



Position Management Process - Sample Timeline (August)

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In the August timeframe, perform the following Position Management tasks.

For complete information, review the [Position Management Process](#) guide.

- ☐ Process service records prior to moving forecast to current. Service records should be completed and posted prior to moving those employees who have an August contract begin date.
- ☐ Use the [Position Management > Utilities > Move Forecast to CYR Position and Payroll](#) to move the August group from forecast to current.
- ☐ Include any travel/business allowance XTRA duties.
- ☐ Use the [Position Management > Utilities > Move Forecast to NYR Payroll](#) page to move forecast to the next year payroll for August accruals.



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