

How to Find a Position Number

Actions

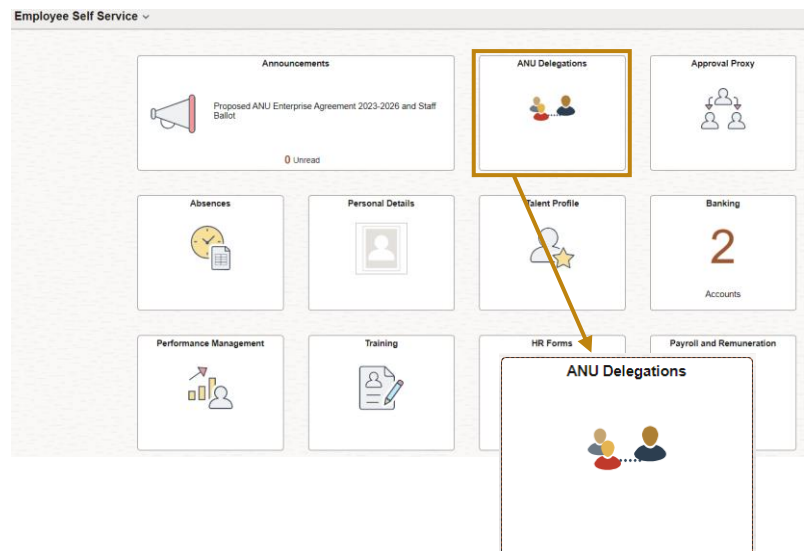
What you will see

A position Number is a unique number identifying a position within ANU. A position number will not change however the employee attached to the position can be changed.

1. Your Position Number

Step 1. Log into [HORUS self service](#) using your ANU UID and password.

Step 2. Navigate to the ANU Delegations tile. The page will load on View my ANU delegations and your position number will appear next to Current Position:.



Approval Proxy/ANU Delegations

ANU Delegations

View my ANU delegations

- View my (POI) ANU delegations
- Assign deign short-term acting
- Assign delegation to position
- Assign delegation to POI

My ANU delegations

Your Name

Empl ID: 1234567

Empl Record: 0

Current Position: 00012345 Job Title

As Of Date: 27/10/2023

You hold no ANU delegations for this date.

2. A Position Number reporting to you as the supervisor

Step 1. Log into [HORUS self service](#) using your ANU UID and password.

Step 2. Make sure you are in Manager Self service.

Step 3. Navigate to the My Team tile.

Step 4. Next to the employee's name click the down arrow.

Step 5. In the Actions pop up click Job and Personal Information.

Step 6. Click into View Employee personal info. The position number will appear next to Position:

The screenshot illustrates the navigation process in the HORUS Manager Self Service interface. It starts with the 'Manager Self Service' header, followed by a grid of tiles including 'Announcements', 'Approvals', 'My Team', 'Performance Management', 'Manage Timesheet', 'Delegations', and 'Learning and Development'. The 'My Team' tile is highlighted, and a dropdown menu is shown with options like 'Time Management', 'Job and Personal Information', 'Development', and 'Performance Management'. The 'Job and Personal Information' option is selected, leading to a 'View Employee Personal Info' window. Below this, the 'Employee Information' section is displayed, showing a table of personal details.

Personal Information		First Start Date	DD/MM/YYYY
Empl ID	1234567	Department	ANU
Position	Position title 00012345	Location	Canberra Campus
Job Code	ANU Officer 5 (Administration) GSADM	Regular/Temporary	Regular
Company	Australian National University ANU	Full/Part Time	Full-Time
Business Unit	Australian National University ANUID		

Additional Information

Home and Mailing Addresses	Birthday
Email Addresses	
Phone Numbers	
Emergency Contacts	Training Person Profile

3. A Position Number in your Department/College or Division via HRMS

Step 1. Log into the [HR Management System \(HRMS\)](#).

Note: If you do not have HRMS access contact your Recruitment Support team for assistance.

Option 1. Search via last known incumbent

Step 2. Navigate to the Workforce Management tile.

Step 3. Search using the appropriate fields (recommended Empl ID or First & Last name)

Step 4. Click into the employees record. The position number will be listed as pictured.

Option 2. Search Via Position Management

Step 5. Navigate to the Position management tile.

Step 6. Search using the appropriate fields (recommended Department (code) or Reports To Position Number if known).

Step 7. Brows through listed Positions to locate the Position number you are searching for. You will need to click into the records to determine if they are vacant.

Option 1.

The screenshot shows the HRMS Workforce Administrator interface. At the top, there is a navigation bar with 'Workforce Administrator' and a dropdown arrow. Below this, there are several tiles: 'Timesheet Administration', 'Earnings & Deductions', 'Absences Administration', 'Position Management', 'Workforce Management' (highlighted with a yellow border), and 'Training Administration'. Below the tiles, there is a 'Workforce Management' section with a sidebar on the left containing various options like 'Job Data', 'Modify a Person', 'Person Organisational Summary', etc. The main content area is titled 'Job Data' and 'Find an Existing Value'. It features a search criteria section with 'Recent Searches' and 'Saved Searches' dropdowns. Below this, there are several search fields: 'Empl ID begins with', 'Empl Record', 'Last Name begins with', 'First Name begins with', 'Department begins with', 'Payroll Status', 'Job Code begins with', 'Position Number begins with', and 'Full/Part Time'. There are also checkboxes for 'Show fewer options', 'Case Sensitive', and 'Include History'.

