Date - HRS6100

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Human Resources > Maintenance > PMIS Position Admin > Date

> This tab is used to create, modify, or delete dates related to a position record.

Add or modify a record:

Field	Description
Position Number	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**.
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.

Click **Retrieve**. The associated billet information is displayed.

Click 🔍 to display the position detail information for the selected position.

Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Automatically populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.

Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click ⌄ to select the reason the position was inactivated.

Click **Save**.