



Vacant/Filled Positions Report



Use this report to display all vacant or vacant/filled positions per organizational unit.

- From the main screen, type transaction code: ZOMR033
- Click the Enter button or press Enter to continue.
- Object Type – Leave “O” for Organizational Unit.
- Object ID– Enter the 10 million Org Unit number. If you do not know the Org Unit number, click the match code button to search.
- Drill down in the org tree to find the appropriate org and click the Enter button.
- Reporting Period- ALWAYS select Today.
- Additional Selection- If you want to bring back vacant positions only Check the Vacant box.
- Click the Execute button

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Commonwealth of Kentucky
 Program ZOMR033_VACANCY_FILL_POSITION
 System: ECP Client: 400
 Run Date: 11/25/2014 Run Time: 08:51:52 AM
 Period Start Date: 11/25/2014 Period End Date: 11/25/2014
 Records: 121

Org Unit	Org Short	Org Long Text	Position ID	Pos Short	Position Long Text	Vacant/Filled
10102698	39130	Division of Special Investigations	30015873	99360V000101	Division Director	*****VACANT*
10102700	39130	Office of Processing and Enforcement	30015886	96190V130416	Staff Assistant	*****VACANT*
10102704	39130	Document Preparation Section	30015926	97410V000101	Document Processing Specialist II	*****VACANT*
10102709	39130	Income Tax Knowledge Worker Section	30015995	90030V000101	Office Support Assistant II	*****VACANT*
10102709	39130	Income Tax Knowledge Worker Section	30016001	95140V000101	Revenue Program Officer	*****VACANT*
10102711	39130	Income Tax Prior Year and Amended Sect	30016031	91080V000101	Accountant II	*****VACANT*
10102717	39130	Division of Collections	30016077	98230V000101	Staff Attorney III	*****VACANT*
10102717	39130	Division of Collections	30016082	98270V000101	Staff Attorney Mgr/Asst General Counsel	*****VACANT*
10102720	39130	Methdlyg/Anlys & Collection Suppt Sect	30016088	96130V000101	Administrative Specialist III	*****VACANT*
10102729	39130	Small Business/LLC Section 2	30016139	95390V110516	Taxpayer Services Specialist II	*****VACANT*
10200342	39130	Small Business/LLC Section 3	30016149	95850V000101	Revenue Collection Officer	*****VACANT*
10200343	39130	Small Business/LLC Section 4	30016154	95850V000101	Revenue Collection Officer	*****VACANT*

The Vacant/Filled Position Report Displays.

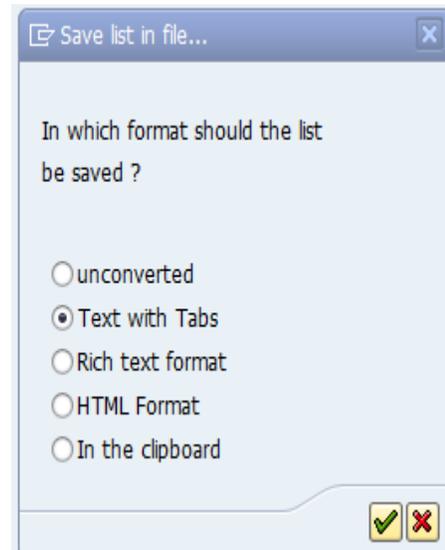


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9. Click the Print button  OR You may want to download this report to Excel, to do so from the tool bar click the Local File button. 

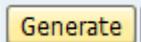
10. Choose Text with Tabs.

11. Choose Enter. 



12. Directory – Navigate to the location where you want to save the file.

13. File Name – Type the file name

14. Click Generate. 

15. Click the Back button to return to the previous screen. 

