OM-19 Position Overview Screen

Purpose

The purpose of this job aid is to show the ZPOS - Position Overview Screen which shows a “summary snapshot” of a position’s information.

The transaction is initiated by entering a position number and a date to define what timeframe an HR user needs to view a position’s details.

There are 4 steps to complete this process.

Step 1. Enter **ZPOS** in the Command field on the Easy Access screen and press the **Enter** key.

Image



Step 2. Enter a **Position Number**. Enter the 8-digit position number or click the matchcode to perform a search for the position using the organizational structure.

Step 3. The current date defaults into the Selection Date field. The HR user has the option to enter any date that the position has data in the system and for which the user has security access. If a date entered is not valid, the message ‘No Information for the date Entered’ will appear. If the user is not authorized, a message indicating that they do not have authorization will appear.

Step 4. Click the **Execute** button to perform the transaction.

The Position Overview screen will display as of the selection date entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes.

Image

Position Overview As Of:01/15/2026 Run Date:01/15/2026

Position Data

Position: 60077212-User Support Analyst
Org Unit: 20009423-COM UC Information Technology
Holder: [redacted]
Supervisor: [redacted]
Business Area: 4300-Commerce
Pers Area: 4301-Commerce
Pers Subarea: 7day Norm
EE Group: A -SHRA Employees
EE Subgroup: A1-FT N-FLSAOT Perm
SOC: 15-1232-COMPUTER USER SUPPORT SPECIALISTS
County: Wake
Emergency: No
Essential: No
Mandatory On-Site: No
Field/Home Based: No
Key Position: Non-Key Position
Main Address: 430 North Salisbury Street
Raleigh , NC 27603
Supv Pos: N
Statutory Exemption Type: No
OSHR Hold on position: N/A
Agency Hold on position: N/A
Most Recent Workflow Action: 07/02/2025
Position Employee Group/ Subgroup Chan

Job Data

Job: 31004079-User Support Analyst
Job Branch: 81000190-User Support
Job Family: 91000011-Information Technology
Pay Grade Type: 19-Digital Technology
Pay Grade Area: 01-Annual Salaries
Pay Grade: DT06
Pay Grade Level: NA
Pay Grade Range: $63,163.00-$94,745.00
EEO Category: 02-Professional

Organizational Data

Agency: 70000039 - Dept of Commerce
Division: 72390026 - Utilities Commission
Section: 76390030 - Utilities Commission
Branch: NA

Time Data

Hours/Week: 40.00
OT Comp: Y 365
Callback: Y 365
Gap Hrs Comp: Y 365
Holiday Payout: Y 365
On-Call: Y 365 3.00
Extended Duty: N
NS Premium: N
WE Premium: N
ES Premium: N
Holiday Premium: Y 50%

Fund Data

Budgeted Salary: $79,325.00

CostCenter:	Order:	FinancialKey:	Fund:	Percentage
4300000000	100000065765	43005005000000000000000020000000000000	4350050005	100.00

Disclaimer: Not for Public Information

Position Overview Screen: Key Points

Position Data

The Position Data section contains general information about the position including, but not limited to, its 8-digit identifier number, working title, holder information and main address.

Job Data

The job data section contains general information about the job that describes the position also known as its classification. It is an easy place to find the salary range which the position falls into.

Organizational Data

The organizational data section contains information relating to logically grouped organizational units. There are five OM Objects that create a new Organizational Path while leaving your agency’s Organizational Structure intact. These OM objects logically group organization units into the following categories:

- Agency (7A)
- Division (7D)
- Section with Branches (7L)
- Section without Branches (7S)
- Branch (7B)

Time Data

The time data section includes premium pay settings as well as information on how the system will handle situations such as overtime and gap hours amongst others.

Fund Data

The fund data section shows the amount budgeted to the position as well as its funding source. This section can display up to 12 different funding sources for positions that are split funded.

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