HOW TO LOCATE POSITION NUMBER

STEP 1: NAVIGATE TO EMPLOYEE’S RECORD

NAVIGATION: Navigator > 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, however you could use “1st Rqst Auth” as well.

SEARCH FOR THE EMPLOYEE

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

STEP 2: LOCATE EMPLOYEE’S POSITION NUMBER

Click on the “Job Data” tab to locate the employee’s position number.