



Import Position Records - HRS7100

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Position Management > Utilities > PMIS > Import Position Tables

This utility 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 to import either **Position Records** or **Distribution Records**.
- Click **Browse**.
 - Click the text field to open the dialog box.
 - Click **Browse** to select the folder and import file. Click **Open** to select the file name and import file, or click **Cancel** to close the dialog box without selecting a file.
- Click **Execute** to start the import function.
 - Type a password for the imported file, and then click **Execute**.
 - A message is displayed indicating that the import process completed successfully. Click **OK**.