PMIS Status/Authorization Inquiry - HRS6450

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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. The report opens in a new window.

[Review the report.](#)

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 🔴 to save and print the report in PDF format.

Click 🟢 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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