





pmispositionadmin_distribution_body


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Add or modify a record:


Field	Description
Position Number	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p>
Position Description	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>The position Description field in the top grid is only enabled for editing if the Allow CYR Position Description Changes (Admin only) field is selected on the District Administration > Options > 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:

- **Job Code**
- **Budgeted Salary**
- **Actual Salary**
- **Actual Daily/Hourly Rate**

☐ Click **+Add** to add a row.

Activity Code	Click  to select an activity code.
Account Code	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.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	Displays the distribution amount.

☐ Click **Save**.