



PMIS Status/Authorization Inquiry - HRS6450

Table of Contents


PMIS Status/Authorization Inquiry - HRS6450 i
PMIS Status/Authorization Inquiry - HRS6450 1

PMIS Status/Authorization Inquiry - HRS6450

Position Management > Inquiry > PMIS Status/Authorization Inquiry

This page is used to search for positions by position status and/or by either the authorization begin date or the authorization end date.

Run a position status inquiry:

Field	Description
Position Status	Click  to select a position status (e.g., V - Vacant, P - Proposed, A - Active, H - Position on Hold, I - Inactive).
Authorization Begin Date	Type the beginning date for the authorization in the MMDDYYYY format. If the Authorization Begin Date is populated, you cannot type an ending date.
End Date	Type the ending date for the authorization in the MMDDYYYY format. If the End Date is populated, you cannot type an authorization beginning date.

Note: If no specific data is entered in the **Position Status**, **Authorization Begin Date**, or **End Date** field, all records are retrieved when you click **Retrieve**.

Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

- **Campus ID**
- **Status**
- **Number**
- **Billet**
- **Type**
- **Description**
- **Begin date**
- **End date**

Click  to display the position record, distribution, and date information for the selected row.

Notes:

- The **Ignore Pct of Day for Salary Calcs** and **Ignore Pct of Yr for Salary Calcs** fields are only displayed under **Position Record** if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.
- If the position is supplemental, the **Recalculate** field is displayed under **Occupant** and the **Percent of Year Employed** field is displayed under **Position**.

Click **Print** to print the status/authorization information. [Review the report.](#)