



# update\_positions



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Position Management > Maintenance > PMIS Position Modify or PMIS Supplement Modify

If necessary, use one of the following options to vacate an employee from a position:

- Option 1: (Best Practice)** Use the [Position Management > Utilities > Vacate Employee from Forecast Positions](#) page to vacate a position.



Typically, when an employee decides to leave the LEA at the end of the year, the employee is paid off in payroll at the end of their contract; therefore, no additional action is necessary for the current year. However, in the forecast records, the employee must be removed from all existing positions.

Utilities > Vacate Employee from Forecast Positions Position Management

Save 

VACATE EMPLOYEE FROM FORECAST POSITIONS

Employee: 000075

Vacate	Details	Accept Chgs	Position Type	Position Number	Position Description	Billet	Sch YR	Job Code	Status
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	P	P6B4A217	LEAD WELLNESS/PE FACILITATOR	00001	2025	A217 - LEAD WELLNESS FACILITATOR	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	S	S64TV	TRAVEL	00009	2025		A

Occupant Information

Job Code: A217 - LEAD WELLNESS FACILITATOR Primary Job:  Percent Day Employed: 100 Percent Year Employed: 100

Pay Concept: Midpoint Pay Grade: AP3 Contracted emp State Step: 20 Begin Date: 07-15-2024 End Date: 06-13-2025 Payoff Date: 08-15-2025

Max Days: 210.0 Days Off: 0.0 Nbr Days Employed: 210.00 Hours Per Day: 0.000 Hourly/Daily Rate: 384.688 Actual Salary: 80,784.00 Remaining Payments: 12

Primary Campus: 903 - 903 School Dept: 0 Calendar Code: 38 TRS Member Pos: 01 - Professional staff Incr Eligible:

Distribution Information

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
80 - Base Salary	199-13-6119.00-903-511000		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70.000	56,548.80	
80 - Base Salary	101-35-6119.00-938-599000		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.000	24,235.20	
Totals:						100.000	80,784.00	

- Retrieve the employee's position record.
- Select the **Vacate** check box for each position.
- Click **Save**.

**Option 2:** Use the [Position Management > Maintenance > PMIS Forecast Change](#) page (only available in the next year payroll) to change an employee from one position to another. A list of the employee's existing positions is displayed with a section to either enter a new position or vacate a position.

Maintenance > PMIS Forecast Change Position Management

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**FORECAST POSITION CHANGE**

Employee:

**Current Forecast Positions**

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	PTEACHER	SOCIAL STUDIES	00607	2024	1000 - TEACHER	A

**Occupant Information**

Recalculate Position  Vacate  Ignore Pct of Day for Salary Calcs:  Ignore Pct of Yr for Salary Calcs:

Job Code: 1000 - TEACHER Primary Job:  Percent Day Employed:  Percent Year Employed:

Pay Concept: Annual Pay Grade:  Pay Step:  Schedule:  State Step:  Begin Date:  End Date:  Payoff Date:

Max Days:  Days Off:  Nbr Days Employed: 183.00 Hours Per Day:  Hourly/Daily Rate:  Actual Salary: 53,804.00 Remaining Payments:

Primary Campus:  Dept:  Calendar Code: 10 TRS Member Pos: 02 - Teacher, librarian Incr Pay Step:  Exclude Days for TEA:

**Distribution Information**

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
	80 - Base Salary	199-11-6119.00-001-411000		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	53,804.00	
<b>Totals:</b>							100.000	53,804.00	

Maintenance > PMIS Forecast Change Position Management

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**FORECAST POSITION CHANGE**

Employee:

**Current Forecast Positions**

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	P5E1355	SPECIAL EDUCATION AIDE	00001	2019	1355 - ELEM SP ED INSTRUCTIONAL AIDE	A

**Occupant Information**

Recalculate Position  Vacate  Ignore Pct of Day for Salary Calcs:  Ignore Pct of Yr for Salary Calcs:

Job Code: 1355 - ELEM SP ED INSTRUCTIONAL AIDE Primary Job:  Percent Day Employed:  Percent Year Employed:

Pay Concept: Midpoint Pay Grade:  Non-Contracted emp State Step:  Begin Date:  End Date:  Payoff Date:

Max Days:  Days Off:  Nbr Days Employed: 187.00 Hours Per Day:  Hourly/Daily Rate:  Actual Salary: 23,921.04 Remaining Payments:

Primary Campus:  Dept:  Calendar Code: TC TRS Member Pos: 03 - Support staff Incr Pay Step:

**Distribution Information**

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
	80 - Base Salary	199-11-6129.00-101-023000		B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	23,921.04	
<b>Totals:</b>							100.000	23,921.04	