

Export PMIS Tables - HRS7100

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Position Management > Utilities > Export PMIS Tables

This utility is used to export a copy of the position management tables for the logged-on payroll frequency (current or next year) to a user-defined archive file.

This utility exports current year and forecast records.

When using Position Management, the current year and forecast records are dependent on each other. When the Position Management export is complete, all records (regardless of pay frequency and current/next year flag) are included.

Export position management tables:

Field	Description
Export File Name	This field is preset and display only. The export file name has the format dbcccddd_PMIS_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type a password for the exported file.

❑ Click **Execute**. A message is displayed indicating that you are about to export position management tables and confirming that you want to continue.

- Click **Yes** to continue. Or, click **No** to return to Export PMIS Tables page.
- The tables are exported and a message is displayed indicating that the export process was successfully completed. Click **OK**.


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