



# **pmis\_employee\_historical\_inquiries**



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## Human Resources &gt; Inquiry &gt; PMIS Employee Historical Data Inquiry

The following historical inquiry is used to view historical information by employee name or employee number. The inquiry includes position data and salary information about the positions an employee has held (regular positions and supplemental positions).

<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
<b>Start at Update Date</b>	Type the beginning date for the inquiry in the MMDDYYYY format. This allows you to narrow the inquiry to specific date range.


Click **Retrieve**.

select	Freq	Empo Nbr	Employee Name	Update Date	Begin/End	Pos Nbr	Billet	Pos Typ	Sch YR	Description	Drie Type
6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00032	Supplement	2016	CHEERLEADER SPONSOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2015 18:02		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
6	000452	KEY, JUANITA D'ANN	08-11-2015 18:02		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
6	000452	KEY, JUANITA D'ANN	08-12-2015 17:56		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
6	000452	KEY, JUANITA D'ANN	08-12-2015 17:58		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
6	000452	KEY, JUANITA D'ANN	08-13-2015 17:10		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
6	000452	KEY, JUANITA D'ANN	08-13-2015 18:44		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
6	000452	KEY, JUANITA D'ANN	04-07-2016 13:48		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	09-01-2016 10:38		EXTRADUTY	00032	Supplement	2016	CHEERLEADER SPONSOR	MNT	
6	000452	KEY, JUANITA D'ANN	03-27-2017 17:33		PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	MNT	
6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00030	Supplement	2019	CHEERLEADER SPONSOR	FCS	
6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00030	Supplement	2019	CHEERLEADER SPONSOR	FCS	
6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS	
6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00074	Supplement	2020	ADDITIONAL DAYS	FCS	
6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00030	Supplement	2020	CHEERLEADER SPONSOR	FCS	

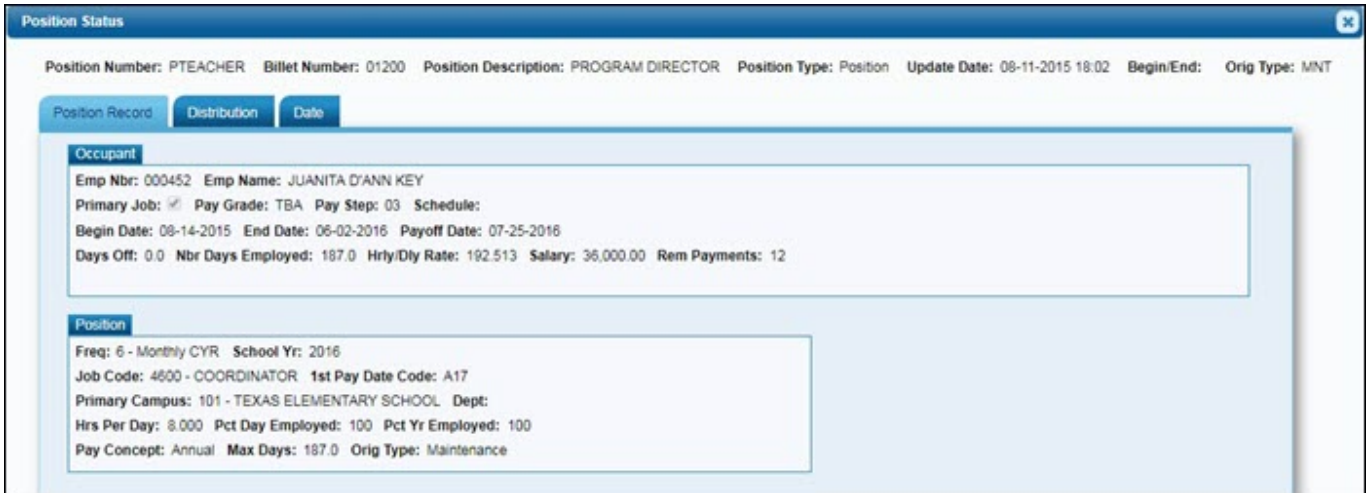
The following information is displayed for each employee:

- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved to this inquiry. This allows the LEA to view what an employee/position looked like at the beginning of the school year and again at the end of the school year.
- **Pos Nbr** - Position Number
- **Billet** - Billet Number
- **Pos Typ** - Position Type
- **Sch YR** - The school year (fiscal year) for each transaction is displayed.

- **Description** - The billet description for the position is displayed. If the billet description is changed, the change is reflected in history.
- **Orig Type** - FCS indicates a change was made in forecast (NY PMIS). MNT indicates a change was made in current year PMIS.

Click  to display the position record, distribution, and date information for the selected row. The following three tabs are available: Position Record, Distribution, and Date.

