

Position Management

Keeping up with changes to your organizational structure as your people get promoted, positions open, and new hires come on board can be challenging to manage and budget around. With the position management tools available in UKG Ready® HR, you'll have the benefit of easily budgeting for and managing positions while simultaneously managing employee records all in one place – eliminating the need to reenter information every time an employee fills a position or moves to a different role. Plus, you'll gain better visibility and reporting to help you make more informed decisions around hiring and succession planning.

Streamline processes

Tracking positions independently from employee records in one centralized location allows you to streamline your position management processes and helps you and your team be more efficient. The position management tools empower you to:

- Manage and view position budgets, attributes, employee assignments, required training or certifications and credentials, documentation, notes, and more in one place
- Ensure your approval processes are followed with automated workflows
- Pay your people accurately, even as they move around the organization, with the automated flow of position assignments to payroll
- Provide your team with the latest updates with automated org chart creation
- Reduce the administrative burden on your team with auto-applied position attributes such as department, project, and location assignments, pay grades, schedules, benefit eligibility, time and pay rules, and more

Increase visibility

Gain critical insights into position budgets vs. actual assignments, vacancies, historical data, and more in real time – to help you better plan and manage your organization.

Mitigate compliance risk

If any of your positions require a specific set of training or credentials, you can easily identify them in the position to help you ensure the employees assigned meet those credentials. In addition, time and pay rules can be assigned to the position and automatically applied to help you ensure your organization's positions meet federal, state, and local labor laws.

My Reports > Team Reports > Position Headcount Summary

← Position Headcount Summary

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Position Name	Assigned Total Employ...	Assigned FTE	Vacant ...	Exce...	Assigned Tot...
Business Consultant 5	1	1,000	1,000		
Chief Operations	1	1,000			
Chief Products	1	1,000			
Chief Sales	1	1,500		0,500	
Dev Manager 1	1	0,500	0,500		
Senior Engineer 1	1	1,000	2,000		

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