



# pmisforecastchange



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# PMIS Forecast Change - HRS6145

## Human Resources > Maintenance > PMIS Forecast Change

This page is used to process forecast position changes. The utility will allow an employee to be changed from one position number and billet number to another position number and billet number. This maintenance page is for updating forecast records only and cannot be used to create change in position (CIP) records and rollback records.

### Forecast position changes:


[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Employee	

Under **Current Forecast Positions**:

Click  to display the detail information.

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Status**

To view new forecast positions, click **Next**.

Under **New Forecast Positions**:

Click  to display the employee detail information.

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**

- **Status**



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