The screenshot shows the 'Work Location Details' for an employee with Empl ID 1234567. The top navigation bar includes 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The employee's name and Empl ID are displayed at the top. Below this, there are several fields: 'Effective Date' (DD/MM/YYYY), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Action), 'Reason' (Reason), and '*Job Indicator' (Primary Job). At the bottom, there is a table with columns for 'Position Number' and 'Position title'. The first row shows 'Position Number' 00012345 and 'Position title' Current. The 'Position Number' field is highlighted with a yellow border.

Option 2.

The screenshot shows the HRMS Workforce Administrator interface, similar to the first screenshot. The 'Position Management' tile is highlighted with a yellow border. The rest of the interface, including the navigation bar and other tiles, is the same as in the first screenshot.

Find an Existing Value ⊕ Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Show fewer options
 Case Sensitive Include History

Department begins with

Job Code begins with

Reports To Position Number begins with

Show fewer options
 Case Sensitive Include History

Search Results
20 rows - Department "37354"

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number	
00012345	Job Title 1	Approved	ANUID	12345	G5ADM	00054321	>
00054321	Job Title 2	Approved	ANUID	12345	G67ADM	00002468	>

4. A Position Number in your Department/College or Division via Insight

Step 1. Log into the [Insight](#) portal.

Note: If you do not have HRMS access you will not be able to access the reports in insight. Contact your Recruitment Support team for assistance.

Step 2. Navigate to the Staff tile.

Step 3. Navigate to the management tile.

Step 4. From the list click the link to the Position Management Report (department security).

Step 5. Filter the Organisation and select the position occupancy parameters and click Run Report at the bottom of the webpage.

The report will generate online and can be downloaded via the drop down. The information for all active position

[Insight portal](#) → Home

Some users are experiencing issues with ANU Insight when using Mozilla Firefox on Windows. We recommend using Google Chrome until the issue is resolved.

Future students

Domestic and international admissions

Students

Current students

Research

Research grants and publications

Finance

Financial reporting and analysis

Staff

Staff management and support

Governance

Infrastructure

All reports

COVID-19

Help and support

Get assistance accessing and running reports by contacting the ANU Insight Service Desk at insight@anu.edu.au or +61 2 6125 8649

numbers in the elected organisation are included in this report.

Insight portal → Staff

Reporting on ANU staff and affiliates.

Supervisor quick links	Voice survey	Management	Training
Leave	PCA	Visiting and honorary appointment	WHS
	Payroll costing analysis		Work health and safety
Academic activity	PDR eForms	University feedback eForm	Other HR forms/eForms
	Performance and development review	Staff and student feedback	Including Accelerated Increment, IFA, OCWA

ANU Insight ANU Portal

- Home
- Search
- My content
- Team content
- Recent

Position management report (department security)	A list of all current positions in an area, with vacancies and temporary/permanent incumbents
Position history (individual) (department security)	Changes to an individual position or its occupancy over time.
New hires in a period (department security)	A detailed list of all new hires by college/division over a specified period.
Management	
Current demographics dashboard	Dashboard showing demographics of current staff.
Employee dashboard	Display demographic information of all current staff in a visual format.
Equity and diversity summary dashboard	Dashboard of gender, indigenous and disability representation in the current workforce.
Manager dashboard	Dashboard for managers displaying current staff under supervision.
Academic workload distribution	Display current workload distributions for academic staff.
Academic workload distribution change (department security)	Identify any changes to workload distribution between two dates.
Academic workload distribution snapshot (department security)	Display academic workload distributions at point in time.
Change in employment type (department security)	Identify staff who have changed their employment type between two dates.
Current temporary transfers	Identify staff who are currently on temporary transfer.
Delegations	Lists delegations and delegation clusters.
Employee demographics	List of current staff with demographic information.
Employee demographics at snapshot date (department security)	List of staff at point in time, with latest demographic information. While changes to these values are rare, note that Disability, Gender and other fields will display their most recently-recorded values, not the value recorded at point in time.
Employment history (individual)	Display an individual's employment history at the university, including job and supervisor changes.
Exceptions in data	List exceptions in HR data which can be identified by data inconsistency, e.g. fixed term contracts without an expected date.
FTE and headcount	Headcount and FTE by eligibility group.
Highest qualification held	List of staff by highest qualification.
Probations	List of staff by probation status.
Promotions	List staff who have attained a promotion in a given area.
Separations	List staff who have separated from an area.
Staff reporting to vacant position	List staff who do not have a supervisor (who are reporting to a vacant position).
Staff snapshot (department security)	Display a list of active staff in an area at a point in time. This report is similar to the HRMS General Reporting Download.
Staff snapshot - GL distribution detail (department security)	Display a list of active staff in an area at a point in time. This dataset has the same content as the "Staff snapshot", but pivoted to one row per GL distribution percentage. It allows searching for staff by GLC.

Position management report

Individual data security is applied to this report. A staff member's records are only visible if you have access based on your position or defined departmental security. To view your access, please see: [My access](#)

Organisation: Please select the organisation to be included in the report (optional)

College/portfolio

Position occupancy: Please select whether to show substantive occupants, temporary occupants or vacant positions (optional)

<<Unknown>>

Standard

Substantive (on temp. transfer)

Temporary (on temp. transfer)

Vacant

Vacant (occupant on temporary transfer)

Position number: Enter a position number or the first digits of a position number (optional)

Cancel Run report

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Run XML