position

Table of Contents

Status	Click ⌄ to select a position status. *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. If the year is the same as the **Current Year** on the District Administration > Options > PMIS District Options page, the current year salary, first pay date codes, and job code are used for validation.
Category	Type the code used by some districts to categorize positions, or click ⌄ to select a code from the Category Code list. The field can be a maximum of five characters.
Supplement Attached	Select if there is a supplement position record tied to this position.
Job Code	Type a job code to identify the job, or click ⋮ to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click ⋮ to select the code designating the first pay date for the position. This is a required field.
Calendar Code	Type a calendar code, or click ⋮ to select the calendar code for the for the position. This is a required field.
Primary Campus	Type the code of the primary campus, or click ⋮ to select a primary campus. This is a required field.
Dept	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
Hours Per Day	Type the number of hours per day an employee works in a day. This data is used for those positions whose salaries are based on an hourly rate.
Percent Day Employed	Type the number that represents the total percent of the day that the position works. For example, if the position works only 50% of the day, enter 50.
Percent Year Employed	Type the number that represents the total percent of the year that the position works. For example, if a position works every other day (50%) or 4 days out of the week (80%). This field used to reduce the actual days worked which, in turn, reduces the calculated salary.
State Minimum Days	Click ⌄ to select the minimum number of state days required for the position.

Pay Concept	Indicates the method used to calculate the employee's pay and is display only.
EEOC	Indicates any notation related to the Equal Employment Opportunity Commission and is display only.
Workers' Comp	Indicates the type of workers' compensation insurance used for the account and is display only.
TRS Member Pos	Click ⌄ to select the employee's TRS classification. This is a required field.
Max Days	Type the maximum number of days that the position is eligible to work. 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 payments allowed. This is a required field.
Overtime Eligible	Select if the position is eligible to receive overtime pay.
Supervisor Position	Type the position number of the supervisor, if known. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the system does not zero-fill the field. As you type the data, a drop-down list of corresponding data is displayed. Select a position number from the list. If the position number is not known, click ⋮ . The Positions pop-up window is displayed with a list of all positions. To search for specific positions, type data in the desired search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click **Cancel**.
Billet	Type the billet number of the supervisor, or click ⋮ to select a billet code for the position. The field can be a maximum of five characters.
Employee Number/Name	This field is display only.
Ignore Pct of Day for Salary Calcs	Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day** and **Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.
Ignore Pct of Yr for Salary Calcs	Select to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day** and **Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.

Back Cover