



# update\_positions



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[Human Resources > Maintenance > PMIS Position Modify](#) or [PMIS Supplement Modify](#)

Image

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.

[Image](#)

Maintenance > PMIS Forecast Change Session Timer: 59 min and 33 sec

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**Forecast Position Change**

Employee: 000018 - ALLISON, AMANDA ELAINE Retrieve

**Current Forecast Positions**

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	P101TEACHER	ACADEMIC COACH	00911		1000 - TEACHER	A

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**Occupant Information**

Recalculate Position:  Vacate:  Ignore Pct of Day for Salary Calcs:  Ignore Pct of Yr for Salary Calcs:

Job Code: 1000 - TEACHER Primary Job:  Percent Day Employed: 100 Percent Year Employed: 100 Calculate

Pay Concept: Annual Pay Grade: TBA Pay Step: 21 Schedule: State Step: 20 Begin Date: 08-12- End Date: 05-21- Payoff Date: 08-25-  
 Max Days: 182.0 Days Off: 0.0 Nbr Days Employed: 182.00 Hours Per Day: 0.000 Hourly/Daily Rate: 283.275 Actual Salary: 51,556.00 Remaining Payments: 8  
 Primary Campus: 101 - 101 School Dept: Calendar Code: 10 TRS Member Pos: 02 - Teacher, librarian Incr Pay Step:

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**Distribution Information**

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
	80 - Base Salary	199-11-6119.00-101-030824		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	52.000	26,809.12	
	80 - Base Salary	211-11-6119.00-101-024000	99	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	48.000	24,746.88	
Totals:							100.000	51,556.00	

+ Add

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Back Next Process Cancel

This method can be used 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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