber Salary Option: Salary Step
 *Classified Indicator: Classified

Calc Group (Flex Service):
 Academic Rank:
 FTE: 1.000000 Adds to FTE Actual Count

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.



Budget and Incumbents

Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Current Budget

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

Customise | Find | View All | First 1 of 1 Last

*Position Category

1 Not Applicable + -





Building responsibilities
 Copyright
 Council and Boards(Governance)
 Delegations
 Financial
 Human Resources
 Marketing
 Not Applicable
 OH&S
 Purchasing
 Quality Enhancement
 Research Management
 Student Administration
 Training and Development

Current
 Empl ID Job Data Name

Substant
 Empl ID Name Job Data

6.	Click the Save button. 
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.	<p>Click on the Find an Existing Value tab, enter the position number, click the Search button.</p> <p>Add/Update Position Info</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Position Number: <input type="text" value="begins with"/> <input type="text" value="00005872"/></p> <p>Description: <input type="text" value="begins with"/></p> <p>Position Status: <input type="text" value="="/> <input type="text"/></p> <p>Business Unit: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p>Job Code: <input type="text" value="begins with"/> </p> <p>Reports To Position Number: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p>

3. The Position Description Page displays. Insert a new row with the correct effective date and update the Reason.

Description Specific Information Budget and Incumbents

Position Information Find | View All First 1 of 2 Last

Position Number: 00005872 + -

Headcount Status: Filled Current Head Count: 1 out of 1

*Effective Date: 19/12/2011 *Status: Active

Reason: POS Position Action Date: 19/12/2011

*Position Status: Approved Status Date: 28/03/2001 Key Position

Job Information

*Business Unit: ANUID Australian National University

*Job Code: G67ADM ANU Officer 6/7 (Admin)

*Reg/Temp: Regular *Full/Part Time: Full-Time

*Title: ANU Officer 6/7 (Admin) Short Title: ANUO 6/7 [Detailed Position Description](#)

Work Location

*Reg Region: AUS Australia

*Department: 22264 Info & Workforce Planning Company: ANU Australian National University

*Location: I010A Chancelry Bldg 10A

Reports To: 00015654 HR System Support Coordinator Dot-Line:


Supervisor Lvl: Security Clearance:

Salary Plan Information

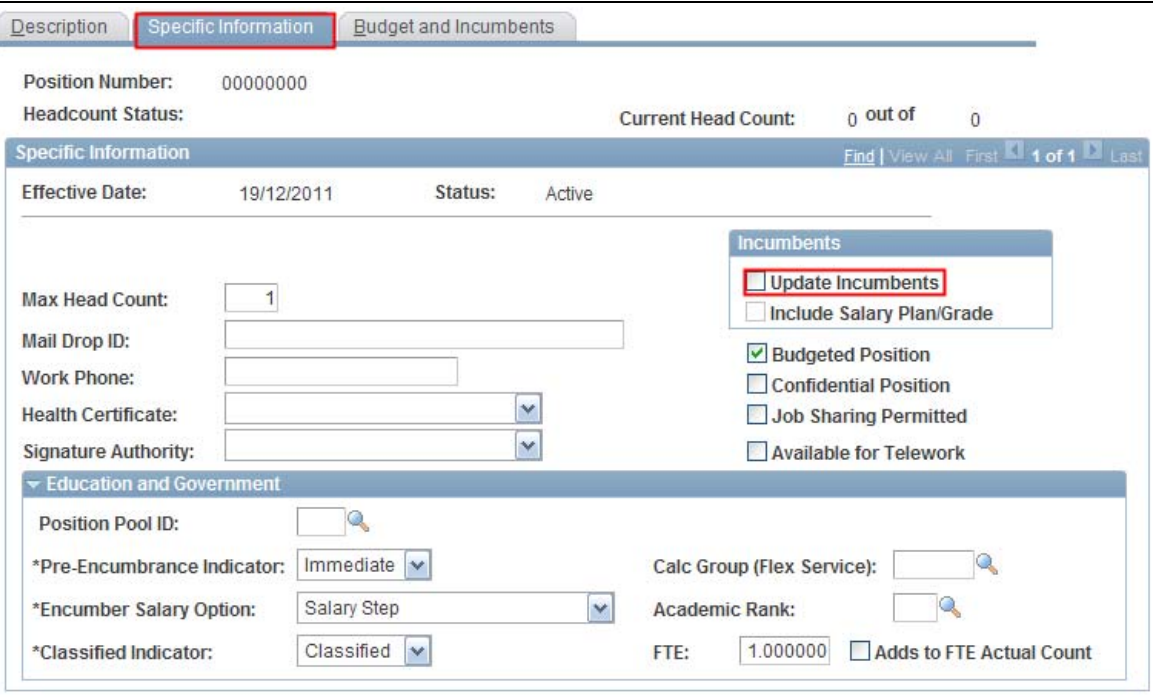
Salary Admin Plan: GNRL Grade: 6/7 Step:

