



# **maint\_pmissuppadminidistribution**



# Table of Contents

**maint\_pmissuppadminidistribution** ..... i



This tab provides a list of the accounts used to fund the supplement positions.

The screenshot shows the 'Maintenance > PMIS Supplement Admin' interface. At the top, there is a 'Save' button. Below it, the 'Position Number' is set to '55M19' and the 'Position Description' is 'Stipend ESL'. A 'Retrieve' button is next to the description field.

A table lists four records for 'Stipend ESL' with the following columns: Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, Gen.

Delete	Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
		00009		Stipend ESL	V	5					
		00010		Stipend ESL	V	5					
		00011		Stipend ESL	V	5					
		00012		Stipend ESL	V	5					

Below the table are navigation buttons: 'First', '<', '1 / 1', '>', 'Last'.

Below the navigation buttons are tabs: 'POSITION RECORD', 'DISTRIBUTION', 'DATE', 'BUDGET'. The 'DISTRIBUTION' tab is selected.

Under the 'DISTRIBUTION' tab, the following information is displayed:

- Extra Duty Code: 19 - SPLMT ESL
- Account Type: S - Supplemental pay
- Budgeted Salary: 1,000.00
- Actual Salary: 0.00


Below this information is another table with columns: Delete, Activity Code, Account Code, Grant Code, Workers' Comp, Expense 373, Percent, Amount.

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Percent	Amount
	79 - Other Supplemental	199-11-6118.00-041-825000			<input type="checkbox"/>	100.000	0.00
Totals:						100.000	0.00


An 'Add' button is located at the bottom right of the distribution table.

**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.

The following fields are display only:

- **Extra Duty Code**
- **Account Type**
- **Budgeted Salary**
- **Actual Salary**

Click **+Add** to add a row.

<b>Activity Code</b>	Click  to select an activity code.
<b>Account Code</b>	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
<b>Grant Code</b>	This field is display only.
<b>Workers' Comp</b>	This field is display only.
<b>Expense 373</b>	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
<b>Percent</b>	Type the distribution percentage.
<b>Amount</b>	This field is display only.

Click **Save**.