Position Cross-Reference by Employee

Overview: This custom-designed panel is used for informational purposes only to help the user search by incumbent for their respective position. A search can also be done by department to list all the respective positions and incumbents.

Navigation: University of Maine System > HRMS > Review HRMS > Position Cross Ref by Employee

Basic Search Screen

1. Input as many known values as possible in order to minimize your search. Select “Search”. From the search results, select the employee you want to view.

Position Cross Ref by Employee
Enter any information you have and click Search. Leave fields blank for a list of all values.
2. The “Incumbent” Tab shows the Employee ID, Record Number, and name of incumbent(s).

3. The “Data Source” tab shows the HR source of this information. The source can be from either job or additional pay. If you click on the grid icon, you can see both the “incumbent” and “data source” information on one line.
4. The Quick Links will take you to the following panels:
   a. Internal Transfer
   b. External Transfer
   c. Base Budget