





pmispositionadmin_budget_body

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Add or modify a record:

Field	Description
Position Number	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p>
Position Description	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>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.</p>




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

☐ Click



to display the position detail information for the selected position.

☐ Under **Vacancy/Budget Information:**

Pay Grade	Type the three-character code for the pay grade, or click  to select a pay grade from the list.
Pay Step	Type the two-character code for the salary level within the indicated pay grade, or click  to select a pay step from the list.
Schedule	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed, or click  to select a schedule from the list.
FTE	Type the full-time equivalent amount used to calculate salaries in payroll.

Midpoint Base	Click ▼ to select the midpoint base. <i>D - Midpoint</i> <i>N - Minimum</i> <i>X - Maximum</i>
Plus Percent of Midpoint	
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ▼ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ▼ to select the TRS eligibility status for the position.

☐ Click **Save**.



Back Cover