Hiring Manager Inquiry Pages

Quick Reference
### August 2017

Accessing the Hiring Manager Inquiry Pages

Navigate to the [ecampus login page](https://ecampus.scu.edu) (https://ecampus.scu.edu).

Log in to ecampus using your SCU User ID and Password. Depending on whether you are a faculty member or staff employee you will see a different drop-down menu title at the top of your screen. Within the drop-down menu, select "Manager" to access the Manager homepage.
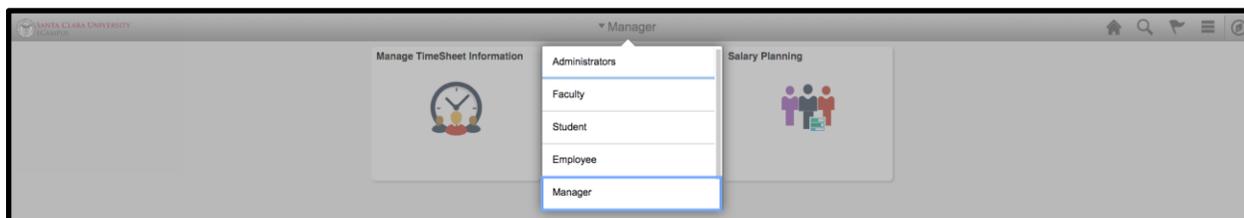
The "Hiring Manager" tile will appear in the center of your screen. To navigate back to the Manager homepage during your session, click the Home icon in the top right of your screen, and then select "Manager" from the drop-down menu again. When you have finished your session, click the Actions List icon in the top right hand corner and select "Sign Out".
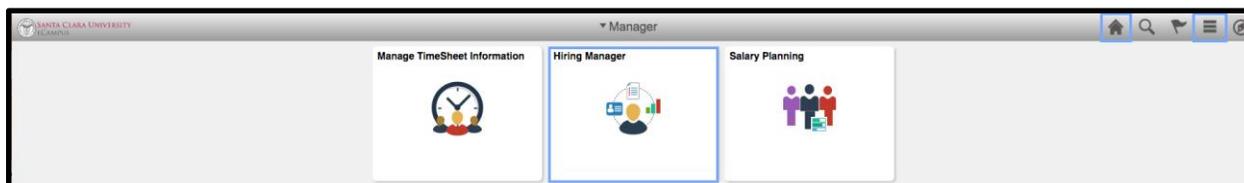
The Hiring Manager Position Inquiry page displays currently active positions that have currently active and valid funding information, and includes both filled and vacant positions. For filled positions, you will be able to drill down to view incumbent information.

The Hiring Manager Employee Inquiry page can display currently active student employees that are assigned to a position for which there is current funding, even if the combination code is no longer valid.

These pages contain search criteria fields that allow you to display only the positions or employees that match the criteria that you specify, or alternatively, you can choose to "Select All", which will display all the positions or student employees to which you have access. The pages are described in more detail on the next two pages followed by a section that contains general information about working with the grids that are common to the pages.

Hiring Manager Position Inquiry Page

The purpose of this page is to provide information to Hiring Managers about their positions.

At the top of the page, you can optionally select a specific HR Department ID (from those that you have been granted access to), and/or a specific Fund, or you can choose to Select All. If you have access to only one department, the HR Department ID field will be defaulted for you.

When you click either Select (which filters the results based on your specific criteria) or Select All, a list of positions (that are currently active, and have current and valid funding) appears, along with position and job code titles, funding distribution information, and supervisor information.

By default, the results are sorted by HR Department ID, and then by Position Number. You can sort the results by a different column by clicking on the column heading. If you want to sort on multiple columns, click the Personalize link at the top of the grid (see the section below, titled "General Information about Working with Grids", for further information).

Hiring Manager Position Inquiry

HR Department: BIOL   AND/OR   Fund: [Select]   [Select All]

Position Information   Personalize | Find | View All | First 1-20 of 20 Last

HR DeptID	Position	Position Title	Job Code	Job Code Title	Funding Eff Dt	Acct	Fund	Budget DeptID	Program	Activity	Class	Project	Operating Unit	Distrb %	Reports To	Supervisor Name	
BIOL			0002	CWS Student Assistant	07/01/2017			FINAID	FAFED	CWS				75.000			Incumbents
BIOL			0002	CWS Student Assistant	07/01/2017			FINAID	FAFED	CWS				75.000			
BIOL			0002	CWS Student Assistant	07/01/2017			FINAID	FAFED	CWS				75.000			
BIOL			0002	CWS Student Assistant	07/01/2017			FINAID	FAFED	CWS				75.000			Incumbents

If the position has incumbents, you can click the link in the rightmost column of the grid to display Incumbent details (employee ID, name, and other basic information). Click "Return" to go back to the Hiring Manager Position Inquiry page.

Current Position Incumbents

HR Department: BIOL   Biology Department
Position:

Personalize | Find | View All | First 1 of 1 Last

	Empl ID	Empl Record	Name	Empl Class	Job Code	Job Code Title	Reg/Temp	Full/Part Time	Stnd Hrs/Wk	Pay Group	First Start Date	Termination Date	HR DeptID	Position	Position Title
1				Student	0002	CWS Student Assistant	Temporary	Part-Time	10.00	Student Paygroup	08/16/2016		BIOL		

[Return]

Hiring Manager Employee Inquiry Page

The purpose of this page is to provide information to Hiring Managers about their employees.

At the top of the page, you can optionally select a specific HR Department ID (from those that you have been granted access to), and/or a specific Employee Class (Faculty, Staff, Students), or you can choose to Select All. If you have access to only one department, the HR Department ID field will be defaulted for you.

