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

1. Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info

2. Click on the Add a New Value tab and then click Add.

Add/Update Position Info

Find an Existing Value  Add a New Value

Position Number: 00000000

Add

Find an Existing Value  Add a New Value
3. Enter the details of the position

**Position Information**
- **Position Number:** 00000000
- **Headcount Status:** Current Head Count:
- **Effective Date:** 19/12/2011
- **Reason:** NEW
- **Status:** Active
- **Action Date:** 19/12/2011
- **Position Status:** Approved
- **Status Date:** 19/12/2011

**Business Unit:** 067ADM

**Job Code:** ANU Officer 6/7 (Admin)

**Reg/Temp:** Regular

**Full/Part Time:** Full-Time

**Title:** ANU Officer 6/7 (Admin)

**Short Title:** ANUO 6/7

**Details Position Description**

**Work Location**
- **Region:** AUS
- **Department:** 22264
- **Location:** IO 10A
- **Reports To:** 000058705

**Salary Plan Information**
- **Salary Admin Plan:** GNRL
- **Grade:** 6/7
- **Stop:**
- **Standard Hours:** 35.00
- **Work Period:** Weekly
  - **Mon:** 7.00
  - **Tue:** 7.00
  - **Wed:** 7.00
  - **Thu:** 7.00
  - **Fri:** 7.00
  - **Sat:**
  - **Sun:**

**Australia**
4. Click the **Specific Information** tab, untick **Update Incumbents** for new positions.

5. 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. You cannot select the same category twice.
6. Click the **Save** button.

7. **End of Procedure.**

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**Add a Position Category to an Existing Position**

1. Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info

2. Click on the **Find an Existing Value** tab, enter the position number, click the **Search** button.
3. The Position Description Page displays. Insert a new row with the correct effective date and update the Reason.

4. Click the 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.
5. 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. You cannot select the same category twice.

6. Click the **Save** button.

7. **End of Procedure.**