

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:

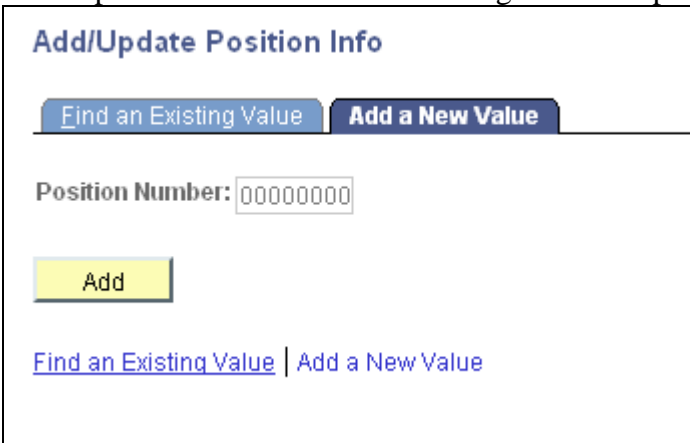
- attach a position to a category and, therefore,
- automatically assign a position to an administrative email list.

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](#)

[Add a Position Category to an Existing Position](#)

1.	To add a category to a New Position
2.	<p>Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info</p> 
3.	Click the Add Button
4.	Enter the details of the position as normal

5.	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Description Specific Information Budget and Incumbents </div> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Position Information Find View All First 1 of 1 Last </div> <p> Position Number: 00000000 + - Headcount Status: Current Head Count: 0 out of 0 'Effective Date: 02/10/2008 'Status: Active Copy Reason: NEW New Position Action Date: 02/10/2008 'Position Status: Approved Status Date: 02/10/2008 <input type="checkbox"/> Key Position </p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Job Information</p> <p> 'Business Unit: ANUID Australian National University Job Code: 4045 ANU Officer Grade 5 Manager Level: Non-Manager 'Reg/Temp: Regular 'Full/Part Time: Full-Time Title: ANU Officer Grade 5 Short Title: ANUO 5 Detailed Position Description </p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Work Location</p> <p> 'Reg Region: AUS Australia Department: 22264 Human Resources Business Solut Company: ANU Australian National University Location: I010A Chancery Bldg 10A Reports To: 00000532 Senior Admin Officer 3 Dot-Line: Supervisor Lvl: Security Clearance: </p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Salary Plan Information</p> <p> Salary Admin Plan: GEN Grade: 5 Step: Standard Hours: 35.00 Work Period: W Weekly <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center; border: 1px solid black;">Mon</th> <th style="text-align: center; border: 1px solid black;">Tue</th> <th style="text-align: center; border: 1px solid black;">Wed</th> <th style="text-align: center; border: 1px solid black;">Thu</th> <th style="text-align: center; border: 1px solid black;">Fri</th> <th style="text-align: center; border: 1px solid black;">Sat</th> <th style="text-align: center; border: 1px solid black;">Sun</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; border: 1px solid black;">7.00</td> <td style="text-align: center; border: 1px solid black;">7.00</td> <td style="text-align: center; border: 1px solid black;">7.00</td> <td style="text-align: center; border: 1px solid black;">7.00</td> <td style="text-align: center; border: 1px solid black;">7.00</td> <td style="text-align: center; border: 1px solid black;"></td> <td style="text-align: center; border: 1px solid black;"></td> </tr> </tbody> </table> </p> </div> <p style="margin-top: 5px;"> ▶ Australia </p> <p style="margin-top: 5px;"> Updated on: Updated By: </p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="display: flex; gap: 5px;"> Save Notify Previous tab Next tab </div> <div style="display: flex; gap: 5px;"> Add Update/Display Include History Correct History </div> </div> <p style="font-size: small; margin-top: 5px;"> Description Specific Information Budget and Incumbents </p> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	7.00	7.00	7.00	7.00	7.00		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
7.00	7.00	7.00	7.00	7.00											
<p>Check details on Specific Information tab – Untick Update Incumbents for new positions</p>															

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#)

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

Specific Information Find | View All | First 1 of 1 Last

Effective Date: 02/10/2008 **Status:** Active

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

Incumbents

Update Incumbents

Include Salary Plan/Grade

Budgeted Position

Confidential Position

Job Sharing Permitted

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

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#)

6.

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.

