

Two new position queries added to HCM WorkCenter [1]

September 8, 2017 by [Employee Services](#) [2]

Two new position queries have been added to the HCM WorkCenter.

Note: Click on any image to enlarge it.

What do they do?

The **CUES_HCM_WL_POS_COMPLETED** query returns approved and denied position WorkList items by user ID and campus. Users can now view comments that are attached to positions.

CUES_HCM_WL_POS_COMPLETED - WorkList Posn - Completed

Approver User ID (Optional)
Campus (Optional)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1667 kb)

[View All](#)

Campus	Approver	Effective Date	Position Nbr	Position Title	Business Unit	Dept ID	Dept Name	Job Code	Action	Reason	Location	Std Hrs/Wk	Reg/Temp	Full/Part Time	Routed By	Routed D
1		08/01/2017					Employee Services					40.00	R	F		08/03/2017 8:31:59PM
2		08/03/2017														08/03/2017 8:32:11PM
3		08/01/2017														08/03/2017 8:33:46PM
4		08/03/2017														08/03/2017 8:39:25PM
5		08/03/2017														08/03/2017 9:16:03PM
6		08/04/2017														08/04/2017 8:09:01AM

[3]

The **CUES_HCM_WL_POS_PENDING** query returns pending position WorkList items by user ID, so users can narrow down long approval lists to view items that are relevant to them.

CUES_HCM_WL_POS_PENDING - WorkList Posn - Pending

Approver User ID

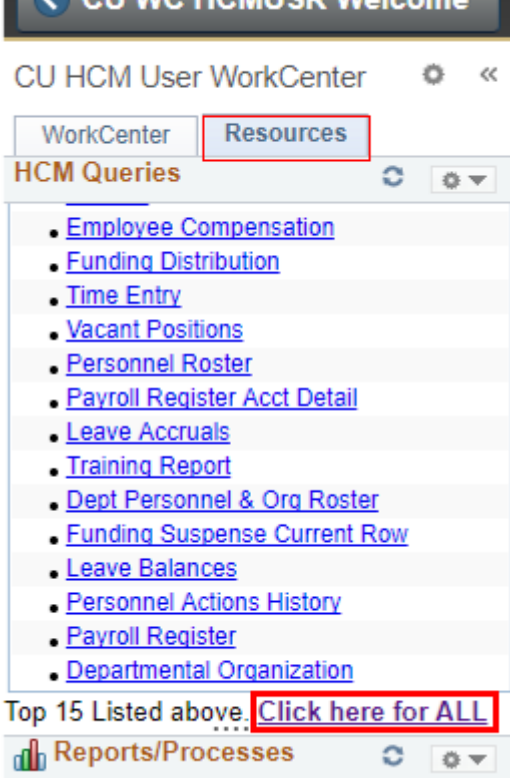
[Campus Routing](#) [Approver](#) [Effective Date](#) [Position Nbr](#) [Position Title](#) [Business Unit](#) [Dept ID](#) [Dept Name](#) [Job Code](#) [Action](#) [Reason](#) [Location](#) [Std Hrs/Wk](#) [Reg/Temp](#) [Full/Part](#)

[4]

Access these queries

To access these queries, [log into the portal](#) [5] and follow this path: **CU Resources > Business Tools > HCM > HCM Community Users > HCM WorkCenter.**

Once in the WorkCenter, click on the **Resources** tab. Scroll down the Resources tab until the **Click here for ALL** link is visible and click the link.



[6]

When this link is selected, a list of queries will populate. Scroll down the page and select the **WorkList Posn – Completed** and **WorkList Posn – Pending** queries to begin using them.

78	Report	WorkList Posn - Completed	This query returns approved/denied position WorkList items by user ID and/or campus.
79	Report	WorkList Posn - Pending	This query returns pending position WorkList items by user ID.

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Links

[1] <https://www.cu.edu/blog/hcm-community/two-new-position-queries-added-hcm-workcenter>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/sites/default/files/Completed%20Query.png>

[4] <https://www.cu.edu/sites/default/files/Pending%20query.PNG>

[5] <http://my.cu.edu/>

[6] <https://www.cu.edu/sites/default/files/Resources%20Tab.PNG>

[7] <https://www.cu.edu/sites/default/files/Query%20List.PNG>

[8] <https://www.cu.edu/blog/hcm-community/tag/position-queries>

[9] <https://www.cu.edu/blog/hcm-community/tag/workcenter-queries>

[10] <https://www.cu.edu/blog/hcm-community/tag/positions>