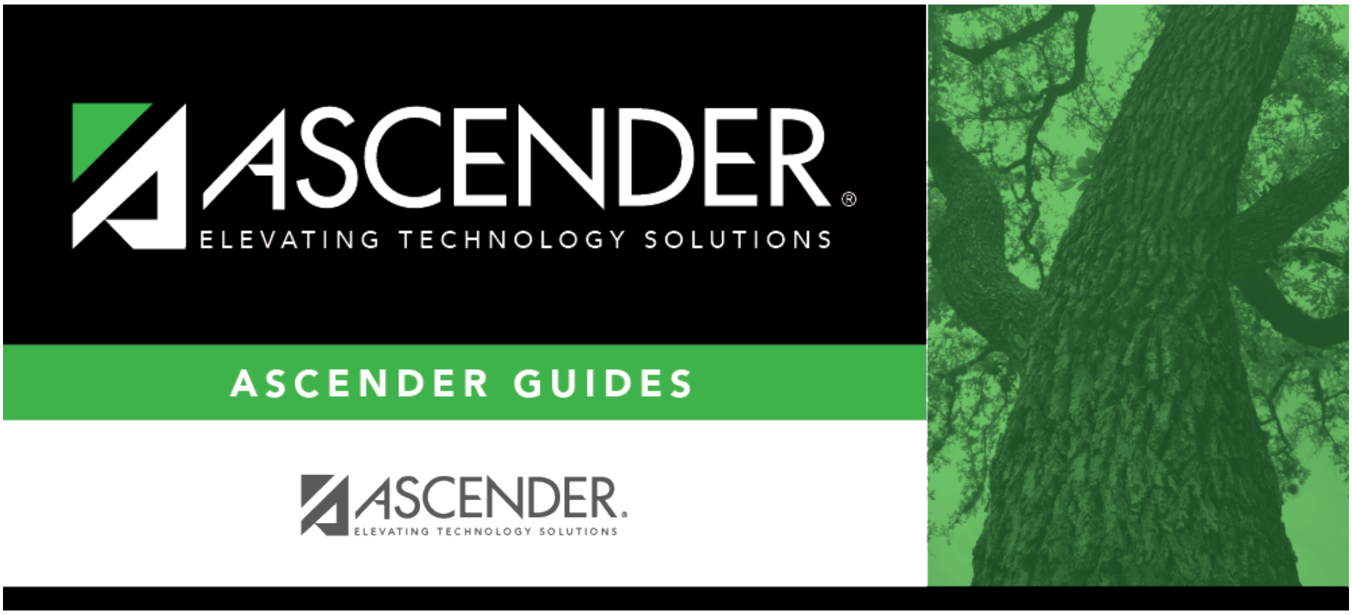

Position Management: Maintenance

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Maintenance

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PMIS Change in Position

Use the Table of Contents to access a page.

Change in Compensation - HRS6140

Position Management > Maintenance > PMIS Change in Position > Change in Compensation

This tab is used to change the position(s) and compensation amount(s) currently assigned to an employee. Existing positions can be added or removed from employees, and existing supplements can be added or removed from existing employees. The page can also be used to fill a position with a new employee or to add an additional position to an existing employee.

When a Change in Compensation (CIC) transaction is approved, the previous job record will be updated with the payoff amounts and information, and a new job record will be inserted with the associated distributions. If the CIC is for a new hire, only the new information is inserted.

CIP Report Notes

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

Create a CIC transaction record:

Field	Description
Pay Frequency	Click to select a pay frequency.
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**.
Effective Dt	Type the effective date of the change in compensation in MMDDYYYY format.
Annualized Pay Dt	Type a pay date to be used for any transmittals that are created as a result of the CIP if you do not want to use the next available pay date.
Action Reason	Select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

❑ Click **Next**.

❑ Under **Current Positions**, update the applicable fields:

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

Position Number	Click ⋮ to select a new position.
Position Description	This field displays the description of the selected position number.
Billet	This field is automatically populated with the associated billet number of the selected position; however, it can be modified. Click ⋮ to select a billet number.
Sch YR	Displays the current school year.
Job Code	Displays the job code associated with the selected position.
Status	Displays the position 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.
Effective Date	Type the effective date of the change in compensation in MMDDYYYY format.
As of First of Year	Select if the changes should take effect as of the first of the school year. This field would not be used for new hires; however, it is helpful for data corrections. For example, if an employee's pay step is incorrect for two months, then use the current date as the effective date but backdate the pay step increase to the beginning of the contract.
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 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.

Pay Step	Click ⋮ select the pay step at which the employee is paid. The field is used to identify the correct salary amount on the salary table.
Schedule	Click ⋮ select the local sub schedule of the employee’s pay grade and step. 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 for the calendar selected in the MMDDYYYY format.
End Date	Type the ending date for the calendar selected 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 that 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	The **Employed** field displays the value from the **# of Days Empld** field from the Accrual Info section.
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.
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.
Exclude Days for TEA	Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

❏ Click **Calculate** to calculate the changes made to the position.

