



pmis_district_admin_setup_pmis_options

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[District Administration > Options > Position Management](#)

This page is used to create and maintain Position Management options including the types of calculations that should be used in Position Management and the specified default values to be used for certain types of Position Management transactions. These options are not typically changed throughout the school year.

Options > Position Management District Administration

Save

Retrieve Print

District Options

Use PMIS:

Unemployment Eligible:

FICA / Medicare Eligible:

Use Forecast Conversion Tables:

Employee Must Be Assigned a Position Prior to Creating Payroll Record:

Allow CYR Position Description Changes (Admin only):

Allow Forecast Position Description Changes:

Display Options to Ignore Pct of Day and Pct of Year for Position Records:

Current Year:

Next Year:

Minimum Foundation Year:

Default Position Record Status:

Payment Options

Round Salary to Nearest Whole Dollar:

During CIC Calculation, Pay One-Time Supplement:

Verify that the following fields are completed and accurate:

- **Current Year**
- **Next Year**
- **Minimum Foundation Year** - Type the four-digit current or next school year in the YYYY format to allow the system to select the corresponding tables to calculate the state minimum salary amount. If this year matches the current year value, the current Human Resources state minimum table is used. If this year matches the next year value, the next year Human Resources state minimum table is used.