



# delete\_ny\_pmis



# Table of Contents



Human Resources > Utilities > PMIS > Mass Delete Forecast Positions

Image

Utilities > PMIS > Mass Delete Forecast Positions SessionTimer: 239 min and 54

**Execute**

Select Positions only (P), Supplements only (S) or blank for ALL:

Select Position Statuses or blank for ALL:

Select Position School Years or blank for ALL:

Select First Pay Date Codes or blank for ALL:

Select Extra Duty Codes or blank for ALL:

Select Positions or blank for ALL:  
(Includes ALL billets for selected positions  
Blank for ALL not processed when Positions/Billets selected)

Select Positions/Billets or blank for ALL:

Select Supplement Positions or blank for ALL:  
(Includes ALL billets for selected supplement positions  
Blank for ALL not processed when Supplements/Billets selected)

Select Supplement Positions/Billets or blank for ALL:

Leave all fields blank and click **Execute**. A list of processing reports is displayed.

Image

Utilities > PMIS > Mass Delete Forecast Positions SessionTimer

**Process**

**Processing Reports**

Select	Report Name
<input type="checkbox"/>	Mass Delete Forecast Positions Process Error Listing
<input type="checkbox"/>	Mass Delete Forecast Positions by Employee Name
<input type="checkbox"/>	Mass Delete Forecast Positions by Campus
<input type="checkbox"/>	Mass Delete Forecast Positions by Position/Billet

Select the reports to generate, and print or save the reports.

Click **Process**. You are prompted to create a [backup](#).



## Back Cover