



## Forecast Conversion - DA1050



## Table of Contents

<b>Forecast Conversion - DA1050</b> .....	i
<b>Forecast Conversion - DA1050</b> .....	1



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**District Administration > Tables > PMIS > Forecast Conversion**

This page used to create forecast data for next year's records. The **Calendar Code** and **Max Days** fields on the Human Resources > PMIS Position Admin page are referenced. From this data, the appropriate calendar data is located and the following calculation is performed: The **Local Begin Date** is subtracted from the **Local End Date**, and then the **Number of Days Off** is subtracted resulting in the number of **Actual Days**. This data is moved to the next year's records at the time that the budget is created for the next year.

## Add forecast conversion data:

Click **+Add**. A row is added to the grid.

Field	Description
<b>First Pay Date Code</b>	Type the code that is associated with an already established calendar code and starting pay date.
<b>Calendar Code</b>	Type the two-digit calendar code for the position.
<b>Extra Duty Code</b>	<p>Type the two-digit extra duty code of the job assignment, if known. Or, click  to select a code from the Extra Duty Code Directory. A list of all extra duty codes is displayed.</p> <p>In the <b>Search</b> field, type the desired extra duty code information.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an extra duty code from the list.</p> <p>Click <b>Cancel</b> to return to the Forecast Conversion page without selecting a code.</p> <p>To retrieve all available data, leave the field blank.</p>
<b>Local Begin Date</b>	Type the beginning date for which an employee is to be paid in the MMDDYYYY format.
<b>Local End Date</b>	Type the ending date for which an employee is to be paid in the MMDDYYYY format.
<b>Last Pay Date</b>	Type the last date for which an employee will be paid in the MMDDYYYY format.
<b>Max Days</b>	Type the number of days the position is funded. The field can be a maximum of two digits.
<b>Number of Days Off</b>	Type the number of days that the employee has not been paid. You may type two digits to the right of the decimal. This field is used in calculating the actual days worked for the employee.
<b>Actual Days</b>	The number of days that the employee is employed by the district per year is displayed
<b>Actual Payments</b>	Type the number of times an employee is to be paid. This data is used as forecast data.

Click **Refresh Dates** to update the dates when the next year calendar is updated in Human Resources.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the Forecast Conversion report. <a href="#">Review the report.</a>
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> . Click <b>Cancel</b> to not delete the row.