



## **Mass Delete Forecast Positions - HRS6285**



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# Mass Delete Forecast Positions - HRS6285

## Human Resources > Utilities > PMIS > Mass Delete Forecast Positions


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 ALL** 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.