



Position Record - HRS6120

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Position Management > Maintenance > PMIS Supplement Admin > Position Record

This tab is used to maintain the supplement position record for each supplement position in the LEA.

Add or modify a record:

Field	Description
Position Number	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p>
Position Description	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description 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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>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.</p>

- Click **Retrieve**. The associated billet information is displayed.
- If you click **+Add**, billet information is populated when data is entered under **Occupant**. For existing supplement positions, the billet information is display only.
- Click  to display the position detail information for the selected position.
- Under **Occupant**:

Employee Nbr	Type the employee number, or click  to select one from the list.
Employee Name	Populated based on the selected Employee Nbr .
Recalculate	Select to recalculate the supplemental pay amount during the forecast processing.

Amount	Type the supplement amount.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
Nbr Extra Days	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click  to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

Under Position:

Status	Click  to select the status of the supplement position. A - Active - The position is occupied. H - Position on Hold - The position is vacant and is not included in the budget. I - Inactive - The position is vacant and is not included in the budget. P - Proposed - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. V - Vacant - The position is vacant and is included in the budget.
Frequency	Click  to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type the extra duty code, or click  to select a code from the Extra Duty Code list.
Type	This field is display only.
Category	Type the code used to categorize positions, or click  to select a code from the Category Code list. The field can be a maximum of five characters.
Pay Amount Based on Employee	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
Primary Campus	Type the campus to which the position is assigned, or click  to select a campus from the Campuses list.
Dept	Type the department code associated with the selected campus.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of days the position is funded. This is a required field.
Max Amount	Type the maximum amount of the supplement position.
Percent of Year	Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends. If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.

One Time Supplement	Select if the supplement pay is to be paid in one payment. If selected, the Pay Date field is required. Note: For type G accounts, if One Time Supplement is not selected, the supplement is added to the base salary for the job associated to the Attached to Position field (or the primary job if the Attached to Position field is blank) and is paid with each contract payment.
Pay Date	Select the date the one-time supplement is to be paid, or click  to select a pay date from the Pay Dates list.

Click **Save** to save the changes.