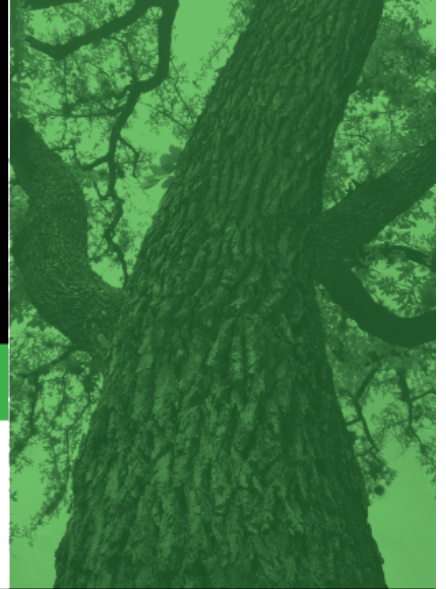




ASCENDER GUIDES



Vacate Forecast Supplement Positions - HRS6275

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Position Management > Utilities > Vacate Forecast Supplement Positions

This utility is used to clear out the forecast supplement records assigned to an employee. It is recommended to vacate all supplemental records except supplements that apply directly to an employee (e.g., career ladder, experience pay, doctorate, degree stipends).

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

This utility is for forecast records only.

If updating tables, create an export using Export PMIS Tables prior to using this utility.

Vacate an employee from forecast positions:

☐ Click **Select** to choose the supplement positions to be vacated.

Use the following buttons to select which supplement positions to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The following reports are available:

- Vacate Forecast Supplement Positions Process Error Listing
- Vacate Forecast Supplement Positions

☐ Click **Select All** button to select all reports. Or, click **Unselect All** button is used to clear all check boxes so that no reports are selected.

☐ Click **Generate Reports**. The system displays the first report selected. [Review the reports.](#)

☐ 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 indicating that the vacate supplement position update was processed successfully is displayed.

☐ Click **Cancel** to return to the Vacate Forecast Supplement Positions page without vacating any forecast supplement positions.