To access PAC training information, visit the Course Catalog in hr.columbia.edu

**Purpose:**
The purpose of this job aid is to provide you with steps on how to obtain a position number for either a newly created position or an existing position in the University.

### How do I obtain a position number for a new position?

<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with your HR Client Manager or Provost Office/Faculty Affairs</td>
<td>If this is a new position, the position number is created by HRPC and provided to you by the Client Manager, generally during the JAC posting process. Review the Requisition section for the job listing in Jobs at Columbia (JAC) or Recruitment of Academic Personnel System (RAPS) to see if the position number was listed with the posting, or For administrative positions, work with your HR Client Manager to obtain the position number created for this job. For academic positions, contact the Provost Office or Faculty Affairs to obtain the position number.</td>
<td>You have the position number for the new position.</td>
</tr>
</tbody>
</table>

### How do I obtain a position number for an existing position?

<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access HR Manager Reports</td>
<td>Access the HR Manager Reports suite of reports from the HR Manager Resources link in myColumbia. Note: you need the MSS or Management Reporter role to access this feature.</td>
<td>The HR Manager Reports suite of reports displays.</td>
</tr>
<tr>
<td>Run an Active Position Report</td>
<td>Select the prompts and run the report. If you do not have one of the roles required to access the reports, you can obtain this report from the person in your department who has access and can provide the report to you.</td>
<td>The existing positions for your department displays.</td>
</tr>
</tbody>
</table>

Note: The Requisition section of the job listing in Jobs at Columbia (JAC) or Recruitment of Academic Personnel System (RAPS) should also include the position number

The position number indicates the job you are filling. As part of the hiring process, the employee that you are completing this transaction for was hired for that position. It is efficient to obtain the position number prior to entering data into the template.

Your Human Resources Client Manager includes the position number on the approved Requisition in JAC.

Once you receive the approval notification from your HR Client Manager, access the Requisition in JAC to locate the position number.

If you are experiencing difficulty obtaining a position number, contact your HR Client Manager or Provost Office/Faculty Affairs for assistance.