Mass Update Forecast Using First Pay Date Codes - HRS6280

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This utility is used to update position records based on the first pay date code and the calendar code for forecast records. For example, this utility could be used when you need to move a group of 13-month teachers to a regular group of 12-month teachers.

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

This utility is for forecast records only.

Create an export using Export PMIS Tables prior to using this utility.

Mass update forecast records using first pay date codes:

The following fields are display only:

- The **First Pay Dt Cd** indicates the code for the first pay date.
- The **Cal Cd** indicates the two-digit locally assigned calendar code.
- The **Extra Duty Cd** indicates the two-digit extra duty code of the additional job assignment, if any.
- The **First Pay Date** indicates the first pay date in the MMDDYYYY format (based on the first pay date calendar code).
- The **Begin Dt** indicates the calendar beginning date in the MMDDYYYY format.
- The **End Dt** indicates the calendar end date in the MMDDYYYY format.
- The **Payoff Dt** indicates the contract payoff date in the MMDDYYYY format.
- The **Max Days** indicates the maximum number of days.
- The **Nbr Days Off** indicates the number of days an employee is scheduled to work but did not.
- The **Actual Days** indicates the number of days actually worked.
- The **Actual Pymnts** indicates the number of pay dates for the calendar.
- In the **To First Pay Dt Cd** field, type a first pay date code, or click ⌄ to select a new first pay date code from a list. The field can be a maximum of three characters.
- In the **To Cal Cd** field, type the calendar code, or click ⌄ to select a new calendar code from a list. The field can be a maximum of two characters.

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

The following reports are available:

- Mass Update Using First Pay Date Codes Process Error Listing
- Mass Update Forecast Positions by Employee Name
- Mass Update Forecast Positions by First Pay Date Code
- Mass Update Forecast Positions by Campus

❏ Click **Select All** to select all reports. Or, click **Unselect All** to clear all check boxes 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 mass update forecast records using first pay date codes. 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 update was processed successfully.

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