REPORTS TO MAINTENANCE

- Go to https://my.fresnostate.edu
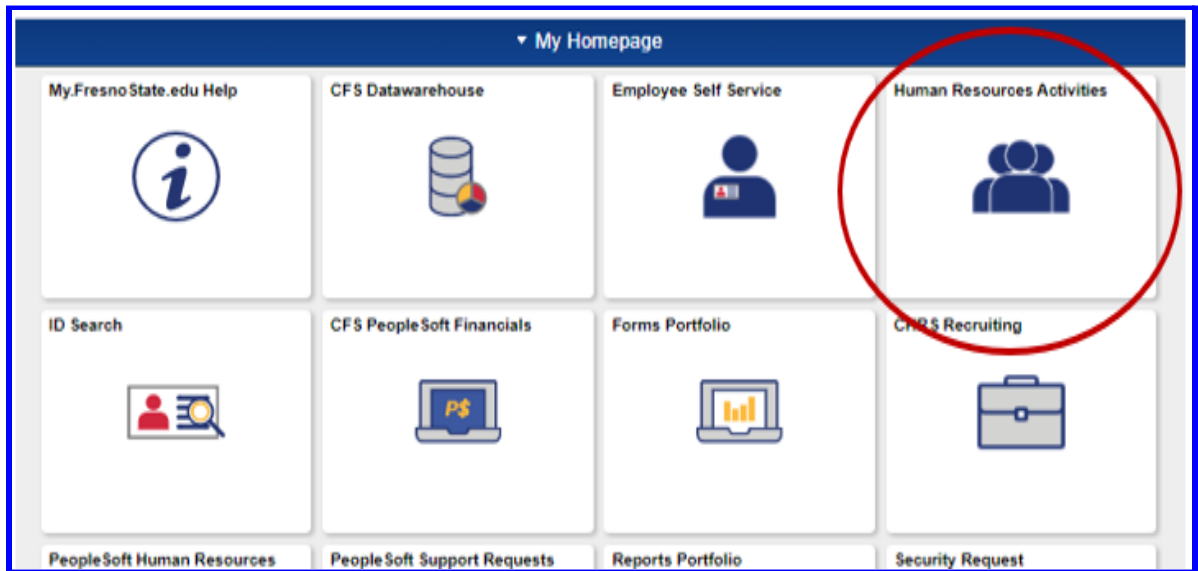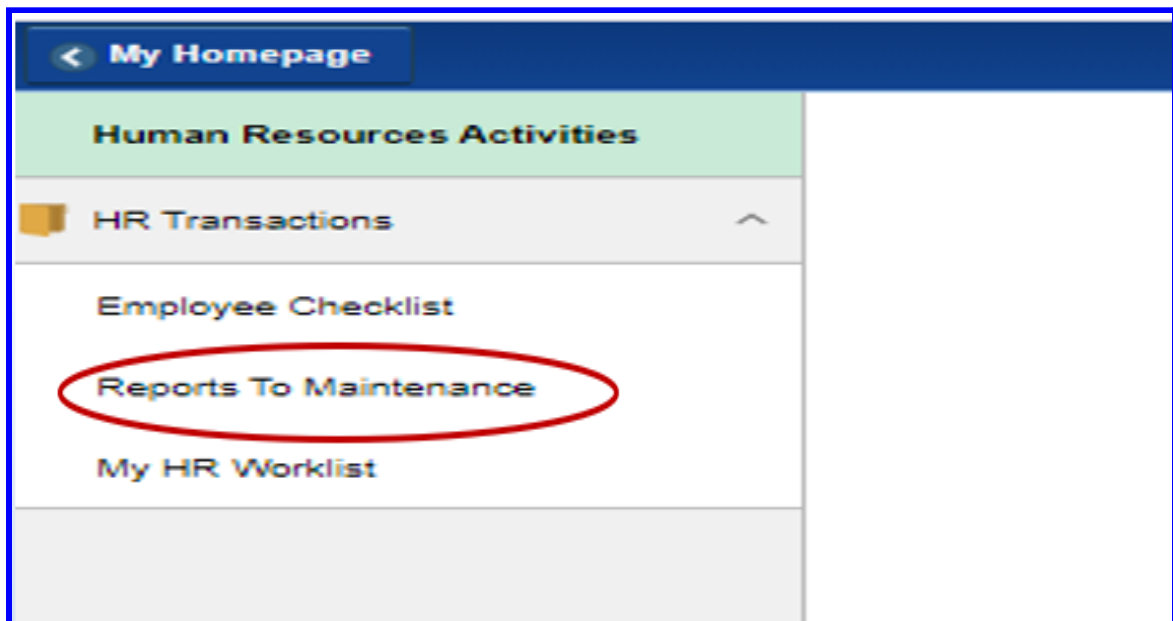- Select Human Resources Activities

- Under HR Transactions, select Reports to Maintenance

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

Find an Existing Value

▼ **Search Criteria**

1. Type in the Dept ID

SetID:	= ▼	🔍
Department:	begins with ▼	12345 🔍
Description:	begins with ▼	
Company:	begins with ▼	
Location SetID:	begins with ▼	🔍
Location Code:	begins with ▼	🔍

☐ Case Sensitive

2. Click Search to retrieve the report

Search   Clear   Basic Search 🔲 Save Search Criteria

Reports To Maintenance

12345 - College of Music

Show: All Faculty Management Staff TA/GA Student

Personalize | Find | 🔳 | 🖾   First ◄ 1-13 of 13

Empl ID	Name	Empl Rcd#	Position Number	Position Description	Effective Date	Reports To Position Number	Reports To
111110	Max, Ava	0	00001409	Interim Assoc Dean, COM	🗓	00001414 🔍	Montoya, Anthony
111111	Idol, Billy	0	00002469	Admin Analyst/Spclst 12 Mo	🗓	00001414 🔍	Montoya, Anthony
111112	Mars, Bruno	0	00004590	Admin Support Coord 12 Mo	🗓	00001414 🔍	Montoya, Anthony

● The **Effective Date** has to be when the MPP or Dept Chair is hired or after being promoted to the new position.

● The **Reports To** section has to be a Manager or Dept Chair.

● Remember to save when you are done   💾 **Save**