

Position Management Sample Timeline (September)

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In the September 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 a September contract begin date.

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

❑ Move all XTRA duty codes.

❑ Determine if retroactive pay processing is necessary. If so, use the Position Management > Utilities > Retro Pay Processing to process the retroactive pay process.