



Import Position Records - HRS7100

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Position Management > Utilities > Import Position Records

This page is used to import position records or distribution records into the position management tables. When importing position records, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency.

Notes:

If importing current year records, you must be logged on to a current year pay frequency.

If importing forecast records, you must be logged on to a next year pay frequency.

[Position Records File Layout](#)

Review the [Checklist - Import Position Data to PMIS](#) for additional information.

Import position records:

☐ Under **Record Type**, select one of the following:

- **Position Records**
- **Distribution Records**

☐ Click **Choose File**. Locate and select the file on your computer or network, and click **Open**. The file name is displayed next to **Choose File**.

☐ Click **Execute** to start the import function. A preview report is displayed. [Review the report](#).

☐ Click **Continue** to continue the process. Or, click **Cancel** to return to the Import Position Records page.

☐ Click **Process** to proceed.

A message is displayed indicating that the import process completed successfully. Click **OK**.