

PMIS Forecast Change - HRS6145

Table of Contents

PMIS Forecast Change - HRS6145 1

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Position Management > Maintenance > PMIS Forecast Change

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 the desired employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in 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**

❑ Click **Next** to view new forecast positions.

❑ 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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Back Cover