


# Mass Delete Forecast Positions - HRS6285

# Table of Contents

**Mass Delete Forecast Positions - HRS6285** ..... 1

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***Position Management > Utilities > PMIS > Mass Delete Forecast Positions***

This utility allows you to delete all forecast records at one time.

You must be logged on to a next year pay frequency to access this utility.

Prior to using this utility, use the Export PMIS Tables utility to create an export.

## Modify a record:

| Field | Description |
|---|---|
| **Select Positions only (P), Supplements only (S) or blank for ALL** | Select the desired option. |
| **Select Position Statuses or blank for ALL** | Type the position statuses, separating multiple position statuses with a comma but no space (e.g., A,I). Or, click ⋮ to search for position statuses. Otherwise, leave blank to use all position statuses. |
| **Select Position School Years or blank for ALL** | Type the position school years, separating multiple position school years with a comma but no space (e.g., 2014,2015). Or, click ⋮ to search for position school years. Otherwise, leave blank to use all position school years. |
| **Select First Pay Date Codes or blank for ALL** | Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click ⋮ to search for pay date codes. Otherwise, leave blank to use all pay date codes. |
| **Select Extra Duty Codes or blank for ALL** | Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click ⋮ to search for extra duty codes. Otherwise, leave blank to use all extra duty codes. |
| **Select Positions or blank for ALL (Includes ALL billets for selected positions)** | Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for position codes. Otherwise, leave blank to use all position codes. |
| **Select Positions/Billets or blank for ALL** | Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for position/billet codes. Otherwise, leave blank to use all position/billet codes. |
| **Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)** | Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for supplement position codes. Otherwise, leave blank to use all supplement position codes. |
| **Select Supplement Positions/Billets or blank for ALL** | Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes. |

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

The following reports are available:

- Mass Delete Forecast Positions Process Error Listing
- Mass Delete Forecast Positions by Employee Name
- Mass Delete Forecast Positions by Campus
- Mass Delete Forecast Positions by Position/Billet

❑ 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 process the records. You are prompted to create a backup.

After the export process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the mass delete update was processed successfully.

❑ Click **Cancel** to return to the Mass Delete Forecast Positions page without processing.


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# Back Cover