

Position Records File Layout

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Position Records File Layout 1

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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
Suppl Recalculate	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. 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 a 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.

In the **Acct Pct** field, 100% equals 1.00000.



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