



## **maint\_pmispositionadmin\_distribution**



## Table of Contents



This tab provides a list of the accounts used to fund the positions. This tab only allows you to enter percentages. Any Position Management change prompts a salary calculation which is then distributed using the percentages. The distribution functions like the next year salary calculations.

The screenshot shows the PMIS Position Admin interface. At the top, there is a navigation bar with a house icon, the text 'Maintenance > PMIS Position Admin', and a 'Position Management' dropdown. Below the navigation bar is a toolbar with icons for Save, Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The main area displays a table of positions. The table columns are: Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The data in the table is as follows:

Delete	Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
		00001	2018	CHILDCARE PROVIDER	A	5	000719	MARIA	L	NARRO	
		00002	2018	CHILDCARE PROVIDER	A	5	000890	PATRICIA	L	RODRIGUEZ	
		00003	2018	CHILDCARE PROVIDER	A	5	000070	ANGEL	M	BARBOUR	

Below the table are navigation buttons: First, Previous, Next, Last, and a page number indicator (1 / 1). Under the table, there are tabs for POSITION RECORD, DISTRIBUTION (which is selected), DATE, and BUDGET. The DISTRIBUTION tab displays salary information:

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount
80 - Base Salary	199-61-6129.00-999-899000	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	19,842.00	
Totals:						100.000	19,842.00

At the bottom right of the distribution table is a '+ Add' button.

## Add or modify a record:

Field	Description
<b>Position Number</b>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>

Field	Description
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>

- Click **Retrieve**. The associated billet information is displayed.
- Click  to display the position detail information for the selected position. The following fields are display only:
  - **Job Code**
  - **Budgeted Salary**
  - **Actual Salary**
  - **Actual Daily/Hourly Rate**
- Click **+Add** to add a row.

<b>Activity Code</b>	Click  to select an activity code.
<b>Account Code</b>	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
<b>Grant Code</b>	Displays the grant code.
<b>Workers' Comp</b>	Displays workers' comp code.
<b>Expense 373</b>	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
<b>Employer Contribution</b>	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
<b>Percent</b>	Type the distribution percentage.
<b>Amount</b>	Displays the distribution amount.

- Click **Save**.



## Back Cover