

PMIS Forecast Change - HRS6145

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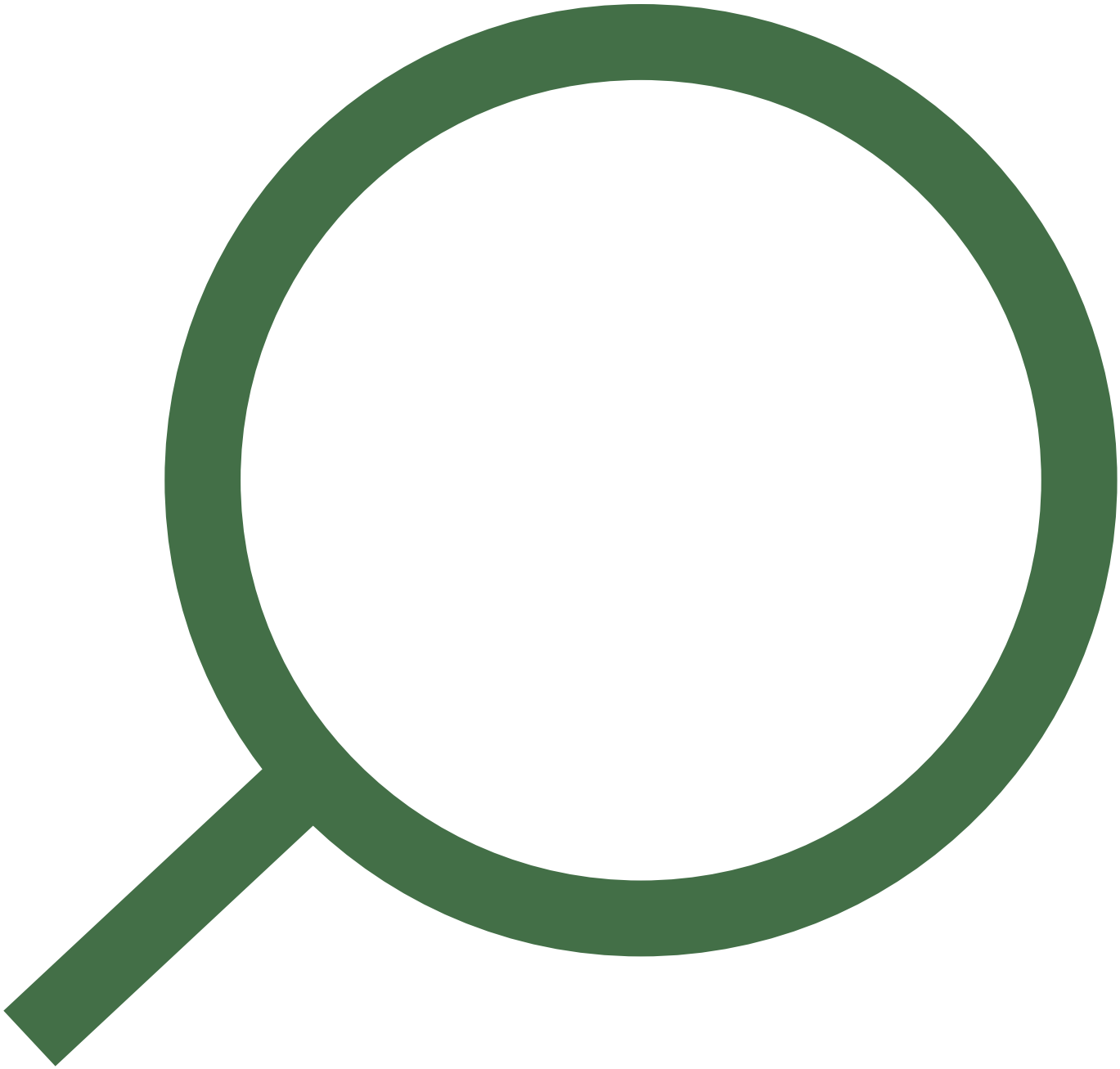
This page is used to process forecast position changes. The utility will allow an employee to be changed from one position number and billet number to another position number and billet number. This maintenance page is for updating forecast records only and cannot be used to create change in position (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 **Directory** to perform a search in the Employees directory.