❏ 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 Positions**, update the applicable fields.

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

❏ Click **Next**.

The **Current Supplements** section displays the employee's current supplement information.

❏ Click **Next**.

❏ Under **New Supplements**, update the applicable fields.

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

Note: Annualized transmittals are created if the Max Payments is greater than Remaining Payments, and As of First Year and During CIC Calculation, Pay One-Time Supplement are selected on the Options > Position Management page in the District Administration application. The total amount of the transmittal(s) is calculated as follows: (maximum payments - remaining payments) x (maximum amount / maximum payments).

Position Number	Click ⋮ to select a new position.
Position Description	Displays the description of the selected position number.
Billet	This field is automatically populated with the associated billet number of the selected position; however, it can be modified. Click ⋮ to select a billet number.
Sch YR	Displays the current school year.
Job Code	Displays the job code associated with the selected position.
Status	Displays the position status.

❏ Under **Occupant Information**:

Effective Date	Type the effective date of the change in compensation in MMDDYYYY format.
As of First of Year	Select if the changes should take effect as of the first of the school year.
Extra Duty Code	Displays the two-character extra duty code.
Type	Displays the account type associated with the extra duty code on the Tables > Salaries > Extra Duty tab.
Primary Campus	Displays the three-digit code for the campus to which the employee is assigned.
Dept	Displays the one-digit code used by the district to further categorize the employee.
Attached To Position	Click to attach another position.
Billet	Click to select a billet number.
Emp Nbr/Name	Displays employee number and name.
Pay Amount Based on Employee Pay	Select to calculate the supplement pay based on the employee pay.
Max Amount	Displays the maximum supplement amount for the selected position.
Supplement Pay Amount	Type the amount of the supplement pay.
One Time Supplement	Select to generate a one-time supplement check based on the remaining payments.
Pay Date	Click to select a pay date.
Max Payments	Type the number of maximum payments for the selected calendar code.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.
Max Days	Type the number of contract days which relate to the correct salary on the salary table.
Nbr Extra Days	Type the number of extra days to be included in the calculation.

❏ Click **Calculate** to calculate the changes made to the position.

❏ Click **Execute** to process the compensation changes.

Other functions and features:

Back	Click to go back a page.
Cancel	Click to cancel the process and return to the main page.

Non-Comp Funding Changes - HRS6140

Position Management* > *Maintenance* > *PMIS Change in Position* > *Non-Comp Funding Changes

This tab is used to change the account codes designated to an employee without changing the position and compensation amounts.

When a non-compensation funding change transaction is approved, the previous account codes will be removed for the job code, and the new accounts will be inserted.

CIP Report Notes

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

Create a non-compensation funding change transaction record:

Field	Description
Pay Frequency	Click ⌄ to select a pay frequency.
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 Positions**, the following information is displayed for the employee's current position(s):

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

❑ Complete the following information for the change:

Effective Dt	Type the effective date of the change in compensation in the MM-DD-YYYY format.
Action Reason	Click to select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

❑ Click to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

❑ Under **Occupant Information**, type the **Effective Date** of the change.

The following fields are display-only and cannot be changed:

- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calcs**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Pay Concept**
- **Pay Grade**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly/Daily Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept**
- **Calendar Code**
- **TRS Member Pos**
- **Incr Pay Step**
- **Exclude Days for TEA**

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

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

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**

- **Percent**
- **Amount**
- **Dup Acct**

❏ Click **Next**. Review the changes.

❏ Click **Execute** to execute the changes.

Other functions and features:

Back	Click to go back a page.
Cancel	Click to cancel the process and return to the main page.

Non-Comp Position Changes - HRS6140

Position Management > Maintenance > PMIS Change in Position > Non-Comp Position Changes

This tab is used to change the position and/or the account codes designated to an employee without changing the compensation amounts.

When a non-compensation position change transaction is approved, the job code for each position must be the same. If the job accrues, the user will be expected to perform the accrual variance process to adjust any accrual amounts.

CIP Report Notes

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

Create a non-compensation position change transaction record:

Field	Description
Pay Frequency	Click ⌄ to select a pay frequency.
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 Positions**, the following information is displayed for the employee's current position(s):

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

❏ Complete the following information for the change:

Effective Dt	Type the effective date of the change in compensation in the MM-DD-YYYY format.
Action Reason	Click ⌄ to select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

❏ Click 🔍 to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

❏ Under **Occupant Information**, type the **Effective Date** of the change and update the following fields as needed:

- **Change to Pos Nbr**
- **Billet Nbr**

The following fields are display-only and cannot be changed:

- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calc**s
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Pay Concept**
- **Pay Grade**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly/Daily Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept**
- **Calendar Code**
- **TRS Member Pos**
- **Incr Pay Step**
- **Exclude Days for TEA**

❏ Under **Distribution Information**, update the applicable fields as needed:

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

- **Activity Code**
- **Account Code**

- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**
- **Percent**
- **Amount**
- **Dup Acct**

❑ Click **Next**. Review the changes.

