



## Insight Quick Reference | Position Management System Online Subject Area

### What is Position Management System Online (PMSO)?

- This Subject Area provides snapshots in time of organization position listings including active (filled and vacant), inactive, and deleted positions.
- Position data includes a Master Record, containing basic position data such as grade, pay plan, or occupational series code.
- The Master Record is linked to one or more Individual Positions containing organizational structure code, duty station code, and accounting station code data.

### History

- The most recent daily snapshot is available during a given pay period until BEAR runs.
- Bi-Weekly snapshots date back to Pay Period 1 of 2014.

### Data Refresh\*

Daily

- Provides daily results of individual position information, which changes on a daily basis.

Bi-Weekly

- Provides the latest record regardless of previous changes that occur to the data during a given pay period.

\*View the Insight Data Refresh Report to determine the most recent date of refresh

### Position Management System Online Common Reports

HR Area	Report Name	Load
Organization and Position Management	<ul style="list-style-type: none"> <li>• Position Organization with PII (PMSO)</li> </ul>	Daily for current pay period/ Bi-Weekly for historical pay periods

### Reminder:

In all PMSO reports, users should make sure to include:

- An Organization filter
- SSNO element from the *Incumbent Employee* folder
- PMSO Key elements from the *Master Record* folder
- A time filter from the Snapshot Time folder



### Daily Calendar Filters

There are two ways to pull the most recent daily data in a PMSO report:

1. Create a Snapshot Time filter on the current pay period by using one of the following options:
  - Create a filter on the **DAY\_START\_DATE** data element from the Snapshot Time folder to equal mm/dd/yyyy
  - Create a filter on **PP\_YEAR\_AND\_NUMBER** data element from the Snapshot Time folder to equal yyyy-pp
  - Create two separate filters on **YEAR\_ID** and **PAY\_PERIOD\_NUMBER**
2. Create a SQL filter to always pull the most recent daily snapshot
  - Create a filter on the **DAY\_START\_DATE** data element from the Calendar Time folder
  - Select the “Convert this Filter to SQL” checkbox and set it equal to **VALUEOF(“PMSO\_LAST\_LOADED\_var”.“pmso\_last\_loaded\_var”)**

**Note:** It is **no longer necessary** to pull any elements from a Fact Table in order to run a successful PMSO report.

### Bi-Weekly Calendar Filters

There are three time options when running a bi-weekly PMSO report:

1. Individual snapshots for a given pay period
  - Create two filters on the **YEAR\_ID** and **PAY\_PERIOD\_NUMBER** data elements from the Snapshot Time Folder where
    - **PAY\_PERIOD\_NUMBER** is equal to a given Pay Period
    - **YEAR\_ID** is equal to a given Year
2. Most recent bi-weekly snapshot
  - Create two filters on the **YEAR\_ID** and **PAY\_PERIOD\_NUMBER** data elements from the Snapshot Time Folder
  - Select the “Convert this Filter to SQL” checkbox and set each equal to
    - **“Snapshot Time”.“PAY\_PERIOD\_NUMBER” = VALUEOF(“PMSO\_BWKLY\_PP\_init”.“pmso\_bwkly\_pp\_var”)**
    - **“Snapshot Time”.“YEAR\_ID” = VALUEOF(“PMSO\_BWKLY\_PP\_YR\_init”.“pmso\_bwkly\_pp\_yr\_var”)**
3. Multiple bi-weekly snapshots
  - Create two filters on the **YEAR\_ID** and **PAY\_PERIOD\_NUMBER** data elements from the Snapshot Time Folder where
    - **PAY\_PERIOD\_NUMBER** is equal to given Pay Periods
    - **YEAR\_ID** is equal to a given Year(s)

**Note:** It is **no longer necessary** to pull any elements from a Fact Table in order to run a successful PMSO report.