

PMIS Campus Position Inquiry - HRS6420

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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	
Campus	Type the campus number, if known. Click Retrieve . If the campus number is not known, click ¹ . The Campuses pop-up window is	
	displayed with a list of all campus numbers.	
	Click Search . A list of data that matches the search criteria is displayed. Select a campus number from the list. Otherwise, click Cancel .	
Job Code	Type the four-digit job code, if known. Click Retrieve .	
	If the job code is not known, click 💷. The Job Code pop-up window opens with a list of all job codes.	
	To search for specific job codes, type data in one or more of the search fields. Click Search . A list of data that matches the search criteria is displayed. Select a job code from the list. Otherwise, click Cancel .	
Position Nbr	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.	
	If the position number is not known, click $\frac{1}{2}$. The Positions pop-up window opens with a list of all positions.	
	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.	
	Select a position number from the list. Otherwise, click Cancel .	
Position Status	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.