❑ Click **Execute** to execute the changes.

Other functions and features:

Back	Click to go back a page.
Cancel	Click to cancel the process and return to the main page.

Separation - HRS6140

Position Management > Maintenance > PMIS Change in Position > Separation

This tab is used to remove an employee from all positions and calculate the employee's last paycheck. There are two types of separations:

- Separation due to termination (for contract, noncontract, or salaried employees). Contracted positions are determined by the pay rate code in the appropriate salary table (e.g., daily/hourly, midpoint, or annual).
- Separation due to contract payoff.

When a separation transaction is approved, the job codes are updated for the payoff amounts and information.

CIP Report Notes

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

Create a separation transaction record:

Field	Description
Pay Frequency	Click ⌄ to select a pay frequency.
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 Positions**, the following information is displayed for the employee's current position(s):

- **Position Number**
- **Position Description**

- **Billet**
- **Sch YR**
- **Job Code**
- **Status**

❏ Complete the following information for the change:

Effective Dt	Type the effective date of the change in compensation in the MM-DD-YYYY format.
Payoff Dt	Type the payoff date in the MM-DD-YYYY format.
Termination Dt	Type the payoff date in the MM-DD-YYYY format.
Early Contract Payoff	Type the early contract payoff date in the MM-DD-YYYY format.
Action Reason	Click ⌄ to select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

❏ Click to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

❏ Under **Occupant Information**, update the applicable fields:

- **Recalculate Position**
- **Vacate**
- **Effective Date**
- **Worked 1 Day**
- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calcs**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Calculate**
- **Pay Concept**
- **Midpoint**
- **Pay Grade**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly/Daily Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept**
- **Calendar Code**
- **TRS Member Pos**

- **Incr Pay Step**
- **Exclude Days for TEA**

❏ Under **Distribution Information**, update the applicable fields:

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

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**
- **Percent**
- **Amount**
- **Dup Acct**

❏ Click **Next**. Review the changes.

❏ Click **Execute** to execute the changes.

Other functions and features:

Back	Click to go back a page.
Cancel	Click to cancel the process and return to the main page.

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	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**
- **Sch YR**
- **Job Code**
- **Status**

❏ Click **Process** to process the change. A message is displayed indicating the changes were successful.

PMIS Payroll Rejections - HRS6160

Position Management > Maintenance > PMIS Payroll Rejections

This page is used to review Change in Position records. After payroll has received records from the PMIS Change in Position (CIP) processing, the payroll user has the option to either accept the CIP records and apply the changes to the current payroll or reject the CIP records. If the CIP records were rejected, the records will be available on this tab page to allow the PMIS user to determine the reason for the rejection and the impact of the rejection on the position records.

The Position Management user has two options when dealing with rejected records, either mark them as reviewed and do nothing to the existing position records, or rollback the CIP records and undo all of the changes made by the CIP.

Run a payroll rejection inquiry:

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**.

The payroll rejections information is displayed. The following information is displayed for each employee in the grid:

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Begin Date**
- **End Date**
- **Status**

❏ Click 🔍 to display the payroll rejections detail information for the selected position. The bottom section of the page displays the following fields for each position:

❏ Under **Occupant**:

- **Vacate**
- **Effective Date**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**

- **Percent Year Employed**
- **Pay Concept**
- **Pay Grade**
- **Pay Step**
- **Schedule**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept.**
- **Calendar Code**
- **TRS Member Pos**

❑ Under **Distributions**:

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**
- **One Time Suppl**
- **Percent**
- **Amount**

Date Reviewed	Type the date the transaction was reviewed by a payroll user in MMDDYYYY format, then click **Mark Reviewed**. No changes will be made to the existing position records.

❑ Click **Rollback** to undo all of the changes made by the CIP.

❑ Click **Skip** to continue to the next payroll rejection record without approving or rejecting it. The **Skip** button is only available if there is more than one record to approve.

PMIS Position Admin

Use the Table of Contents to access a page.

Budget - HRS6100

Position Management > Maintenance > PMIS Position Admin > Budget

This tab is used to create, modify, or delete budget data related to a position record. It allows you to set a base salary for which to budget when a position is vacant and sets default information for new hires.

- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values are populated to the new employee's payroll records (e.g., job information and pay information).
- If the position is for an existing employee, the budget values are not used.

In addition, this tab is used to indicate unemployment eligibility, FICA/Medicare status, and TRS status data for new employees.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click . The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click . The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click to display the position detail information for the selected position.

