



# 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="checkbox"/>	00020		EARLY ED	A	F	000034	AMY	A	AUSTIN	
<input type="checkbox"/>	00050		PRE-K	V	F					
<input checked="" type="checkbox"/>	00051		PRE TEACHER FULL DAY	A	F	000979	TRISTEN	MARIE	WESOLAK	
<input type="checkbox"/>	00075		KINDERGARTEN	A	F	001023	NATALIE	A	WOOD	
<input type="checkbox"/>	00076		KINDERGARTEN	A	F	001024	BOB	N	VELA	
<input type="checkbox"/>	00077		KINDERGARTEN	A	F	001026	TAMMIE		HERRING	
<input type="checkbox"/>	00078		KINDERGARTEN	A	F	000330	HANNAH	OWENS	GONZALES	
<input type="checkbox"/>	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.

Typically, when an employee decides to leave an LEA at the end of the year, the employee is paid off in payroll at the end of their contract; therefore, no additional action is necessary in the current year. However, in the forecast records, the employee must be removed from all existing positions.

Retrieve the employee's positions, select the **Vacate** check box for each position, and click **Save**.

**Option 2:** Use the [Human Resources > Maintenance > PMIS Forecast Change](#) page (only available in next year payroll) to change an employee from one position to another. A list of all existing positions for the employee is displayed with a section allowing you to enter a new position or 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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