



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.



Image

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



Vacate Employee from Forecast Positions

Employee: 000261 : DELGADO, DENISE

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: 1307 - KINDER TEACHER Primary Job: Percent Day Employed: 100 Percent Year Employed: 100

Pay Concept: Midpoint Pay Grade: TCH Contracted emp State Step: 20 Begin Date: 08-08- End Date: 05-25- Payoff Date: 08-30-

Max Days: 187.0 Days Off: 0.0 Nbr Days Employed: 187.00 Hours Per Day: 0.000 Hourly/Daily Rate: 354.100 Actual Salary: 66,217.00 Remaining Payments: 24

Primary Campus: 101 - 101 School Dept: Calendar Code: TC TRS Member Pos: 02 - Teacher, librarian Incr Pay Step:

Distribution Information

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

- Retrieve the employee's position record.
- 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

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

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:

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

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.



Back Cover