❑ Under **Vacancy/Budget Information**:

Pay Grade	Type the three-character code for the pay grade, or click ⋮ to select a pay grade from the list.
Pay Step	Type the two-character code for the salary level within the indicated pay grade, or click ⋮ to select a pay step from the list.
Schedule	This field is used for positions tied to an annual table. Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and the maximum number of days employed, or click ⋮ to select a schedule from the list.
FTE	Type the full-time equivalent amount used to calculate salaries in payroll.
Midpoint Base	Click ⌄ to select the midpoint base. *D - Midpoint* *N - Minimum* *X - Maximum*
Plus Percent of Midpoint	
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ⌄ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ⌄ to select the TRS eligibility status for the position.

❑ Click **Save**.

Date - HRS6100

Position Management > Maintenance > PMIS Position Admin > Date

This tab is used to create, modify, or delete dates related to a position record.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click . The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click . The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click to display the position detail information for the selected position.

Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.

Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click ⌄ to select the reason the position was inactivated.

❑ Click **Save**.

Distribution - HRS6100

Position Management > Maintenance > PMIS Position Admin > Distribution

This tab provides a list of the accounts used to fund the positions. This tab only allows you to enter percentages. Any Position Management change prompts a salary calculation which is then distributed using the percentages. The distribution functions like the next year salary calculations.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click to display the position detail information for the selected position. The following fields are display only:

- **Job Code**
- **Budgeted Salary**
- **Actual Salary**
- **Actual Daily/Hourly Rate**

❏ Click **+Add** to add a row.

Activity Code	Click to select an activity code.

Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	Displays the distribution amount.

❏ Click **Save**.

Position Record - HRS6100

Position Management > Maintenance > PMIS Position Admin > Position Record

This tab is used to establish and maintain a position record for each position at the LEA. If using Position Management, a position record is established for each position by assigning a position number and billet number to the job. Each position should have a default record with a 0000 billet number. A default record allows you to easily create a new position record using the default record data.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet and position information is displayed.

❏ Click **+Add** to add additional billet numbers to the existing position.

❏ Click **Add Position** to add a new position record with a billet number of 00000. After the position record is saved, click **+Add** to begin adding additional billet numbers to the position.

❏ Click 🔍 to display the position detail information for the selected billet.

❏ Under **Occupant**, the occupant (employee) data is displayed. The begin and end dates are validated against the appropriate calendar (current or next and calendar code) to calculate the actual number of days. Complete or update the following fields:

Employee Nbr	Type the employee number of the employee in the position, or click ⋮ to select from a list.
Employee Name	Populated based on the selected **Employee Nbr** and is display only.
Primary Job	Select if this is the employee's primary job. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.
Pay Grade	Type the code for the pay grade, or click ⋮ to select from a list. The field can be a maximum of three characters and is a required field.
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 for the selected calendar in the MMDDYYYY format. This is a required field.
End Date	Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click ⋮ to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. This number is deducted from the actual days.
Nbr Days Employed	Displays the number of days that the employee is employed by the LEA per year.
Hourly/Daily Rate	Type the hourly or daily rate for the position.
Salary	Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.
Remaining Payments	Type the number of remaining payments to be made to the employee during the current contract period. This is a required field.
Exclude Days for TEA	Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

❑ Under **Position**, the position data remains the same regardless of the occupant. Typically, position data changes only occur annually. Complete or update the following fields:

Status	Click ⌄ to select a position status. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click ⌄ to select a payroll frequency. This is a required field.

School Year	Type the school year in the YYYY format. This is a required field. If the year is the same as the **Current Year** on the District Administration > Options > Position Management page, the current year salary, first pay date codes, and job code are used for validation.
Category	Type the code used to categorize positions, or click ⌄ to select a code from the Category Code list. The field can be a maximum of five characters.
Supplement Attached	Select if there is a supplement position record tied to this position.
Job Code	Type a job code to identify the job, or click ⋮ to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click ⋮ to select the code designating the first pay date for the position. This is a required field.
Calendar Code	Type a calendar code, or click ⋮ to select the calendar code for the position. This is a required field.
Primary Campus	Type the primary campus code, or click ⋮ to select a primary campus. This is a required field.
Dept	Type the code used to categorize the department associated with the position. The field can be a single digit.
Hours Per Day	Type the number of hours per day an employee works. This data is used for the positions with salaries based on an hourly rate.
Percent Day Employed	Type the number that represents the total percent of the day that the position works. For example, if the position works only 50% of the day, enter 50.
Percent Year Employed	Type the number that represents the total percent of the year that the position works. For example, if a position works every other day (50%) or 4 days out of the week (80%). This field is used to reduce the actual days worked which, in turn, reduces the calculated salary.
State Minimum Days	Click ⌄ to select the minimum number of state days required for the position.
Pay Concept	Displays the method used to calculate the employee's pay.
EEOC	Displays any notation related to the Equal Employment Opportunity Commission.
Workers' Comp	Displays the type of workers' compensation insurance used for the account.
TRS Member Pos	Click ⌄ to select the employee's TRS classification. This is a required field.
Max Days	Type the maximum number of days that the position is eligible to work. This number is used when calculating the annual pay based on a daily rate, and when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of payments allowed. This is a required field.
Overtime Eligible	Select if the position is eligible to receive overtime pay.

