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maint_pmissupppositionrecord_modify

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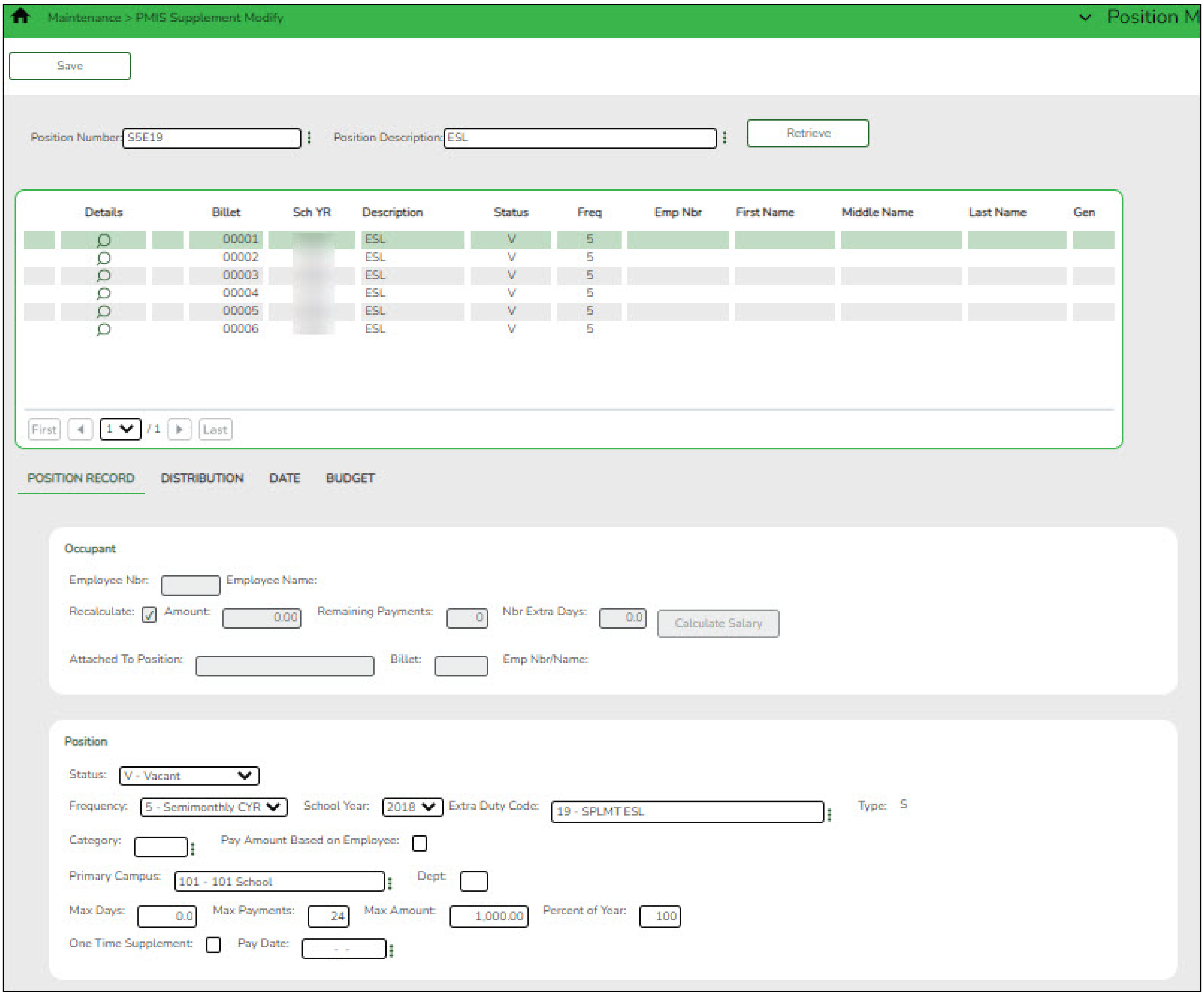
This tab is used to maintain the supplement position record for each supplement position in the LEA.



Position Number: S5E19

Position Description: ESL

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
⌕	00001	[redacted]	ESL	V	5					
⌕	00002	[redacted]	ESL	V	5					
⌕	00003	[redacted]	ESL	V	5					
⌕	00004	[redacted]	ESL	V	5					
⌕	00005	[redacted]	ESL	V	5					
⌕	00006	[redacted]	ESL	V	5					

Occupant

Employee Nbr: Employee Name:

Recalculate: ☑ Amount: 0.00 Remaining Payments: 0 Nbr Extra Days: 0.0

Attached To Position: Billet: Emp Nbr/Name:

Position

Status: V - Vacant

Frequency: 5 - Semimonthly CYR School Year: 2018 Extra Duty Code: 19 - SPLMT ESL Type: S

Category: Pay Amount Based on Employee: ☐

Primary Campus: 101 - 101 School Dept:

Max Days: 0.0 Max Payments: 24 Max Amount: 1,000.00 Percent of Year: 100

One Time Supplement: ☐ Pay Date: - -

Modify a record:

Field	Description
Position Number	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. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.

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

☐ Click **Retrieve**. The associated billet information is displayed.

☐ Click 🔍 to display the position detail information for the selected position.

☐ Under **Occupant**:

Employee Nbr	Type the employee number, or click ⋮ to select one from the list.
Employee Name	Populated based on the selected **Employee Nbr**.
Recalculate	Select to recalculate the supplemental pay amount during the forecast processing.
Amount	Type the supplement amount.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
Nbr Extra Days	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click ⋮ to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

☐ Click **Calculate Salary** to complete the salary calculation.

☐ Under **Position**:

Accept Changes	Select to indicate that any changes made in the current year will be reflected in the next year. Any changes made in forecast do not reflect in the current year regardless of the field selection.

Status	Click ⌄ to select the status of the supplement position. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click ⌄ to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type the extra duty code, or click ⋮ to select a code from the Extra Duty Code list.
Type	This field is display only.
Category	Type the code used to categorize positions, or click ⋮ to select a code from the Category Code list. The field can be a maximum of five characters.
Pay Amount Based on Employee	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
Primary Campus	Type the campus to which the position is assigned, or click ⋮ to select a campus from the Campuses list.
Dept	Type the department code associated with the selected campus.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of days the position is funded. This is a required field.
Max Amount	Type the maximum amount of the supplement position.
Percent of Year	Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends. If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.
One Time Supplement	Select if the supplement pay is to be awarded in one payment. If selected, the **Pay Date** field is required. **Note**: For type G accounts, if **One Time Supplement** is not selected, the supplement will be added to the base salary for the job associated to the **Attached to Position** field (or the primary job if the **Attached to Position** field is blank) and will be paid with each contract payment.
Pay Date	Select the date the one-time supplement is to be paid, or click ⋮ to select a pay date from the Pay Dates list.

☐ Click **Save**.

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