

PMIS Position Inquiry - HRS6400

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This page is display only and is used to view position numbers and billet numbers by position name or position number. The page includes both primary and supplement position types.

Run a position inquiry:

Field	Description
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. 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**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.
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 ⋮. 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**.

Click **Retrieve** to display the position record information and the distribution account codes. The grid displays the following information for each position:

- **Position Description**
- **Position Number**
- **Billet Number**
- **Position Type**
- **Status**
- **Frequency**
- **Employee Number**
- **Employee Name**
- **Campus**

Click ⌕ to display the occupant and position detail information. The bottom section of the page displays the following fields for each position:

- **Employee Nbr**
- **Employee Name**
- **Primary Job**
- **Increase Eligible**
- **Pay Grade**
- **Pay Step**
- **Schedule**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Days Off**
- **Nbr Days Employed**
- **Hourly/Daily Rate**
- **Salary**
- **Remaining Payments**
- If supplemental: **Recalculate**

Postion

- **Status**
- **Frequency**
- **School Year**
- **Category**
- **Supplement Attached**
- **Job Code**
- **1st Pay Date Code**
- **Primary Campus**
- **Dept**
- **Hours Per Day**
- **Percent Day Employed**
- **Percent Year Employed**
- **State Minimum Days**
- **Pay Concept**
- EEOC
- **Workers' Comp**
- **TRS Member Pos**
- **Max Days**
- **Max Payments**
- **Overtime Eligible**
- **Supervisor Position**
- **Billet**
- **Employee Number/Name**
- **Ignore Pct of Day for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)

- **Ignore Pct of Yr for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)

Click **Print** to print the position information. The report opens in a new window.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.