



Position Management Process - 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.