



# update\_positions



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Human Resources > Maintenance > PMIS Position Modify or PMIS Supplement Modify

Image

Maintenance > PMIS Position Modify SessionTimer: 59 min and 25 sec

Position Number: P101TEACHER  Position Description: EARLY ED

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
<input type="text"/>	00020		EARLY ED	A	F	000034	AMY	A	AUSTIN	
<input type="text"/>	00050		PRE-K	V	F					
<input type="text"/>	00051		PRE TEACHER FULL DAY	A	F	000979	TRISTEN	MARIE	WESOLAK	
<input type="text"/>	00075		KINDERGARTEN	A	F	001023	NATALIE	A	WOOD	
<input type="text"/>	00076		KINDERGARTEN	A	F	001024	BOB	N	VELA	
<input type="text"/>	00077		KINDERGARTEN	A	F	001026	TAMMIE		HERRING	
<input type="text"/>	00078		KINDERGARTEN	A	F	000330	HANNAH	OWENS	GONZALES	
<input type="text"/>	00079		K AND 1ST xtra	A	F	001018	JOYCE	ANN	TAYLOR	

Position Record

**Occupant**

Employee Nbr: 000979  Employee Name: TRISTEN MARIE WESOLAK

Primary Job:  Increase Eligible:  New Employee:

Pay Grade: TBA  Pay Step: 03  Schedule:  State Step: 03  Begin Date: 08-11-20  End Date: 05-21-  Payoff Date: 08-25-

Days Off: 0.0  Nbr Days Employed: 182.00  Hourly/Daily Rate: 229.549  Salary: 41,778.00  Remaining Payments: 12

**Position**

Accept Changes:  Status: A - Active  Frequency: F - Monthly NYR  School Year: 20

Category:  Supplement Attached:

Job Code: 1000 - TEACHER  1st Pay Date Code: S10  Calendar Code: 10  Primary Campus: 101 - 101 School  Dept:

Hours Per Day: 8.000  Percent Day Employed: 100  Percent Year Employed: 100  State Minimum Days: 187 - Valid basic days in contract

Pay Concept: Annual EEOC: Workers' Comp: A TRS Member Pos: 02 - Teacher, librarian  Max Days: 182.0  Max Payments: 12  Overtime Eligible:

Supervisor: Position:  Billet:  Employee Number/Name:

If necessary, use one of the following options to vacate an employee from a position:

**Option 1: (Best Practice)** Use the [Human Resources > Utilities > PMIS > Vacate Employee from Forecast Positions](#) page to vacate a position.

When an employee decides to leave an LEA at the end of the year, they are normally paid off in payroll at the end of their contract so nothing has to happen in the current year. Forecast, however, needs to be updated by removing the employee from all existing positions. Once the positions are retrieved for the entered employee, each position has a vacate check box that can be chosen and saved to vacate them.

**Option 2:** Use the [Human Resources > Maintenance > PMIS Forecast Change](#) page (only available in NYR PR) to change an employee from one position to another. A list of all existing positions for that employee is displayed with an area for entry of a new position or to vacate a position.

This method can be used if you need to move an employee for the new year. If you created your position numbers with a campus code, you can use this process to change their position from P6001TEACHER to P6002TEACHER.



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