**Capital HR**

**Locate Position Number**

**HOW TO LOCATE POSITION NUMBER**

**STEP 1: NAVIGATE TO EMPLOYEE’S RECORD**

**NAVIGATION**

Home > Workforce Administration > Job Information > Supervisor Request (USF)

Note: The path directs you to ‘Supervisor Request.’ The term ‘Supervisor Request’ means ‘Initiator’ (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.

**SEARCH FOR THE EMPLOYEE**

a) Enter the search criteria: EmplID, or Name (last,first) or Last Name.

b) Click the Search button

**Supervisor Request USF**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>begins with</td>
</tr>
<tr>
<td>Empl Rcd Nbr</td>
<td>=</td>
</tr>
<tr>
<td>Name</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

b)
STEP 2: LOCATE EMPLOYEE’S POSITION NUMBER

CLICK ON “JOB” TAB TO LOCATE THE EMPLOYEE’S POSITION NUMBER.