### Position Record



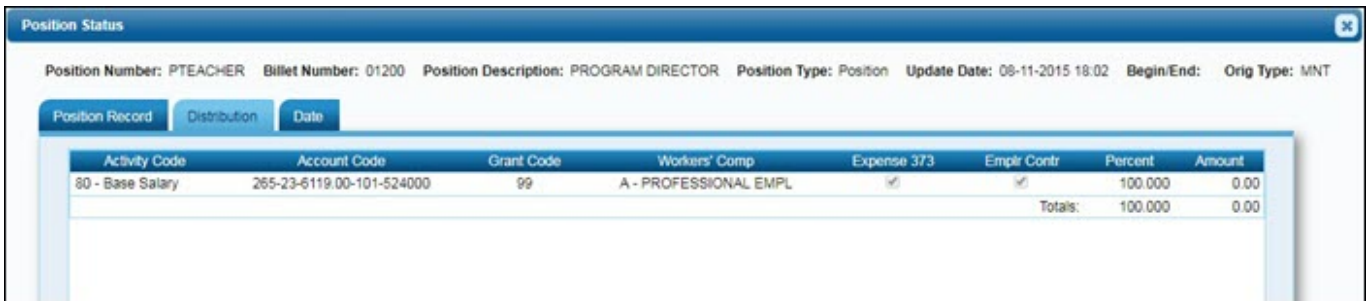
The screenshot shows the 'Position Record' tab selected. It displays the following information:

**Position Status**  
 Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

**Occupant**  
 Emp Nbr: 000452 Emp Name: JUANITA D'ANN KEY  
 Primary Job:  Pay Grade: TBA Pay Step: 03 Schedule:  
 Begin Date: 08-14-2015 End Date: 06-02-2016 Payoff Date: 07-25-2016  
 Days Off: 0.0 Nbr Days Employed: 187.0 Hrly/Dly Rate: 192.513 Salary: 36,000.00 Rem Payments: 12

**Position**  
 Freq: 6 - Monthly CYR School Yr: 2016  
 Job Code: 4600 - COORDINATOR 1st Pay Date Code: A17  
 Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept:  
 Hrs Per Day: 8.000 Pct Day Employed: 100 Pct Yr Employed: 100  
 Pay Concept: Annual Max Days: 187.0 Orig Type: Maintenance

**Distribution** (This tab displays the distribution information as it was on that date. Account codes assigned to an employee in a prior fiscal year can be viewed.)



The screenshot shows the 'Distribution' tab selected, displaying a table of distribution information:

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contr	Percent	Amount
80 - Base Salary	265-23-6119.00-101-524000	99	A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	0.00
Totals:						100.000	0.00

### Date



The screenshot shows the 'Date' tab selected, displaying the following information:

**Position Status**  
 Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

**Dates**  
 Date Filled: 04-08-2015  
 Date Authorized: 04-08-2015  
 Date Entered: 04-08-2015  
 Date Vacated: Vacated Reason:

Click **Print** to print the data. The report can be saved or printed in various file formats (PDF and CSV).

Date Run:		PMIS Employee Historical Data Inquiry					Page: 1 of 9			
Cnty Dist:		ISD								
Freq	Emp Nbr	Employee Name	Update Date	Begin/End	Position Number	Billet	Pos Type	Position Description	Sch Yr	Orig Type
6	000012	ADKINS , ALEXANDER LYNN	07-09-2015 14:27	B	COMM	00004	S	CELL PHONE	2016	FCS
<b>Occupant Data</b>										
Amount:	300.00	Rem Pymts:	12	Extra Days:	0					
<b>Position Data</b>										
Extra Duty	27 - CELL PHONE		Type:	B		Primary Campus:	101		Dept:	
Max Days:	0		One Time Suppl:	N						
<b>Dates Data</b>										
Dt Filled:	05-13-2014	Dt Authorized:	05-13-2014	Dt Entered:	05-13-2014	Dt Vacated:	- -		Reason:	05
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-699000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	E	COMM	00004	S	CELL PHONE	2016	FCS
<b>Occupant Data</b>										
Amount:	300.00	Rem Pymts:	12	Extra Days:	0					
<b>Position Data</b>										
Extra Duty	27 - CELL PHONE		Type:	B		Primary Campus:	101		Dept:	
Max Days:	0		One Time Suppl:	N						
<b>Dates Data</b>										
Dt Filled:	05-13-2014	Dt Authorized:	05-13-2014	Dt Entered:	05-13-2014	Dt Vacated:	- -		Reason:	04
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-699000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	B	COMM	00004	S	CELL PHONE	2017	FCS
<b>Occupant Data</b>										
Amount:	300.00	Rem Pymts:	12	Extra Days:	0					
<b>Position Data</b>										
Extra Duty	27 - CELL PHONE		Type:	B		Primary Campus:	101		Dept:	
Max Days:	0		One Time Suppl:	N						
<b>Dates Data</b>										
Dt Filled:	05-13-2014	Dt Authorized:	05-13-2014	Dt Entered:	05-13-2014	Dt Vacated:	- -		Reason:	05
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-799000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-17-2017 11:56	E	COMM	00004	S	CELL PHONE	2017	FCS
<b>Occupant Data</b>										
Amount:	300.00	Rem Pymts:	12	Extra Days:	0					
<b>Position Data</b>										
Extra Duty	27 - CELL PHONE		Type:	B		Primary Campus:	101		Dept:	
Max Days:	0		One Time Suppl:	N						