Supervisor Position	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window is displayed with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click **Cancel**.
Billet	Type the billet number of the supervisor, or click ⋮ to select a billet for the position. The field can be a maximum of five numeric characters.
Employee Number/Name	Displays the employee number and name.
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.

❏ Click **Save**.

PMIS Position History - HRS6115

Position Management > Maintenance > PMIS Position History

This page is used to view historical position changes. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Each change in position (CIP), position maintenance, and forecast moves are displayed on this page. This information is helpful if CIP calculation results are not as expected. You can review all position history or specific billet history.

This data serves as a historical record and should not be modified.

Retrieve a historical position record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

Billet Number	Type the billet number used to identify the various positions within the position number. The field can be a maximum of five digits. Leading zeros are not required.

❏ Click **Retrieve** to display the position history information. The grid displays the following information for the selected position:

- **Billet**

- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**
- **Begin/End**
- **Freq**
- **Emp Nbr**
- **Name**

❏ Click to open the position details pop-up window.

❏ Click the Position Record, Distribution, and Date tabs to view the historical data for the selected record.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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~~HIDEPAGE~~

PMIS Position Modify

Use the Table of Contents to access a page.

Budget- HRS6110

Position Management > Maintenance > PMIS Position Modify > Budget

This tab is used to create, modify, or delete budget data related to a position record.

- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values are populated to the new employee's payroll records (e.g., job information, pay information).
- If the position is for an existing employee, the budget values are not used.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click 🔍 to display the position detail information for the selected position.

❏ Under **Vacancy/Budget Information**:

Pay Grade	Type the three-character code for the pay grade, or click ⋮ to select a pay grade from the list.

Pay Step	Type the two-character code for the salary level within the indicated pay grade, or click ⋮ to select a pay step from the list.
Schedule	This field is used for positions tied to an annual table. Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and the maximum number of days employed, or click ⋮ to select a schedule from the list.
FTE	Type the full-time equivalent amount used to calculate salaries in payroll.
Midpoint Base	Click ⌄ to select the midpoint base. *D - Midpoint* *N - Minimum* *X - Maximum*
Plus Percent of Midpoint	
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ⌄ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ⌄ to select the TRS eligibility status for the position.

❑ Click **Save**.

Date - HRS6110

Position Management > Maintenance > PMIS Position Modify > Date

This tab is used to create, modify, or delete dates relating to a position record.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click ⚲ to display the position detail information for the selected position.

❏ Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.

Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click ⌄ to select the reason the position was inactivated.

❏ Click **Save**.

Distribution - HRS6110

Position Management **>** ***Maintenance*** **>** ***PMIS Position Modify*** **>** ***Distribution***

This tab provides a list of the accounts used to fund the positions.

Add or modify a record:

Field	**Description**
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click 🔍 to display the position detail information for the selected position. The following fields are display only:

Job Code
Budgeted Salary
Actual Salary
Actual Daily/Hourly Rate

❏ Click **+Add** to add a row.

Activity Code	Click ⌄ to select an activity code.

Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	Displays the distribution amount.

❏ Click **Save**.

Position Record - HRS6110

Position Management > Maintenance > PMIS Position Modify > Position Record

This tab is used to maintain the position record for each position in the school district.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

The following fields are display only:

- **Billet**
- **Sch YR**
- **Description**
- **Status**
- **Freq**
- **Emp Nbr**
- **First Name**
- **Middle Name**
- **Last Name**
- **Gen**

❑ Click to display the position detail information for the selected position.

❑ Under **Occupant**:

Employee Nbr	Type the employee number of the employee in the position, or click to select from a list.
Employee Name	Populated based on the selected **Employee Nbr** and is display only.
Primary Job	Select if this is the employee's primary job. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.
New Employee	Select to indicate a new employee record. This field is only displayed on forecast position records. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records. **Notes**: This field is not displayed on supplemental position records. If the position is changed to any status other than **Active**, the field is disabled.
Pay Grade	Type the code for the pay grade, or click to select from a list. The field can be a maximum of three characters and is a required field.
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 for the selected calendar in the MMDDYYYY format. This is a required field.
End Date	Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. This number is deducted from the actual days.
Nbr Days Employed	Type the number of days that the employee is employed by the LEA per year.
Hourly/Daily Rate	Type the hourly or daily rate for the position.
Salary	Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.
Remaining Payments	Type the number of remaining payments to be made to the employee during the current contract period. This is a required field.
Exclude Days for TEA	Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

❑ Under **Position**:

Accept Changes	Select to indicate that any changes made in the current year will be reflected in the next year. Any changes made in forecast do not reflect in the current year regardless of the field selection.

