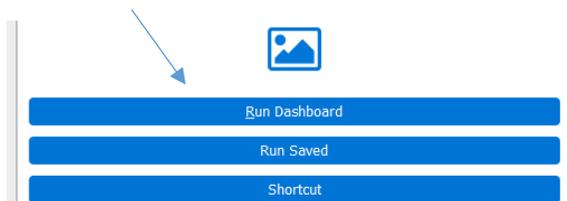# Temporary Employment Position Look Up

Log into Argos; Double click on the Temporary Employment Folder (or Division Admin folder, if applicable) then click on Report PER0216

▼ 📁 01 - PROD

    ▼ 📁 Human Resources

        ▶ 📁 Benefits and Deductions

        ▶ 📁 HR

        ▼ 📁 **Temporary Employment**

            ▶ 🔗 PER0216 - Position Lookup For Short-Term Temporary Employment

Click on Run Dashboard

Run Dashboard	
Run Saved	
Shortcut	

1. Select position type

3. Select appropriate position level

4. Check if applicable

5. Select correct fiscal year

6. Enter your account information

7. Click

*Position Type: Professional Expert / Short-Term Hourly / Student Assistant

*Position Category: Student Assistant / Work Study Student Assistant — 2 items

*Position Level: I / II / III / IV / V — 5 items

Check if applied: ☐ Instructional Aide? ☐ Direct Supervision?

Position Class/Title: ST001 — Student Assistant I

*Select Fiscal Year: 2018 / 2017 — 2 items, 1 selected

*Select Budget ID: FY2018 / FY2017 — 2 items, 1 selected

*Fund:
Account: 231000 — Short-Term, Nonacad Salaries
*Organization:
*Program:

Execute Quick View | Start Over | **Substitute Employment**

Query/QuickView Results Are From: PROD

Position	Posn Status	Fund	Organization	Account	Program	Activity	Position Class	Position Title	Position Class Title	Salary Group	Table	Grade	Step	Rate/Amount
S98072	A	33500	336080	231000	692000	2100	ST001	Student Assistant I	Student Assistant I	201811	SH	STA	1	11.00

0 items

8. Place position number on the hire

- If position number is not found, the position needs to be created in the system by Fiscal Services.
- Please email Melanie Lazo in Fiscal Services at mlazo1@mtsac.edu and include:
  1. Scanned copy of the **hire document**
  2. **Subject line**: Position Number Required – "Dept. Name"
  3. **Body of email**: I would like to request a position number for the attached hire doc(s).