



Position Management Sample Timeline (August)

Table of Contents

Position Management Sample Timeline (August)	i
Position Management Process - Sample Timeline (August)	1

Position Management Process - Sample Timeline (August)

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.