



# Position Management



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[Position Management > Maintenance > PMIS Position Admin](#)

Ensure the **Exclude Days for TEA** checkbox is selected for all secondary jobs.

The screenshot shows the 'Maintenance > PMIS Position Admin' interface. At the top, there is a 'Save' button and search fields for 'Position Number' (5BUSDRIVER) and 'Position Description' (BUS DRIVER 216), with 'Retrieve' and 'Add Position' buttons. Below is a table of positions:

Delete	Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
		50001	2025	BUS DRIVER 216	A	6	000202	AUSTIN	D	BLUNT	
		50002	2024	BUS DRIVER	A	6	000732	JEFFREY	ALAN	HANUSA	
		50003	2026	BUS MONITOR 226	A	6	001304	MELODY	RENEE	PHILLIPS	
		50004	2026	BUS MONITOR 226	A	6	001419	PAMELA	RAE	ROBASON	
		50005	2025	BUS DRIVER	A	6	001211	MARIA	S	NICHE	
		50006	2025	BUS DRIVER	A	6	001286	MELINDA	J	PEPPERS	

Below the table are navigation buttons: 'First', '1 / 3', and 'Last'. An 'Add' button is also present. The interface has tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'Occupant' section shows details for Employee Nbr: 001304, Employee Name: MELODY RENEE PHILLIPS. It includes checkboxes for 'Primary Job' and 'Increase Eligible'. Fields for 'Pay Grade' (703), 'Pay Step' (06), 'Schedule', 'State Step', 'Begin Date' (07-01-2025), 'End Date' (06-30-2026), and 'Payoff Date' (06-25-2026) are visible. At the bottom, 'Days Off' is 0.0, 'Nbr Days Employed' is 226.00, 'Hourly/Daily Rate' is 90.000, 'Salary' is 20,340.00, 'Remaining Payments' is 12, and the 'Exclude Days for TEA' checkbox is checked and highlighted with a red box.

The **Exclude Days for TEA** checkbox can be found on the following Position Management > Maintenance pages:

- PMIS Position Admin > Position Record
- PMIS Position Modify > Position Record
- PMIS Positions History > History
- PMIS Change in Position > Change in Compensation