



# Position Management



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Position Management > Maintenance > PMIS Position Admin

The screenshot shows the 'Maintenance > PMIS Position Admin' interface. At the top, there is a 'Save' button and a breadcrumb trail. Below that, there are input fields for 'Position Number' (5BUSDRIVER) and 'Position Description' (BUS DRIVER 216), along with 'Retrieve' and 'Add Position' buttons. A table lists several positions with columns for Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The third row is highlighted in green. Below the table is a pagination control showing '1 / 3'. Underneath the table are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'POSITION RECORD' tab is active, showing an 'Occupant' section with fields for Employee Nbr (001304), Employee Name (MELODY RENEE PHILLIPS), Primary Job (checked), Increase Eligible (checked), Pay Grade (703), Pay Step (06), Schedule, State Step, Begin Date (07-01-2025), End Date (06-30-2026), Payoff Date (06-25-2026), Days Off (0.0), Nbr Days Employed (226.00), Hourly/Daily Rate (90.000), Salary (20,340.00), Remaining Payments (12), and an 'Exclude Days for TEA' checkbox which 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