

Import PMIS Tables - HRS7100

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Position Management > Utilities > Import PMIS Tables

This utility is used to import position management tables that were previously exported. When importing position management tables, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency. To import tables for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

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

Import position management tables:

❑ Click **Choose File**. Locate and select the folder on your computer or network and click **Open**. The file name is displayed.

❑ Click **Cancel** to close the dialog box without selecting a file.

Enter the Password used for the Archive	Type a required password for the exported file.

❑ Click **Execute** to start the import function.

- A message is displayed indicating that you are about to import position management tables and confirming that you want to continue.
- Click **Yes** to continue the import. Or, click **No** to cancel the import.

A message is displayed indicating that the import process completed successfully. Click **OK**.


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