[Description](#) | [Specific Information](#) | [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
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Customize | 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

Customize | Find | First 1 of 1 Last

Customize | Find | First 1 of 1 Last

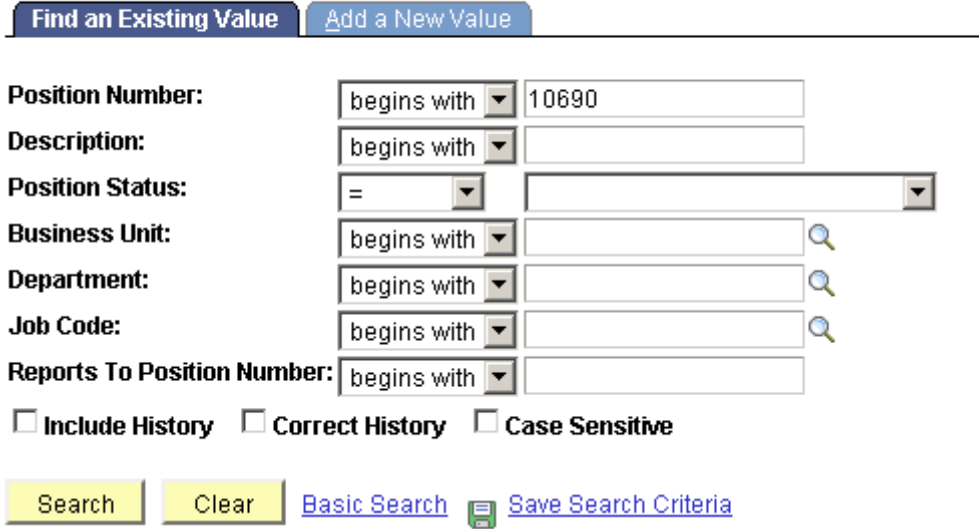
[Description](#) | [Specific Information](#) | [Budget and Incumbents](#)

7.

Click the Save button


8.

End of Procedure.

1.	To add a category to an Existing Position
2.	Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info
3.	<p>Click the Find an Existing Value tab and enter in the Position Number.</p> <p>Add/Update Position Info Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
4.	Click the Search Button
5.	<p>The Position Description Page displays.</p> <p>Insert a new row with the correct effective date</p>

	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between;"> Description Specific Information Budget and Incumbents </div> <div style="background-color: #4F81BD; color: white; padding: 2px; font-size: 0.8em;"> Position Information Find View All First 1 of 2 Last </div> <div style="padding: 5px;"> <p>Position Number: 00010690</p> <p>Headcount Status: Filled Current Head Count: 1 out of 1</p> <p>*Effective Date: 01/07/2008 *Status: Active</p> <p>Reason: UPD Position Data Update Action Date: 29/10/2008</p> <p>*Position Status: Approved Status Date: 01/01/2004 <input type="checkbox"/> Key Position</p> <hr/> <p>Job Information</p> <p>*Business Unit: ANUID Australian National University</p> <p>Job Code: 4045 ANU Officer Grade 5 Manager Level:</p> <p>*Reg/Temp: Regular *Full/Part Time: Full-Time</p> <p>Title: ANU Officer Grade 5 Short Title: ANUO 5 Detailed Position Description</p> <hr/> <p>Work Location</p> <p>*Reg Region: AUS Australia</p> <p>Department: 22264 Human Resources Business Solut Company: ANU Australian National University</p> <p>Location: 1010A Chancery Bldg 10A</p> <p>Reports To: 00010967 ANU Officer Grade 6/7 Dot-Line:</p> <p>Supervisor Lvl: Security Clearance:</p> <hr/> <p>Military</p> <p>Service: Service Component:</p> <p>Rank:</p> <hr/> <p>Salary Plan Information</p> <p>Salary Admin Plan: GEN Grade: 5 Step:</p> <p>Standard Hours: 35.00 Work Period: W Weekly</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>▶ Australia</p> <p>Updated on: 29/10/2008 10:57:29AM Updated By: U4083301 Buffy Summers</p> </div> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	7.00	7.00	7.00	7.00	7.00		
Mon	Tue	Wed	Thu	Fri	Sat	Sun									
7.00	7.00	7.00	7.00	7.00											
6.	<p>Update the Reason</p> <p>Reason: UPD Position Data Update</p>														
7.	<p>Check details on 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.</p>														

8. Click the Budget and Incumbents tab.

Select which position categories the position will have. You can add multiple rows by clicking the corresponding  button. You cannot select the same category twice.

9. Click the Save button

10. **End of Procedure.**