



PMIS Forecast Change - HRS6145

Table of Contents


PMIS Forecast Change - HRS6145 1

PMIS Forecast Change - HRS6145


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	<p>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.</p> <p>Type the desired data in the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click Cancel.</p>

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**



Back Cover