



# massdeleteforecastpositions



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## **Human Resources > Utilities > PMIS > Mass Delete Forecast Positions**

This utility allows the user to delete all forecast records at one time.

You must be logged on to a next year pay frequency to access this utility.

Please create an export using Export Pay Tables, Export Human Resources by Payroll, and Export PMIS Tables prior to using this utility.

### **Modify a record:**

In the Select Positions only (P), Supplements only (S) or blank for ALL field, type the desired option.

3. In the Select Position Statuses or blank for ALL field, type the position statuses, separating multiple position statuses with a comma but no space (e.g., A,I). Or, click to search for position statuses. Otherwise, leave blank to use all position statuses.

4. In the Select Position School Years or blank for ALL field, type the position school years, separating multiple position school years with a comma but no space (e.g., 2014,2015). Or, click to search for position school years. Otherwise, leave blank to use all position school years.

5. In the Select First Pay Date Codes or blank for ALL field, type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click to search for pay date codes. Otherwise, leave blank to use all pay date codes.

6. In the Select Extra Duty Codes or blank for ALL field, type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.

7. In the Select Positions or blank for ALL (Includes ALL billets for selected positions) field, type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click to search for position codes. Otherwise, leave blank to use all position codes.

8. In the Select Positions/Billets or blank for ALL field, type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.

9. In the Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions) field, type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.

10. In the Select Supplement Positions/Billets or blank for ALL field, type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.

11. Click Execute to process the selections.

12. The following reports are available:

- Mass Delete Forecast Positions Process Error Listing
- Mass Delete Forecast Positions by Employee Name
- Mass Delete Forecast Positions by Campus
- Mass Delete Forecast Positions by Position/Billet

13. Click Generate Reports . The system displays the first report selected.

Click Continue to view the next report, or click Return to return to the reports selection page.

15. Click Process to process the records

After the export process is completed, the actual update is performed. If the update is successful, a message indicating that the mass delete update was processed successfully is displayed.

16. Click Cancel to return to the Mass Delete Forecast Positions page without processing.



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