Standard Hours: 35.00 Work Period: W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.00	7.00	7.00	7.00	7.00		

▶  Australia

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.



Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Effective Date: 19/12/2011 Status: Active

Max Head Count: 1

Mail Drop ID:
 Work Phone:
 Health Certificate:
 Signature Authority:

Incumbents

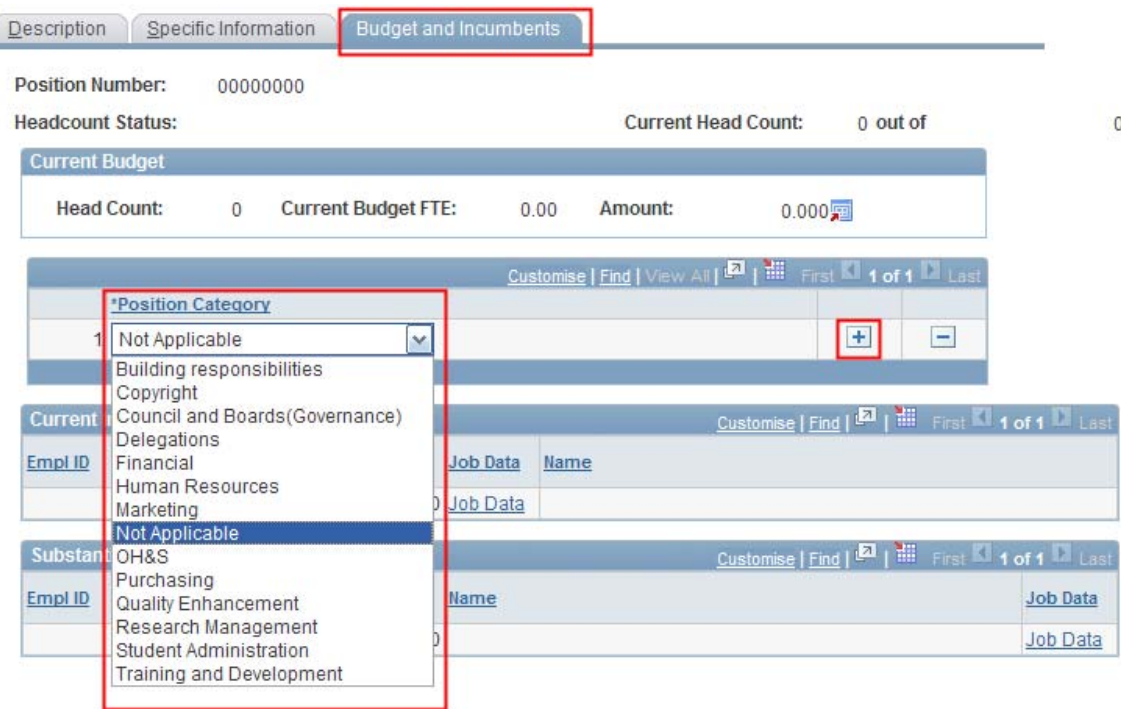
Update Incumbents
 Include Salary Plan/Grade

Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Position Pool ID:
 *Pre-Encumbrance Indicator: Immediate
 *Encumber Salary Option: Salary Step
 *Classified Indicator: Classified

Calc Group (Flex Service):
 Academic Rank:
 FTE: 1.000000 Adds to FTE Actual Count

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.



Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Current Budget

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

Customise | Find | View All | First 1 of 1 Last

*Position Category

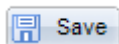
- 1 Not Applicable
- Building responsibilities
- Copyright
- Council and Boards(Governance)
- Delegations
- Financial
- Human Resources
- Marketing
- Not Applicable
- OH&S
- Purchasing
- Quality Enhancement
- Research Management
- Student Administration
- Training and Development

Job Data Name

Job Data

Job Data

6. Click the **Save** button.



7. **End of Procedure.**