

## Position Records File Record Layout

The Positions Records file record layout is used to import position records or distribution records into the position management tables.

### Position Records

Field Name Description	Length	Type	Description
Cyr Nyr Flg	1	Character	C, N
Pos Nbr	13	Character	
Billet Nbr	5	Character	
Pos Typ	1	Character	P, S
Pos Descr	30	Character	
Pos Stat	1	Character	
Pos Sch Yr	4	Character	
Pay Freq	1	Character	If cyr_nyr_flg = C, then 4, 5, or 6. If cyr_nyr_flg = N, then D, E, or F.
Occ Emp Nbr	6	Character	
Prim Job	1	Character	Y, N
Incr Elig	1	Character	Y, N
Occ Pay Grd	3	Character	
Occ Pay Stp	2	Character	
Occ Pay Sched	1	Character	
St Stp	2	Character	
Contr Dt Beg	8	Character	YYYYMMDD
Contr Dt End	8	Character	YYYYMMDD
Dt Payoff	8	Character	YYYYMMDD
Nbr Days Off	6 (1 digit to right of decimal)	Numeric	
Act Hrly Dly Rate	8 (3 digits to right of decimal)	Numeric	
Sal Amt	10 (2 digits to right of decimal)	Numeric	
Nbr Remain Pymts	3 (0 digits to right of decimal)	Numeric	
Job Categ	5	Character	
Suppl Atch	1	Character	Y, N
Job Cd	4	Character	
Frst Paydt Cd	3	Character	
Cal Cd	2	Character	
Campus ID	3	Character	
Dept	1	Character	

**TxEIS Business - Position Records File Record Layout**

<b>Field Name Description</b>	<b>Length</b>	<b>Type</b>	<b>Description</b>
Hrs Per Day	6 (3 digits to right of decimal)	Numeric	
Day Empld Pct	4 (2 digits to right of decimal)	Numeric	
Pct Of Yr	4 (2 digits to right of decimal)	Numeric	
Trs Pos Cd	2	Character	
Max Days	6 (1 digit to right of decimal)	Numeric	
Max Pymts	3 (0 digits to right of decimal)	Numeric	
Ovtm Elig Flg	1	Character	Y, N
St Min Days	3 (0 digits to right of decimal)	Numeric	
Spvsr Pos Nbr	13	Character	
Spvsr Billet Nbr	5	Character	
Suppl Extra Days	4 (1 digit to right of decimal)	Numeric	
Suppl To Pos Nbr	13	Character	
Supple to Pos Billet	5	Character	
Extra Duty Cd	2	Character	
Suppl Typ	1	Character	
Suppl Max Amt	8 (2 digits to right of decimal)	Numeric	
Bas Suppl on Dly Rate	1	Character	Y, N
Suppl Pay 1time	1	Character	Y, N
Dt Suppl 1time	8	Character	YYYYMMDD
Acpt Chg	1	Character	Y, N
Dt Create Updt	8	Character	YYYYMMDD
Dt Fill	8	Character	YYYYMMDD
Fill Pos Rsn	8	Character	
Dt Criteria	8	Character	YYYYMMDD
Dt Auth	8	Character	YYYYMMDD
Dt Auth End	8	Character	YYYYMMDD
Dt Entry	8	Character	YYYYMMDD
Dt Inactv	8	Character	YYYYMMDD
Inactv Rsn Cd	2	Character	
Vac Rsn	2	Character	
Pay Grd	3	Character	
Pay Stp	2	Character	
Pay Sched	1	Character	
Equiv Unts	6 (4 digits to right of decimal)	Numeric	
Midpnt Bas	1	Character	D, N, X
Pct Of Midpnt	6 ( 4 digits to right of decimal)	Numeric	

## TxEIS Business - Position Records File Record Layout

Field Name Description	Length	Type	Description
Unemp Elig Flg	1	Character	Y, N
Fica Elig	1	Character	M, N, Y
Trs Stat Cd	1	Character	
Bud Amt	10 (2 digits to right of decimal)	Numeric	
Bud Sal Ovrrid	1	Character	Y, N
Act Bud Ind	1	Character	Y, N

### Distribution Records:

Field Name Description	Length	Type	Description
Cyr Nyr Flg	1	Character	C, N
Pos Nbr	13	Character	
Billet Nbr	5	Character	
Pos Typ	1	Character	P, S
Distr Seq	3 (0 digits to right of decimal)	Numeric	
Pay Freq	1	Character	If cyr_nyr_flg = C, then 4, 5, or 6. If cyr_nyr_flg = N, then D, E, or F.
Job Cd	4	Character	
Acct Typ	1	Character	B,G,S,T
Pay Acty	2	Character	
Fund	3	Character	
Func	2	Character	
Obj	4	Character	
Sobj	2	Character	
Org	3	Character	
Fscl Yr	1	Character	
Pgm	2	Character	
Ed Span	1	Character	
Proj Dtl	2	Character	
Acct Amt	10 (2 digits to right of decimal)	Numeric	
Acct Pct	8 (5 digits to right of decimal)	Numeric	
Extra Duty Cd	2	Character	
Expense 373	1	Character	Y, N
Contrib Acct Flg	1	Character	Y, N

### NOTES:

- If importing current year records, you must be logged on to a current year pay frequency.
- If importing forecast records, you must be logged on to a next year pay frequency.
- The file type is comma-separated file.
- Use the PMIS User Created report to export the correct file structure and columns.
- Leading zeros are required. For example, if the job code is 0204, then the file should have 0204 not 204.
- Amount columns that have decimal values should include the decimal point in the column. For example, if the amount is 210, then the file should have 210.00 not 2.10.