When you click either Select (which filters the results based on your specific criteria) or Select All, a list of employees (that are currently assigned to a position for which there is current funding, even if the combination code is no longer valid) appears, along with their employee class, their position and job code and associated titles, and their status in the position (regular or temporary; full or part time, etc.). You can view Supervisor Information or Funding Information by clicking on the tabs at the top of the grid, or view all columns at once by clicking on the "Show All Columns" icon just to the right of the three tabs.

By default, the results are sorted by HR Department ID, then by Employee Name, then by Employee ID. You can sort the results by a different column by clicking on the column heading. If you want to sort on multiple columns, click the Personalize link at the top of the grid (see the section below, titled "General Information about Working with Grids", for further information).
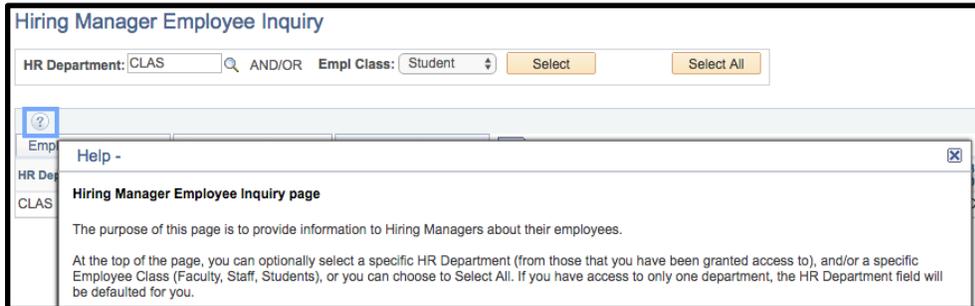

Clicking the "Show All Columns" icon will cause all columns to be displayed, so you can view them via the horizontal scroll rather than using the tabs.
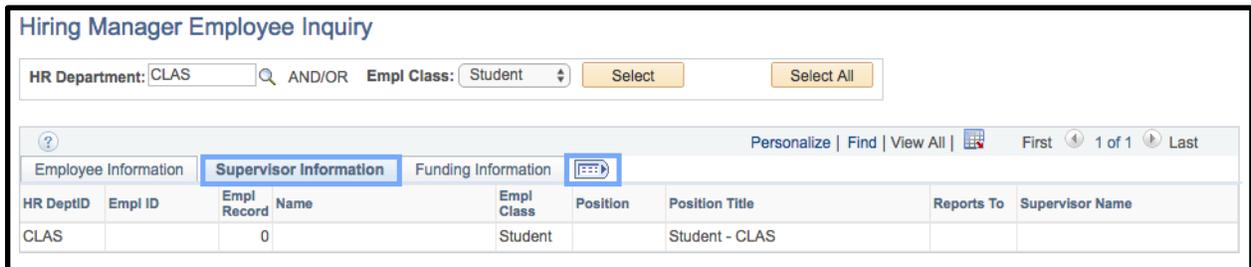
## General Information about Working With Grids

Each grid has a Help icon that allows you to view additional user information while working on the page.


If you have more than 100 rows displayed (i.e. positions or employees), you will need to use the Previous and Next arrows at the top of the grid to navigate from the first 100 rows to the next 100, and so forth. Depending on your computer's screen resolution setting, you may need to use the horizontal scroll bar at the bottom of the page to see the rightmost columns of the grid.

If you want to sort on multiple columns, click the Personalize link at the top of the grid, then select the field(s) you want included in the sort from the list on the left, and move them to the list of sort fields on the right. The Personalize function also allows you to hide fields, or present them in a different sequence.
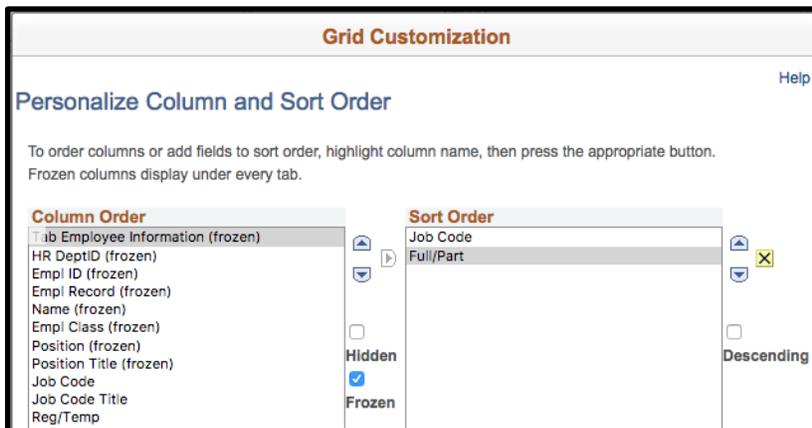
If you want to download the grid to Excel, click the Download button at the top right corner of the grid.
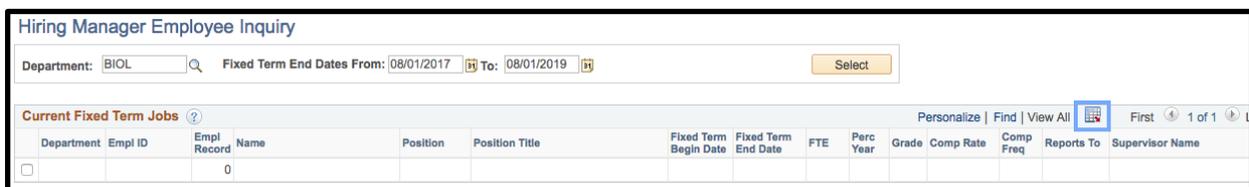
If you get a message that your browser has blocked a pop-up, make sure to allow pop-ups for this site. This setting should remain in effect indefinitely.