



## Position Records File Layout



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# Position Records File Layout

This file layout is used to import position records or distribution records into the position management tables.

## Position Records:

| Field             | Length                            | Type      | Description  |
|-------------------|-----------------------------------|-----------|--|
| Cyr Nyr Flg       | 1                                 | Character | C, N   |
| Pos Nbr           | 13                                | Character |  |
| Billet Nbr        | 5                                 | Character |  |
| Pos Typ           | 1                                 | Character | P, S   |
| Pos Descr         | 30                                | Character |  |
| Pos Stat          | 1                                 | Character |  |
| Pos Sch Yr        | 4                                 | Character |  |
| Pay Freq          | 1                                 | Character | If C (current year), then 4, 5, or 6. If N (next year), then D, E, or F. |
| Occ Emp Nbr       | 6                                 | Character |  |
| Prim Job          | 1                                 | Character | Y, N   |
| Incr Elig         | 1                                 | Character | Y, N   |
| Occ Pay Grd       | 3                                 | Character |  |
| Occ Pay Stp       | 2                                 | Character |  |
| Occ Pay Sched     | 1                                 | Character |  |
| St Stp            | 2                                 | Character |  |
| Contr Dt Beg      | 8                                 | Character | YYYYMMDD   |
| Contr Dt End      | 8                                 | Character | YYYYMMDD   |
| Dt Payoff         | 8                                 | Character | YYYYMMDD   |
| Nbr Days Off      | 6 (1 digit to right of decimal)   | Numeric   |  |
| Act Hrly Dly Rate | 8 (3 digits to right of decimal)  | Numeric   |  |
| Sal Amt           | 10 (2 digits to right of decimal) | Numeric   |  |
| Nbr Remain Pymts  | 3 (0 digits to right of decimal)  | Numeric   |  |
| Job Categ         | 5                                 | Character |  |
| Suppl Atch        | 1                                 | Character | Y, N   |
| Job Cd            | 4                                 | Character |  |
| Frst Paydt Cd     | 3                                 | Character |  |
| Cal Cd            | 2                                 | Character |  |
| Campus ID         | 3                                 | Character |  |
| Dept              | 1                                 | Character |  |
| Hrs Per Day       | 6 (3 digits to right of decimal)  | Numeric   |  |

| Field                 | Length                            | Type              | Description |
|-----------------------|-----------------------------------|-------------------|-------------|
| Day Empld Pct         | 4 (2 digits to right of decimal)  | Numeric           |             |
| Pct Of Yr             | 4 (2 digits to right of decimal)  | Numeric           |             |
| Trs Pos Cd            | 2                                 | Character         |             |
| Max Days              | 6 (1 digit to right of decimal)   | Numeric           |             |
| Max Pymts             | 3 (0 digits to right of decimal)  | Numeric           |             |
| Ovtm Elig Flg         | 1                                 | Character         | Y, N        |
| St Min Days           | 3 (0 digits to right of decimal)  | Numeric           |             |
| Spvsr Pos Nbr         | 13                                | Character         |             |
| Spvsr Billet Nbr      | 5                                 | Character         |             |
| Suppl Extra Days      | 4 (1 digit to right of decimal)   | Numeric           |             |
| Suppl To Pos Nbr      | 13                                | Character         |             |
| Supple to Pos Billet  | 5                                 | Character         |             |
| Extra Duty Cd         | 2                                 | Character         |             |
| Suppl Typ             | 1                                 | Character         |             |
| Suppl Max Amt         | 8 (2 digits to right of decimal)  | Numeric           |             |
| Bas Suppl on Dly Rate | 1                                 | Character         | Y, N        |
| Suppl Pay 1time       | 1                                 | Character         | Y, N        |
| Dt Suppl 1time        | 8                                 | Character         | YYYYMMDD    |
| Acpt Chg              | 1                                 | Character         | Y, N        |
| Dt Create Updt        | 8                                 | Character         | YYYYMMDD    |
| Dt Fill               | 8                                 | Character         | YYYYMMDD    |
| Fill Pos Rsn          | 8                                 | Character         |             |
| Dt Criteria           | 8                                 | Character         | YYYYMMDD    |
| Dt Auth               | 8                                 | Character         | YYYYMMDD    |
| Dt Auth End           | 8                                 | Character         | YYYYMMDD    |
| Dt Entry              | 8                                 | Character         | YYYYMMDD    |
| Dt Inactv             | 8                                 | Character         | YYYYMMDD    |
| Inactv Rsn Cd         | 2                                 | Character         |             |
| Vac Rsn               | 2                                 | Character         |             |
| Pay Grd               | 3                                 | Character         |             |
| Pay Stp               | 2                                 | Character         |             |
| Pay Sched             | 1                                 | Character         |             |
| Equiv Unts            | 6 (4 digits to right of decimal)  | Numeric           |             |
| Midpnt Bas            | 1                                 | Character D, N, X |             |
| Pct Of Midpnt         | 6 ( 4 digits to right of decimal) | Numeric           |             |
| Unemp Elig Flg        | 1                                 | Character         | Y, N        |
| Fica Elig             | 1                                 | Character         | M, N, Y     |

