



**pmispositionadmin\_budget\_body**





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**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>
<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 **Vacancy/Budget Information**:

<b>Pay Grade</b>	Type the three-character code for the pay grade, or click  to select a pay grade from the list.
<b>Pay Step</b>	Type the two-character code for the salary level within the indicated pay grade, or click  to select a pay step from the list.
<b>Schedule</b>	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed, or click  to select a schedule from the list.
<b>FTE</b>	Type the full-time equivalent amount used to calculate salaries in payroll.
<b>Midpoint Base</b>	<p>Click  to select the midpoint base.</p> <p><i>D - Midpoint</i>  <i>N - Minimum</i>  <i>X - Maximum</i></p>
<b>Plus Percent of Midpoint</b>	
<b>Unemployment Eligible</b>	Select if the position is to have unemployment taxes calculated as part of the budgeting process.

<b>FICA/Medicare Eligible</b>	Click ▼ to select the FICA/Medicare eligibility for the position.
<b>TRS Status</b>	Click ▼ to select the TRS eligibility status for the position.

☐ Click **Save**.