



# PMIS Position Inquiry - HRS6400



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**Position Management > Inquiry > PMIS Position Inquiry**

This page is display only and is used to view position numbers and billet numbers by position name or position number. The page includes both primary and supplement position types.

**Run a position inquiry:**

Field	Description
<p><b>Position Description</b></p>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>
<p><b>Position Nbr</b></p>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>

Click **Retrieve** to display the position record information and the distribution account codes. The grid displays the following information for each position:

- **Position Description**
- **Position Number**
- **Billet Number**
- **Position Type**
- **Status**
- **Frequency**
- **Employee Number**
- **Employee Name**
- **Campus**

Click



to display the occupant and position detail information. The bottom section of the page displays the following fields for each position:

- **Employee Nbr**
- **Employee Name**
- **Primary Job**
- **Increase Eligible**
- **Pay Grade**
- **Pay Step**
- **Schedule**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Days Off**
- **Nbr Days Employed**

- **Hourly/Daily Rate**
- **Salary**
- **Remaining Payments**
- If supplemental: **Recalculate**

## Position

- **Status**
- **Frequency**
- **School Year**
- **Category**
- **Supplement Attached**
- **Job Code**
- **1st Pay Date Code**
- **Primary Campus**
- **Dept**
- **Hours Per Day**
- **Percent Day Employed**
- **Percent Year Employed**
- **State Minimum Days**
- **Pay Concept**
- EEOC
- **Workers' Comp**
- **TRS Member Pos**
- **Max Days**
- **Max Payments**
- **Overtime Eligible**
- **Supervisor Position**
- **Billet**
- **Employee Number/Name**
- **Ignore Pct of Day for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)
- **Ignore Pct of Yr for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)

Click **Print** to print the position information. [Review the report.](#)



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