| Field                              | Length                           | Type      | Description |
|------------------------------------|----------------------------------|-----------|-------------|
| Trs Stat Cd                        | 1                                | Character |             |
| Bud Amt                            | 10(2 digits to right of decimal) | Numeric   |             |
| Bud Sal Ovrrid                     | 1                                | Character | Y, N        |
| Act Bud Ind                        | 1                                | Character | Y, N        |
| Ignore Pct of Day for Salary Calcs | 1                                | Character | Y, N        |
| Ignore Pct of Yr for Salary Calcs  | 1                                | Character | Y, N        |

**Distribution Records:**

| Field            | Length                            | Type      | Description   |
|------------------|-----------------------------------|-----------|---|
| Cyr Nyr Flg      | 1                                 | Character | C, N  |
| Pos Nbr          | 13                                | Character |   |
| Billet Nbr       | 5                                 | Character |   |
| Pos Typ          | 1                                 | Character | P, S  |
| Distr Seq        | 3 (0 digits to right of decimal)  | Numeric   |   |
| Pay Freq         | 1                                 | Character | If C (current year), then 4, 5, or 6.<br>If N (next year), then D, E, or F. |
| Job Cd           | 4                                 | Character |   |
| Acct Typ         | 1                                 | Character | B,G,S,T   |
| Pay Acty         | 2                                 | Character |   |
| Fund             | 3                                 | Character |   |
| Func             | 2                                 | Character |   |
| Obj              | 4                                 | Character |   |
| Sobj             | 2                                 | Character |   |
| Org              | 3                                 | Character |   |
| Fscl Yr          | 1                                 | Character |   |
| Pgm              | 2                                 | Character |   |
| Ed Span          | 1                                 | Character |   |
| Proj Dtl         | 2                                 | Character |   |
| Acct Amt         | 10 (2 digits to right of decimal) | Numeric   |   |
| Acct Pct         | 8 (5 digits to right of decimal)  | Numeric   |   |
| Extra Duty Cd    | 2                                 | Character |   |
| Expense 373      | 1                                 | Character | Y, N  |
| Contrib Acct Flg | 1                                 | Character | Y, N  |

**Notes:**

If importing current year records, you must be logged on to a current year pay frequency.

If importing forecast records, you must be logged on to a next year pay frequency.

The file type is comma-separated file.

Use the PMIS User Created report to export the correct file structure and columns.

Leading zeros are required. For example, if the job code is 0204, then the file should have 0204 not 204.

Amount columns that have decimal values should include the decimal point in the column. For example, if the amount is 210, then the file should have 210.00 not 2.10.





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