

Position Management Sample Timeline (August)

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In the August timeframe, perform the following Position Management tasks.

For complete information, review the Position Management Process guide.

❑ Process service records prior to moving forecast to current. Service records should be completed and posted prior to moving those employees who have an August contract begin date.

❑ Use the Position Management > Utilities > Move Forecast to CYR Position and Payroll to move the August group from forecast to current.

❑ Include any travel/business allowance XTRA duties.

❑ Use the Position Management > Utilities > Move Forecast to NYR Payroll page to move forecast to the next year payroll for August accruals.