



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



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# PMIS Campus Supplement Position Inquiry - HRS6430

## Human Resources > 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:

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>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. The report opens in a new window.


[Review the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.