# PMIS Status/Authorization Inquiry - HRS6450

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***Position Management > Inquiry > PMIS Status/Authorization Inquiry***

This page is used to search for positions by position status and/or by either the authorization begin date or the authorization end date.

## Run a position status inquiry:

| Field | Description |
|---|---|
| **Position Status** | Click ⌄ to select a position status (e.g., V - Vacant, P - Proposed, A - Active, H - Position on Hold, I - Inactive). |
| **Authorization Begin Date** | Type the beginning date for the authorization in the MMDDYYYY format. If the Authorization Begin Date is populated, you cannot type an ending date. |
| **End Date** | Type the ending date for the authorization in the MMDDYYYY format. If the End Date is populated, you cannot type an authorization beginning date. |

**Note**: If no specific data is entered in the **Position Status**, **Authorization Begin Date**, or **End Date** field, all records are retrieved when you click **Retrieve**.

❑ Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

- **Campus ID**
- **Status**
- **Number**
- **Billet**
- **Type**
- **Description**
- **Begin date**
- **End date**

❑ Click 🔍 to display the position record, distribution, and date information for the selected row.

**Notes**:

- The **Ignore Pct of Day for Salary Calcs** and **Ignore Pct of Yr for Salary Calcs** fields are only displayed under **Position Record** if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.
- If the position is supplemental, the **Recalculate** field is displayed under **Occupant** and the **Percent of Year Employed** field is displayed under **Position**.

❏ Click **Print** to print the status/authorization information. Review the report.

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