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Human Resources > Utilities > PMIS > Create Forecast Positions

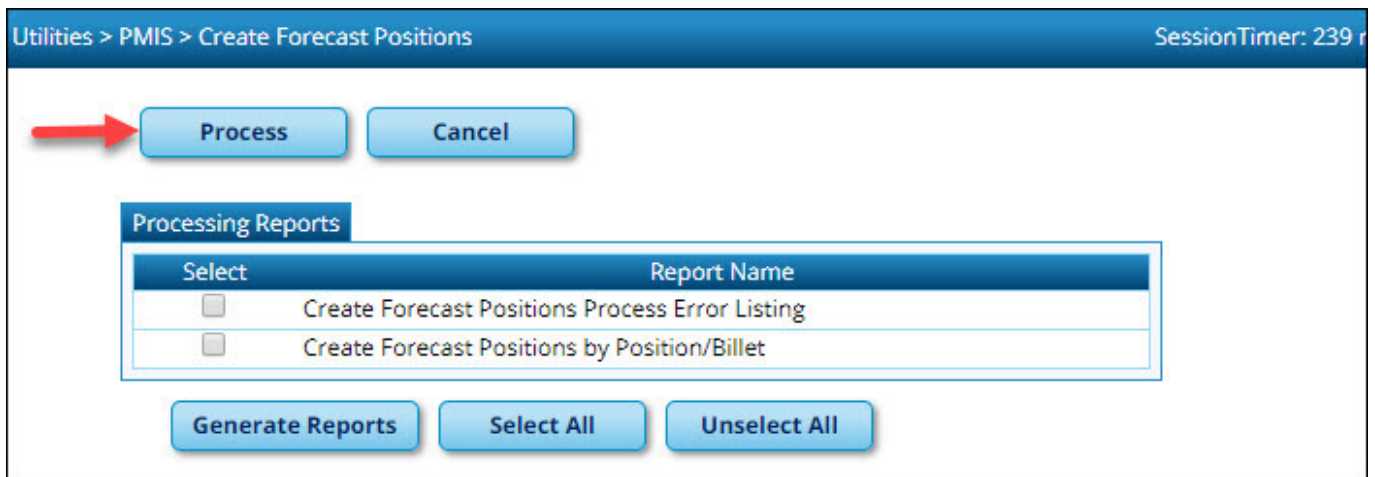
Image



★-LEAs with the **Percent of Year** field set to less than 100% of the stipend amount on the [Human Resources > Maintenance > PMIS Supplement Modify](#) tab should consider whether to select this field. If selected, the amount on the supplement position record resets to match the amount on the extra duty table.

Select all fields and click **Execute**. A list of processing reports is displayed.

Image



Select the reports to generate, and print or save the reports. Verify any errors and make corrections

as needed.

Click **Process**. You are prompted to create a [backup](#).