Status	Click to select a position status. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field. If the year is the same as the **Current Year** on the District Administration > Options > Position Management page, the current year salary, first pay date codes, and job code are used for validation.
Category	Type the code used to categorize positions, or click to select a code from the Category Code list. The field can be a maximum of five characters.
Supplement Attached	Select if there is a supplement position record tied to this position.
Job Code	Type a job code to identify the job, or click to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click to select the code designating the first pay date for the position. This is a required field.
Calendar Code	Type a calendar code, or click to select the calendar code for the position. This is a required field.
Primary Campus	Type the primary campus code, or click to select a primary campus. This is a required field.
Dept	Type the code used to categorize the department associated with the position. The field can be a single digit.
Hours Per Day	Type the number of hours per day an employee works. This data is used for the positions with salaries based on an hourly rate.
Percent Day Employed	Type the number that represents the total percent of the day that the position works. For example, if the position works only 50% of the day, enter 50.
Percent Year Employed	Type the number that represents the total percent of the year that the position works. For example, if a position works every other day (50%) or 4 days out of the week (80%). This field used to reduce the actual days worked which, in turn, reduces the calculated salary.
State Minimum Days	Click to select the minimum number of state days required for the position.
Pay Concept	Displays the method used to calculate the employee's pay.

EEOC	Displays any notation related to the Equal Employment Opportunity Commission.
Workers' Comp	Displays the type of workers' compensation insurance used for the account.
TRS Member Pos	Click ⌄ to select the employee's TRS classification. This is a required field.
Max Days	Type the maximum number of days that the position is eligible to work. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of payments allowed. This is a required field.
Overtime Eligible	Select if the position is eligible to receive overtime pay.
Supervisor Position	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click **Cancel**.
Billet	Type the billet number of the supervisor, or click ⋮ to select a billet for the position. The field can be a maximum of five characters.
Employee Number/Name	Displays the employee number and name.
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.

❑ Click **Calculate Salary** to complete the salary calculation.

❑ Click **Save**.

PMIS Supplement Admin

Use the Table of Contents to access a page.

Budget - HRS6120

Position Management > Maintenance > PMIS Supplement Admin > Budget

This tab is used to create, modify, or delete budget data related to a supplement position record.

- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values will be populated to the new employee's payroll records (e.g., job information, pay information).
- If the position is for an existing employee, the budget values are not used.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click 🔍 to display the position detail information for the selected position.

❏ Under **Vacancy/Budget Information**:

Budget Pay Amount	Type the salary for the position.

Equivalent Units	Type the full-time equivalent number used to calculate the number of units. This field is used when a supplement amount is allocated to more than one employee. For example, if two employees with the same position number but different billet numbers share the supplement, type .50 in the field.
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ⌄ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ⌄ to select the TRS eligibility status for the position.

❏ Click **Save**.

Date - HRS6120

Position Management > Maintenance > PMIS Supplement Admin > Date

This tab is used to create, modify, or delete dates relating to a supplement position record.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❑ Click **Retrieve**. The associated billet information is displayed.

❑ Click to display the position detail information for the selected position.

❑ Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.

Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click ⌄ to select the reason the position was inactivated.

❑ Click **Save**.

Distribution - HRS6120

Position Management **>** ***Maintenance*** **>** ***PMIS Supplement Admin*** **>** ***Distribution***

This tab provides a list of the accounts used to fund the supplement positions.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click 🔍 to display the position detail information for the selected position.

The following fields are display only:

- **Extra Duty Code**
- **Account Type**
- **Budgeted Salary**
- **Actual Salary**

❏ Click **+Add** to add a row.

Activity Code	Click ⌄ to select an activity code.

Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	This field is display only.
Workers' Comp	This field is display only.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Percent	Type the distribution percentage.
Amount	This field is display only.

❏ Click **Save**.

Position Record - HRS6120

Position Management > Maintenance > PMIS Supplement Admin > Position Record

This tab is used to maintain the supplement position record for each supplement position in the LEA.

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ If you click **+Add**, billet information is populated when data is entered under **Occupant**. For existing supplement positions, the billet information is display only.

❏ Click 🔍 to display the position detail information for the selected position.

❏ Under **Occupant**:

Employee Nbr	Type the employee number, or click ⋮ to select one from the list.
Employee Name	Populated based on the selected **Employee Nbr**.
Recalculate	Select to recalculate the supplemental pay amount during the forecast processing.
Amount	Type the supplement amount.

Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
Nbr Extra Days	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click ⋮ to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

❑ Under **Position**:

Status	Click ⌄ to select the status of the supplement position. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click ⌄ to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type the extra duty code, or click ⋮ to select a code from the Extra Duty Code list.
Type	This field is display only.
Category	Type the code used to categorize positions, or click ⋮ to select a code from the Category Code list. The field can be a maximum of five characters.
Pay Amount Based on Employee	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
Primary Campus	Type the campus to which the position is assigned, or click ⋮ to select a campus from the Campuses list.
Dept	Type the department code associated with the selected campus.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of days the position is funded. This is a required field.
Max Amount	Type the maximum amount of the supplement position.
Percent of Year	Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends. If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.

