



# update\_positions



# Table of Contents



[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="button" value="Q"/>	00020		EARLY ED	A	F	000034	AMY	A	AUSTIN	
<input type="button" value="Q"/>	00050		PRE-K	V	F					
<input type="button" value="Q"/>	00051		PRE TEACHER FULL DAY	A	F	000979	TRISTEN	MARIE	WESOLAK	
<input type="button" value="Q"/>	00075		KINDERGARTEN	A	F	001023	NATALIE	A	WOOD	
<input type="button" value="Q"/>	00076		KINDERGARTEN	A	F	001024	BOB	N	VELA	
<input type="button" value="Q"/>	00077		KINDERGARTEN	A	F	001026	TAMMIE		HERRING	
<input type="button" value="Q"/>	00078		KINDERGARTEN	A	F	000330	HANNAH	OWENS	GONZALES	
<input type="button" value="Q"/>	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 for the current year. However, in the forecast records, the employee must be removed from all existing positions.

Retrieve the employee's position record.

Image

Utilities > PMIS > Vacate Employee from Forecast Positions SessionTimer: 239 min and 36 sec



Vacate Employee from Forecast Positions

Employee:

Vacate	Details	Accept Chgs	Position Type	Position Number	Position Description	Billet	Sch YR	Job Code	Status
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	P	P5E1307	KINDERGARTEN TEACHER	00004		1307 - KINDER TEACHER	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	S	S5E19	ESL	00002		XTRA - EXTRA DUTY	A

Occupant Information

Job Code:  Primary Job:  Percent Day Employed:  Percent Year Employed:

Pay Concept:  Pay Grade:  Contracted emp  State Step:  Begin Date:  End Date:  Payoff Date:

Max Days:  Days Off:  Nbr Days Employed:  Hours Per Day:  Hourly/Daily Rate:  Actual Salary:  Remaining Payments:

Primary Campus:  Dept:  Calendar Code:  TRS Member Pos:  Incr Pay Step:

Distribution Information

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input type="text" value="80 - Base Salary"/>	<input type="text" value="199-11-6119.00-101-911000"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="100.000"/>	<input type="text" value="66,217.00"/>	
Totals:						<input type="text" value="100.000"/>	<input type="text" value="66,217.00"/>	

Select the **Vacate** check box for each position.

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.



## Back Cover