



update_positions

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Note: If your LEA comes across a situation where teachers are not being captured in the ASCENDER Student system for grade reporting or scheduling, contact your regional ESC consultant for guidance.

[Position Management > Maintenance > PMIS Position Modify](#) or [PMIS Supplement Modify](#)

The screenshot displays the 'PMIS Position Modify' interface. At the top, there is a search bar with 'TEACHER' entered in both the 'Position Number' and 'Position Description' fields. Below this is a table with columns: Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains six rows of data, with the second row (Billet 00103) highlighted in green. Below the table are navigation buttons: 'First', '1 / 6', and 'Last'. Underneath the table are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'Occupant' section shows 'Employee Nbr: 001185' and 'Employee Name: WENDY CHARLES WILSON'. The 'Position' section includes fields for 'Status: A - Active', 'Frequency: F - Monthly NFR', 'School Year: 2024', 'Job Code: 1000 - TEACHER', and '1st Pay Date Code: S10'.



If working on the Distribution tab, you must select an account code from the autosuggest drop down in the **Account Code** field versus typing in the full account code in order to validate against the grant code table.

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 Retrieve

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.

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	
Totals:							100.000	53,804.00	