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|  |  | Position Management QueryPROCESS GUIDE |

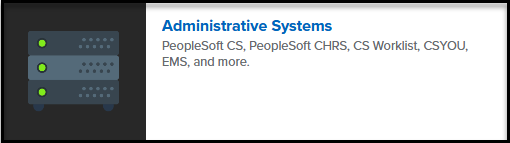
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| --- | --- |
| **DATE CREATED** | **PROCESS NAME** |
| 4/25/25 | Position Management Query |
| **PROCEDURE NO.** | **PROCESS OWNER** |
|  | University Budget Office |
| **DATE OF LAST UPDATE** | **LAST UPDATED BY** |
|  | Danelle Apodaca |

INTRODUCTION

Follow the guide to run the Position Management query. The query will bring back positions for departments you are authorized to view.

PROCESS

1. Log into myCoyote
2. Click on Administrative Systems



1. Click on PeopleSoft Campus Solutions (CS)

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AI-generated content may be incorrect.

1. Menu > Reporting Tools > Query Viewer

A screenshot of a menu

AI-generated content may be incorrect.

1. Menu > Reporting Tools > Query Viewer

A screenshot of a computer

AI-generated content may be incorrect.

1. Run Query to Excel

A screenshot of a computer

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