



## exportpmistables



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# Export PMIS Tables - HRS7100

## **Human Resources > Utilities > PMIS > Export PMIS Tables**

This utility is used to export a copy of the position management tables for the current or next year logged-on payroll frequency (e.g., 6 - Monthly CYR) to an archive file located at a destination that you assign. To export tables for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

This utility exports current year and forecast records.

When using Position Management, the current year and forecast records are dependent on each other. When the Position Management export is complete, all records (regardless of pay frequency and current/next year flag) are included.

### **Export position management tables:**

The **Export File Name** field is preset and is display only. The export file name has the format dbcccddd\_PMIS\_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date.

In the **Enter the Password to be used for the Archive** field, type a password for the exported file and click **Execute**. A message is displayed indicating that you are about to export position management tables and confirming that you want to continue.

Click **Yes** to continue. Or, click **No** to return to Export PMIS Tables page.

The tables are exported, and a message is displayed indicating that the export process completed successfully. Click **OK**.



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