

Create Forecast Positions - HRS6285

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Position Management > Utilities > Create Forecast Positions

This utility allows the user to create new forecast position records based on existing position records.

If updating tables, create an export using Export PMIS Tables prior to using this utility.

Create forecast positions:

❑ Use the following options to create forecast positions:

Note: By default, all fields on this page are selected. You can clear a selected field by unselecting the individual check box.

- **Include Proposed Positions**
- **More Forecast Conversion Actual Payments to Position Max Payments (Also includes remaining payments if Position occupied)**
- **Move Forecast Conversion Actual Payments to Supplement Max Payments**
- **Reset Supplement Amounts based on Extra Duty code Table Default Amount**
- **Move Forecast Conversion Max Days to Supplement Max Days**
- **Move Supplement Max Days to Supplement Extra Days (occupied only)**
- **Move Supplement Max Payments to Supplement Remaining Payments**

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

Notes:

- All positions and supplement positions are processed through the forecast conversion tables in order to create the new forecast position records with the associated distributions.
- If the **Recalculate** field is selected for a supplement position, and the position is not based on a regular position, the table amount for the extra duty is applied to the position record. If the **Recalculate** field is not selected, the salary amount in the supplement position is not changed.
- The school year value for the new position records is based on the value displayed in the **Next Year** field on the District Administration > Options > PMIS District Options page.
- If the salary concept is different in the current and next year job tables, positions with that job are not processed.
- A warning message is displayed if a first pay date/calendar code, or an extra duty code does not exist for a position in the forecast conversion tables; however, the forecast position record will still be created for the position.
- A warning message is displayed if an employee has two or more regular positions that

exceed 100% of the day and the LEA does not have the **Ignore % of Day** field selected on those positions. This warning does not apply to supplement positions.

❑ Under Processing Reports, the following reports are available:

- Error Listing
- Create Forecast Positions Report

❑ Select a report:

- Select the check box next to the individual report name.
- Click **Select All** to select all reports.
- Click **Unselect All** to clear all selections so that no reports are selected.

❑ Click **Generate Reports**. The system displays the first report selected. Review the report.

❑ Click **Continue** to view the next report. Or, click **Return** to return to the reports selection page.

❑ Click **Process** to proceed. You are prompted to create a backup.

❑ Click **Cancel** to return to the Create Forecast Positions page without creating any forecast positions.


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