

PMIS Forecast Change - HRS6145

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This page is used to process forecast position changes. You can change an employee from one position number and billet number to another position number and billet number. This maintenance page is for updating forecast records only and cannot be used to create Change in Position (CIP) records and rollback records.

Forecast position changes:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.

❑ Under **Current Forecast Positions**:

❑ Click 🔍 to display the detail information.

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Status**

❑ Under **Occupant Information**:

Recalculate Position	Select if changes are made to an existing position and the position needs to be recalculated. **Note**: The field should be selected if the employee has received payroll payments for the position. This ensures that the correct contract balances are maintained upon approval of the change in position.

Vacate	Select to vacate the position currently displayed. **Notes**: When a position is vacated and the employee accrues for the job, ensure that the number of remaining payments, pay rate, contract balance, and payoff date is respective of how the remainder of the contract should be paid. If the job has several payments, **Vacate** is selected, and the pay date does not equal the payoff date, then the number of days earned should be zero for the job (regardless of the accrual calendar setting) when the payroll is processed so that the pay will be withdrawn from accruals.
Ignore Pct of Day for Salary Calcs	Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%. 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	Select to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. 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.
Primary Job	Select if this is the primary job for the employee. An employee may have only one primary job.
Percent Day Employed	Type the percent of the day that the employee is scheduled to work.
Percent Year Employed	Type the percent of the year that the employee is scheduled to work.
Pay Concept	Displays the salary table.
Pay Grade	Click ⋮ to select the pay grade at which the employee is paid. The field is used to identify the correct salary amount on the salary table.
State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
Begin Date	Type the beginning date in the MMDDYYYY format.
End Date	Type the ending date in the MMDDYYYY format.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.
Max Days	Type the number of contract days which relate to the correct salary on the salary table.
Days Off	Type the number of days that the employee is eligible to take off.
Nbr Days Employed	Displays the number of days employed.
Hours Per Day	Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click **Calculate**. The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file.
Hourly/Daily Rate	Type the hourly rate of pay for pay type 2 employees only, or type the gross amount of pay due the employee on a per-day basis.
Actual Salary	Displays the actual salary associated with the selected position.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.
Primary Campus	Displays the three-digit code for the campus to which the teacher is assigned.

Dept	Displays the one-digit code used by the district to further categorize the employee.
TRS Member Pos	Displays the two-digit code indicating the employee's classification.
Incr Pay Step	Select if the employee is eligible for an incremental pay step.

❑ Under **Distribution Information**, update the applicable fields.

Click **+Add** to a new row.

Activity Code	Click ⌄ to select an activity code.
Account Code	Type the account code used to pay for the activity indicated.
Grant Code	Displays the two-character TRS grant code.
Workers' Comp	Displays the one-digit workers' compensation code.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure.
Employer Contribution	Select to indicate that the amount is being paid by the employer.
Percent	Type the percent of the amount to be paid from the account code.
Amount	Displays the amount calculated based on the percent entered in the **Percent** field.
Dup Acct	Indicates if a duplicate account is entered.

❑ Click **Next**.

❑ Under **New Forecast Positions**:

Click **+Add** to a new row and complete the **Occupant** and **Distribution Information** fields for the new forecast position.

❑ Click 🔍 to display the employee detail information.

- **Position Number**
- **Position Description**
- **Billet**
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❑ Click **Process** to process the change. A message is displayed indicating the changes were successful.


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