

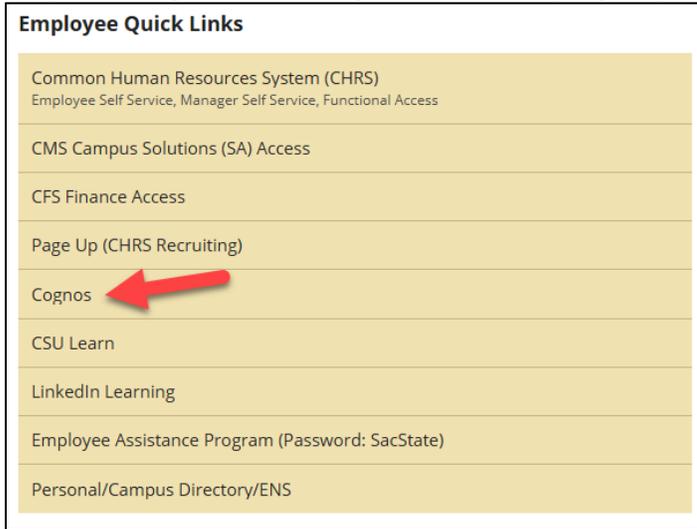
# ACTIVE POSITION REPORT (SACHR025)

*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

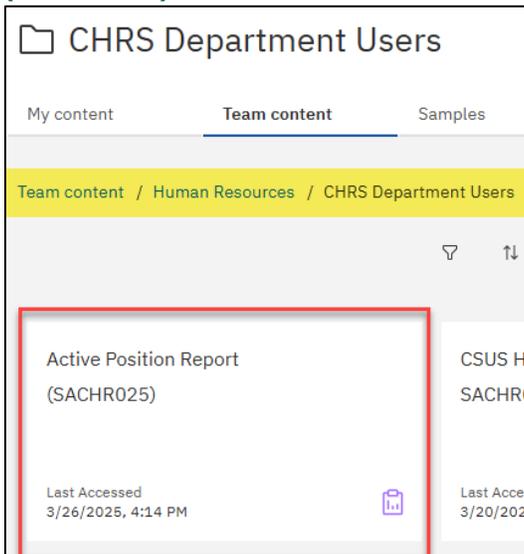


**Employee Quick Links**

- 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)

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### Step 3: Enter report parameters

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

The screenshot shows the 'Active Position Report (SACHR025)' configuration page. The 'As Of Date' field is highlighted with a red arrow pointing to a calendar for the year 2025. The calendar shows the month of April, with the 28th selected. The 'Special Instructions' section on the right contains the text 'Required: Select desired Date.'

#### 2. Select deptIDs (departments)

The screenshot shows the 'Department(s)' selection area. A list of department IDs is displayed, with 37700 and 37800 selected. The 'Special Instructions' section on the right contains the text 'Required: Select desired department(s).'

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

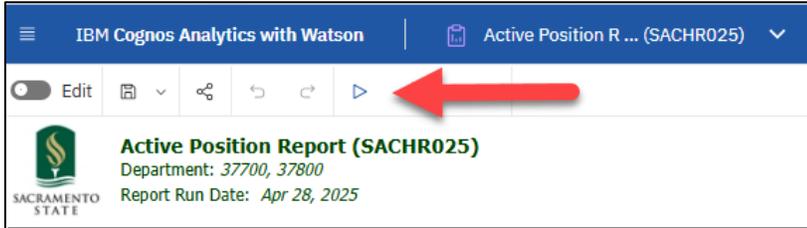
The screenshot shows the bottom of the report configuration page. The 'Finish' button is highlighted with a red arrow. The 'Department(s)' list is visible on the right, showing department IDs 38000 through 38800.

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

The screenshot shows the report results page. The 'HTML' drop-down menu is open, and the 'Excel' option is highlighted with a red arrow. The report data is displayed in a table format.

Division	Program Center	Dept	Department	CHRS	Job 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	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:

le 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
<input type="text" value="ADD"/>	<input type="text" value="DEPARTMENT HR REPORTS"/>
<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>