



## PMIS Campus Position Inquiry - HRS6420



## Table of Contents

<b>PMIS Campus Position Inquiry - HRS6420</b> .....	i
<b>PMIS Campus Position Inquiry - HRS6420</b> .....	1



# PMIS Campus Position Inquiry - HRS6420

## **Position Management > Inquiry > PMIS Campus Position Inquiry**

This page is display only and is used to view campus position data. The page includes primary position types only.

### **Run a campus position inquiry:**

Field	Description
<b>Campus</b>	<p>Type the campus number, if known. Click <b>Retrieve</b>.</p> <p>If the campus number is not known, click . The Campuses pop-up window is displayed with a list of all campus numbers.</p> <p>To search for specific campus number, type data in the desired search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed. Select a campus number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Job Code</b>	<p>Type the four-digit job code, if known. Click <b>Retrieve</b>.</p> <p>If the job code is not known, click . The Job Code pop-up window opens with a list of all job codes.</p> <p>To search for specific job codes, 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. Select a job code from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Nbr</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. Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Status</b>	Click  to select a position status.

Click **Retrieve** to display the position data for the campus and job code or position status indicated. The grid displays the following information for each employee:

- **Campus**
- **Job Code**
- **Status**
- **Position Number**
- **Billet**
- **Description**

- **Freq**
- **Emp No**
- **Name**

Click **Print** to print the campus position information. [Review the report.](#)