Under **Current Forecast Positions**:

Click



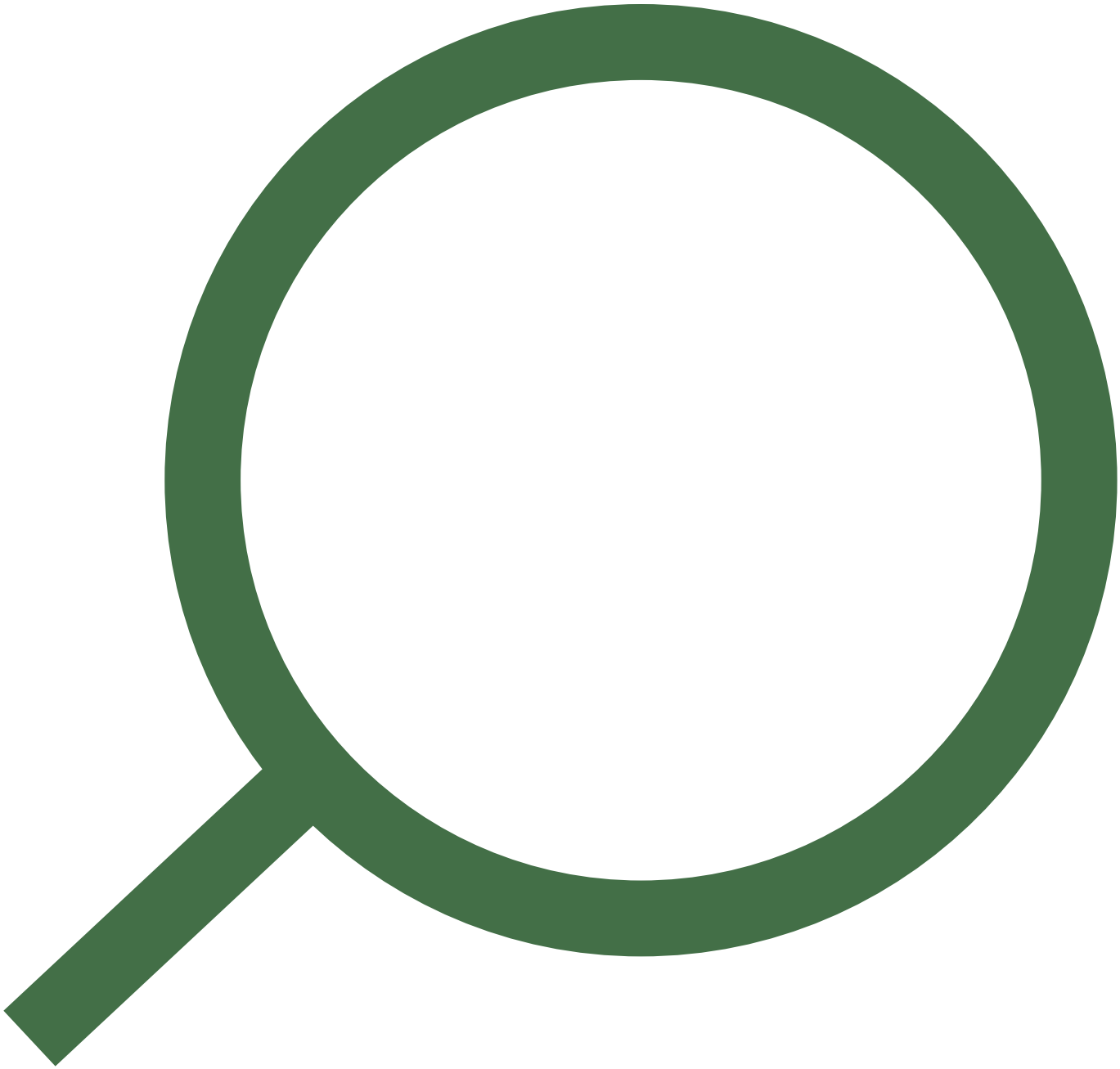
to display the detail information.

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

To view new forecast positions, click **Next**.

Under **New Forecast Positions**:

Click



to display the employee detail information.

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


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