

Mass Delete Forecast Positions - HRS6285

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Position Management > Utilities > Mass Delete Forecast Positions

This utility allows you to delete all forecast records at one time.

You must be logged on to a next year pay frequency to access this utility.

Create an export using Export PMIS Tables prior to using this utility.

Modify a record:

Field	Description
Select Positions only (P), Supplements only (S) or blank for ALL	Select an option.
Select Position Statuses or blank for ALL	Type the position statuses, separating multiple position statuses with a comma but no space (e.g., A,I). Or, click ⋮ to search for position statuses. Otherwise, leave blank to use all position statuses.
Select Position School Years or blank for ALL	Type the position school years, separating multiple position school years with a comma but no space (e.g., 2014,2015). Or, click ⋮ to search for position school years. Otherwise, leave blank to use all position school years.
Select First Pay Date Codes or blank for ALL	Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click ⋮ to search for pay date codes. Otherwise, leave blank to use all pay date codes.
Select Extra Duty Codes or blank for ALL	Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click ⋮ to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.
Select Positions or blank for ALL (Includes ALL billets for selected positions)	Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for position codes. Otherwise, leave blank to use all position codes.
Select Positions/Billets or blank for ALL	Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.
Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)	Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.
Select Supplement Positions/Billets or blank for ALL	Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.

❑ Click **Execute** to execute the process.

The following reports are available:

- Mass Delete Forecast Positions Process Error Listing
- Mass Delete Forecast Positions by Employee Name
- Mass Delete Forecast Positions by Campus
- Mass Delete Forecast Positions by Position/Billet

❑ Click **Generate Reports** . The system displays the first report selected. Review the report.

❑ Click **Continue** to view the next report. Or, click **Return** to return to the reports selection page.

❑ Click **Process** to process the records. You are prompted to create a backup.

After the export process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the mass delete update was processed successfully.

❑ Click **Cancel** to return to the Mass Delete Forecast Positions page without processing.