



# **PMIS Campus Supplement Position Inquiry - HRS6430**



# Table of Contents

<b>PMIS Campus Supplement Position Inquiry - HRS6430</b> .....	i
<b>PMIS Campus Supplement Position Inquiry - HRS6430</b> .....	1







# PMIS Campus Supplement Position Inquiry - HRS6430

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

This page is display only and is used to view the supplement position records by extra duty code or the supplement position status for the selected campus. The page only includes supplement position types.

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

<b>Field</b>	<b>Description</b>
<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>Extra Duty Code</b>	<p>Type the extra duty code, if known. Click <b>Retrieve</b>.</p> <p>If the extra duty code is not known, click . The Extra Duty Codes pop-up window is displayed with a list of all extra duty codes.</p> <p>To search for specific extra duty 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 an extra duty 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.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Supplement Position Status</b>	<p>Click  to select a supplement position status.</p>

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

- **Campus**
- **Extra Duty Code**
- **Status**

- **Position Number**
- **Billet**
- **Description**
- **Freq**
- **Emp No**
- **Name**

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