

# ACTIVE POSITION REPORT (SACHR025)

*Budget Planning & Administration*

## Description

This report provides a list of active positions (both vacant and filled) based upon selection criteria. Data in the Cognos report is refreshed overnight from CHRS. This replaces the old SACHR025 report run in CMS HR.

## Step 1: Navigate to the My Sac State employee portal and click the Cognos link

**Employee Quick Links**

Common Human Resources System (CHRS) Employee Self Service, Manager Self Service, Functional Access
CMS Campus Solutions (SA) Access
CFS Finance Access
Page Up (CHRS Recruiting)
Cognos
CSU Learn
LinkedIn Learning
Employee Assistance Program (Password: SacState)
Personal/Campus Directory/ENS

## Step 2: Sign into Cognos with your single sign-on credentials, then navigate to the report

- Under Team content > select Human Resources > CHRS Department Users > Active Position Report (SACHR025)

**CHRS Department Users**

My content

Team content

Samples

Team content / Human Resources / CHRS Department Users

Active Position Report  
(SACHR025)

CSUS H  
SACHR0

Last Accessed  
3/26/2025, 4:14 PM

Last Acces  
3/20/202

### Step 3: Enter report parameters

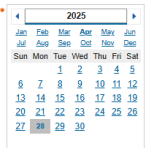
#### 1. Select date for your report (defaults to current date)

IBM Cognos Analytics with Watson | Active Position R ... (SACHR025)

Active Position Report (SACHR025)

**DESCRIPTION**  
This report provides a list of active positions based upon selection criteria. To refine your selection, choose from the options below. After all selections have been made, click the FINISH button at the bottom of this page to run the report. Data is refreshed overnight from CHRS. Updates will not reflect same day changes.

Refine Your Selection Below:

As Of Date:  2025

Special Instructions:

Required: Select desired Date.

#### 2. Select deptIDs (departments)

Department(s):

☐ 37100  
☐ 37200  
☐ 37400  
☐ 37600  
☒ 37700  
☒ 37800  
☐ 37900  
☐ 37999  
☐ 38000  
☐ 38100  
☐ 38200  
☐ 38201  
☐ 38300  
☐ 38400  
☐ 38500  
☐ 38598  
☐ 38600  
☐ 38700  
☐ 38800

Select all Deselect all

Required: Select desired department(s).

#### 3. Click "Finish" at the bottom corner of the screen

Department(s):

☐ 38000  
☐ 38100  
☐ 38200  
☐ 38201  
☐ 38300  
☐ 38400  
☐ 38500  
☐ 38598  
☐ 38600  
☐ 38700  
☐ 38800

Select all Deselect all

Cancel Finish

#### 4. When the report is finished, you can export by clicking the "HTML" drop-down and selecting the "Excel" version

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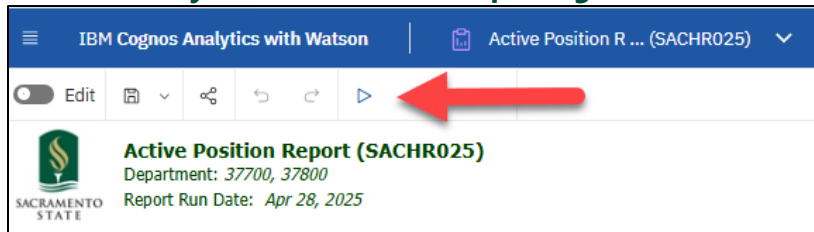
Active Position Report (SACHR025)  
Department: 37700, 37800  
Report Run Date: Apr 28, 2025

HTML

HTML  
PDF  
Excel  
Excel Data  
CSV  
XML

Division	Program Center	Dept	Department	CHRS	Position #	Position Description	EffDt	Job Code	Emp
Academic Affairs	College of SS&IS	37700	Economics	100262	37	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	100262	37	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	100262	37	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	100262	37	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	100262	00001087	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	10026274	00001087	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	10026274	00001087	Lecturer AY	1901-01-01	2358	1000
Academic Affairs	College of SS&IS	37700	Economics	10026274	00001087	Lecturer AY	1901-01-01	2358	1000

## 5. Select the Play button to run the report again



### Access:

- If access is needed for campus reports, ask your department contact to submit a [CARS request](#) on your behalf for SAC\_RPTHRALL
- If you can see the Active Position Report in Cognos, but don't see your deptIDs, submit a [CARS request](#) requesting the DEPARTMENT HR REPORTS roll and list the departments you can't see:

ie Descriptions located here:  
[ps://www.csus.edu/information-resources-technology/accounts-access/cars-information-tables.html#low-risk-role-descriptions](https://www.csus.edu/information-resources-technology/accounts-access/cars-information-tables.html#low-risk-role-descriptions)

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**Low Risk Role Request**

HR Low Risk Role Action	HR Low Risk Role Type
ADD <input type="text"/>	DEPARTMENT HR REPORTS <input type="text"/>
<input type="text"/>	<input type="text"/>

### Additional Resources:

- **Video Training:** <https://www.csus.edu/administration-business-affairs/budget-planning/internal/documents/chrs-position-management-training.mp4>
- **Scheduling Cognos reports:** <https://www.csus.edu/information-resources-technology/data-research/internal/documents/rev-cognos-11.2.4-upgrade-user-guide.pdf>
- **IRT Resources:** <https://www.csus.edu/information-resources-technology/data-research/data-analytics-reporting.html>