Position Identifying Description (PIDD)

**POSITION IDENTIFIER**
The employing department establishes a position identifier for each departmental position. This identifier is called the Position Identifying Description (PIDD).

The PIDD is displayed in HEPPS in the name field, and is listed on HEPPS downloads and reports in the financial data warehouse.

**Field Size**
This field has a 20 character limit, which includes spaces.

**ESTABLISHING A PIDD**
Departments establish a PIDD with a Position Action/PRR when a position is created (see *BPPM 58.02*).

**Unfilled Position**
The position title could be the PIDD for a new unfilled position.

**Incumbent's Name**
Departments are encouraged to use the name of the incumbent as the PIDD when a position is occupied. Other descriptions are acceptable, e.g., *Smith/Jones* or *Sciences TA*.

**CHANGES**
Use a Position Action to change a PIDD if the change coincides with other position changes. If only the PIDD is changing, complete a Position Identifying Description Change form.

Indicate both the *current* and the *new* PIDs on the Position Identifying Description form.

Use one form to change from one to eighteen different PIDs within a single home area.

**Routing**
Route the completed form to Position Control in Human Resource Services, mail code 1014. Position Control enters the new PIDD into the HEPPS AIS application and retains the original form.