One Time Supplement	Select if the supplement pay is to be paid in one payment. If selected, the **Pay Date** field is required. **Note**: For type G accounts, if **One Time Supplement** is not selected, the supplement is added to the base salary for the job associated to the **Attached to Position** field (or the primary job if the **Attached to Position** field is blank) and is paid with each contract payment.
Pay Date	Select the date the one-time supplement is to be paid, or click to select a pay date from the Pay Dates list.

❑ Click **Save**.

PMIS Supplement History - HRS6135

Position Management > Maintenance > PMIS Supplement History

This page is used to view historical records of data changed on the Maintenance > Supplement Admin or Maintenance > Supplement Modify pages. Since each change made to a supplement position management record creates a new historical record, many records may exist for an employee. Since this data serves as a historical record, the data should not be altered.

Retrieve a historical supplement position record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

Billet Number	Type the billet number used to identify the various positions within the position number. The field can be a maximum of five digits. Leading zeros are not required.

❏ Click **Retrieve** to display the position history information. The grid displays the following information for the selected employee:

- **Billet**
- **Sch YR**
- **Update Date**
- **Description**

- **Orig Type**
- **Begin/End**
- **Freq**
- **Emp Nbr**
- **Name**

❏ Click to edit position history. A dialog box with three tabs (Position Record, Distribution, and Date) is displayed.

❏ Under **Occupant**, the following fields can be modified unless the billet number is 00000.

Emp Nbr	Type the employee number, or click to select an employee from the Employees list.
Emp Name	Type the employee name.
Amount	Type the supplement amount.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
Nbr Extra Day	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

❏ Under **Position**:

Freq	Click to select a payroll frequency. This is a required field.
School Yr	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type an extra duty code, or click to select a code from the Extra Duty Codes lookup.
Primary Campus	Type the code of the primary campus, or click to select a primary campus. This is a required field.
Dept	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
Pct Year Employed	Type the number which indicates the total percentage of the employee’s responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
One Time Suppl	Select if the supplement pay is to be awarded in one payment. If selected, the **Pay Date** field is required. **Note**: For type G accounts, if **One Time Supplement** is not selected, the supplement will be added to the base salary for the job associated to the **Attached to Position** field (or the primary job if the **Attached to Position** field is blank) and will be paid with each contract payment.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.

Orig Type	Click to select the original transaction type. *Move Forecast to CYR* *Maintenance* *Change In Compensation* *Separation* *Non-Comp Position Changes* *Non-Comp Funding Changes*
Begin/End	Click to indicate the beginning and ending position history records.

On the **Distribution** tab, the distribution information is not required for a new historical transaction.

❏ Click **+Add** to add a row.

Activity Code	Click to select an activity code.
Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	Displays the distribution amount.

On the Date tab:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Vacated	Indicates the date the position was vacated.
Vacated Reason	Indicates why the position was vacated. Click to change the reason.

❏ Click **Save**.

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~~HIDEPAGE~~

PMIS Supplement Modify

Use the Table of Contents to access a page.

Budget- HRS6130

Position Management > Maintenance > PMIS Supplement Modify > Budget

This tab is used to modify budget data related to a supplement position record.

- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values are populated to the new employee's payroll records (e.g., job information, pay information).
- If the position is for an existing employee, the budget values are not used.

Modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click to display the position detail information for the selected position.

❏ Under **Vacancy/Budget Information**:

Budget Pay Amount	Type the salary for the position.

Equivalent Units	Type the full-time equivalent number used to calculate the number of units. This field is used when a supplement amount is allocated to more than one employee. For example, if two employees with the same position number but different billet numbers share the supplement, type .50 in the field.
Unemployment Eligible	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
FICA/Medicare Eligible	Click ⌄ to select the FICA/Medicare eligibility for the position.
TRS Status	Click ⌄ to select the TRS eligibility status for the position.

❏ Click **Save**.

Date - HRS6130

Position Management > Maintenance > PMIS Supplement Modify > Date

This tab is used to create, modify, or delete dates relating to a supplement position record.

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click to display the position detail information for the selected position.

❏ Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.
Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.

Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click ⌄ to select the reason the position was inactivated.

❏ Click **Save**.

Distribution - HRS6130

Position Management > Maintenance > PMIS Supplement Modify > Distribution

This tab provides a list of the accounts used to fund the supplement positions.

Modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

Click 🔍 to display the position detail information for the selected position. The following fields are display only:

Extra Duty Code
Account Type
Budgeted Salary
Actual Salary

❏ Click **+Add** to add a row.

