

Mass Delete Forecast Positions - HRS6285

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

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

Please create an export using Export Pay Tables, Export Human Resources by Payroll, and Export PMIS Tables prior to using this utility.

Modify a record:

In the **Select Positions only (P), Supplements only (S) or blank for AL**L field, type the desired option.

In the **Select Position Statuses or blank for ALL** field, 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.

In the **Select Position School Years or blank for ALL** field, 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.

In the **Select First Pay Date Codes or blank for ALL** field, 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.

In the **Select Extra Duty Codes or blank for ALL** field, 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.

In the **Select Positions or blank for ALL (Includes ALL billets for selected positions**) field, 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.

In the **Select Positions/Billets or blank for ALL** field, 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.

In the **Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)** field, 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.

In the **Select Supplement Positions/Billets or blank for ALL** field, 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 process the selections.

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.

Create a backup.

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

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