



# **maint\_pmispositionadmin\_date**



# Table of Contents

**maint\_pmispositionadmin\_date** ..... i




This tab is used to create, modify, or delete dates related to a position record.

The screenshot shows the 'Maintenance > PMIS Position Admin' interface. At the top, there is a 'Save' button. Below it, search fields for 'Position Number' (containing 'PSD1802') and 'Position Description' (containing 'CHILDCARE PROVIDER') are visible, along with a 'Retrieve' button. A table displays three records for 'CHILDCARE PROVIDER' with columns for Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. Below the table are navigation buttons: 'First', '<', '1 / 1', '>', and 'Last'. At the bottom, there are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE' (which is selected), and 'BUDGET'. Under the 'DATE' tab, there are input fields for 'Date Filled', 'Date Authorized', 'Date Authorization Ends', 'Date Entered', 'Date Inactivated', and a dropdown for 'Reason Inactivated'.


**Add or modify a record:**

Field	Description
<b>Position Number</b>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>

Field	Description
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>

- Click **Retrieve**. The associated billet information is displayed.
- Click  to display the position detail information for the selected position.

Under **Dates**:

<b>Date Filled</b>	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
<b>Date Authorized</b>	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
<b>Date Authorization Ends</b>	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.
<b>Date Entered</b>	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
<b>Date Inactivated</b>	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
<b>Reason Inactivated</b>	Click  to select the reason the position was inactivated.

- Click **Save**.