Activity Code	Click ⌄ to select an activity code.

Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Percent	Type the distribution percentage.
Amount	This field is display only.

❏ Click **Save**.

Position Record - HRS6130

Position Management > Maintenance > PMIS Supplement Modify > Position Record

This tab is used to maintain the supplement position record for each supplement position in the LEA.

Modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❏ Click **Retrieve**. The associated billet information is displayed.

❏ Click 🔍 to display the position detail information for the selected position.

❏ Under **Occupant**:

Employee Nbr	Type the employee number, or click ⋮ to select one from the list.
Employee Name	Populated based on the selected **Employee Nbr**.
Recalculate	Select to recalculate the supplemental pay amount during the forecast processing.
Amount	Type the supplement amount.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.

Nbr Extra Days	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click ⋮ to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

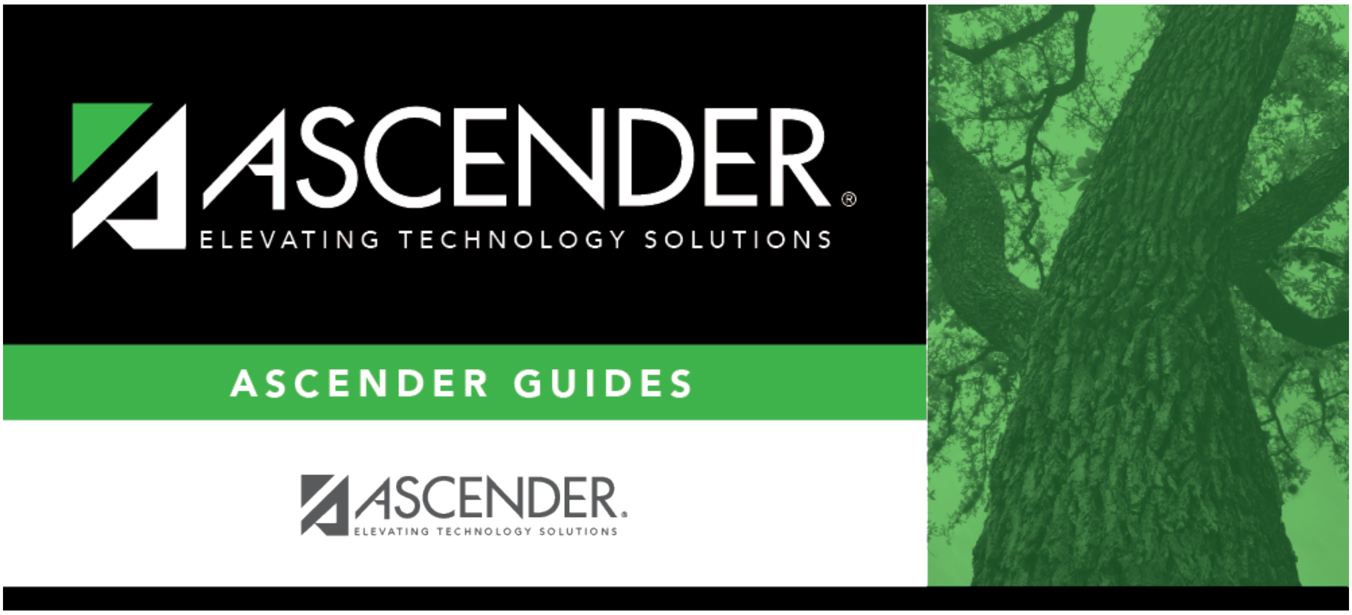
❏ Click **Calculate Salary** to complete the salary calculation.

❏ Under **Position**:

Accept Changes	Select to indicate that any changes made in the current year will be reflected in the next year. Any changes made in forecast do not reflect in the current year regardless of the field selection.
Status	Click ⌄ to select the status of the supplement position. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click ⌄ to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type the extra duty code, or click ⋮ to select a code from the Extra Duty Code list.
Type	This field is display only.
Category	Type the code used to categorize positions, or click ⋮ to select a code from the Category Code list. The field can be a maximum of five characters.
Pay Amount Based on Employee	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
Primary Campus	Type the campus to which the position is assigned, or click ⋮ to select a campus from the Campuses list.
Dept	Type the department code associated with the selected campus.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of days the position is funded. This is a required field.
Max Amount	Type the maximum amount of the supplement position.

Percent of Year	Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends. If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.
One Time Supplement	Select if the supplement pay is to be awarded in one payment. If selected, the **Pay Date** field is required. **Note**: For type G accounts, if **One Time Supplement** is not selected, the supplement will be added to the base salary for the job associated to the **Attached to Position** field (or the primary job if the **Attached to Position** field is blank) and will be paid with each contract payment.
Pay Date	Select the date the one-time supplement is to be paid, or click ⋮ to select a pay date from the Pay Dates list.

❏ Click **Save**.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