Position Cross-Reference by Position Data

Overview: This custom-designed panel is used for informational purposes only to help the user search for position data based on various search criteria.

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

Basic Search Screen

1. Input as many known values as possible in order to minimize your search. Select “Search”.

Position Cross-Ref by Pos Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UMSYS
Business Unit: begins with
Department: begins with oot
Location Code: begins with
Position Number: begins with
Position Class: begins with
Status as of Effective Date: = Active
Job Code: begins with
Title: begins with

Search Clear Basic Search Save Search Criteria
2. From the search results, select the position you want to view.

3. The “Incumbent” tab shows the Employee ID, Record Number and name of incumbent(s).
4. The “Date 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.

5. The Quick Links will take you to the following panels:
   a. Internal Transfer
   b. External Transfer
   c. Base Budget