



update_positions

Table of Contents

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

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 NVR 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 the 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.

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

Save 

Vacate Employee from Forecast Positions

Employee: 000261 : DELGADO, DENISE **Retrieve**

| 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 the next year payroll) to change an employee from one position to another. A list of the employee's existing positions is displayed with a section to either enter a new position or vacate a position.

Maintenance > PMIS Forecast Change SessionTimer: 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**

Forecast Position Change

Employee: 000018 : ALLISON, AMANDA ELAINE

Retrieve

New Forecast Positions

| Details | Position Number | Position Description | Billet | Sch YR | Job Code | Status |
|---------|-----------------|----------------------|--------|--------|----------------|--------|
| | PTEACHER | SPED | 00701 | | 1000 - TEACHER | V |

+ Add

Occupant Information

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: Pay Step: Schedule: State Step: 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: 0.000 Actual Salary: 44,110.00 Remaining Payments: 12

Primary Campus: 041 - 041 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 | 199-11-6119.00-041-023000 | | A | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 100.000 | 44,110.00 | |
| Totals: | | | | | | | 100.000 | 44,110.00 | |

+ Add

Back

Next

Process

Cancel



Back Cover