



pmis_employee_historical_inquiries

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Human Resources > Inquiry > 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).

Employee	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 Retrieve . Or, click Directory to perform a search in the Employees directory .
Start at Update Date	Type the beginning date for the inquiry in the MMDDYYYY format. This allows you to narrow the inquiry to specific date range.

Click **Retrieve**.

The screenshot shows the 'Inquiry > PMIS Employee Historical Data Inquiry' window. The search criteria are Employee: 000452 : KEY, JUANITA D'ANN and Start at Update Date: (blank). The 'Retrieve' and 'Print' buttons are visible. Below the search fields is a table with the following columns: Select, Freq, Emp Nbr, Employee Name, Update Date, Begin/End, Pos Nbr, Billet, Pos Typ, Sch YR, Description, and Orig Type. The table contains 28 rows of data for employee 000452, showing various positions held from 2015 to 2020, including roles like 'EXTRADUTY', 'PTEACHER', and 'PROGRAM DIRECTOR'.


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

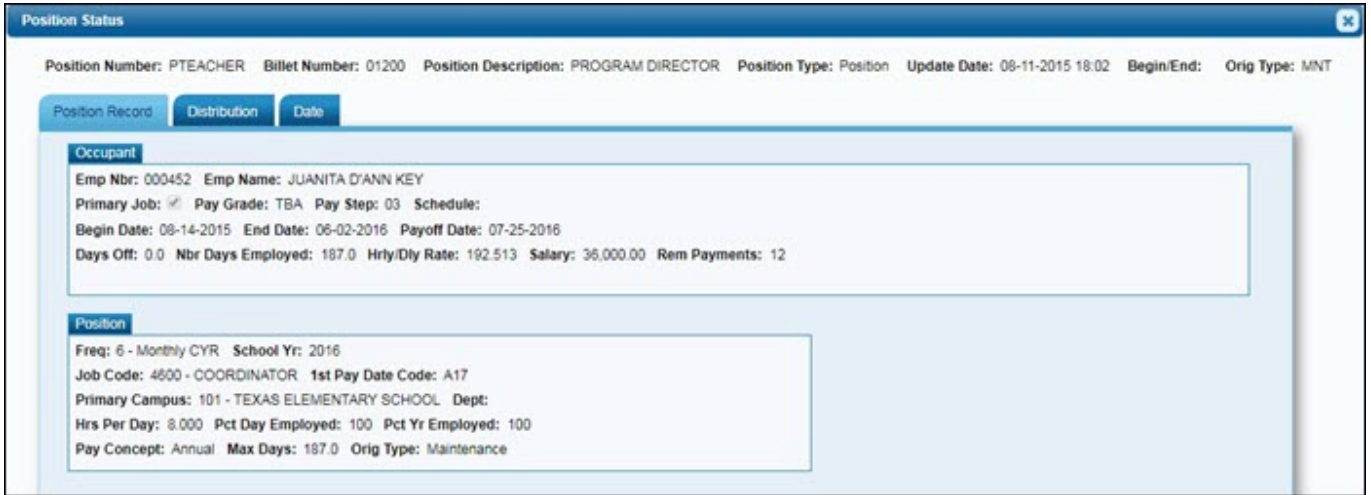
- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved 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.

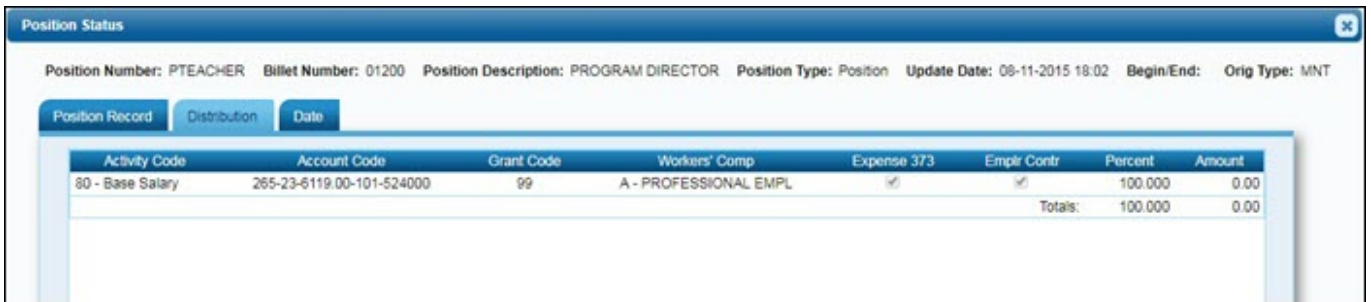
Click  to display the position record, distribution, and date information for the selected row. The following three tabs are available: Position Record, Distribution, and Date.

Position Record



The screenshot shows the 'Position Record' tab selected. At the top, the following information is displayed: 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. Below this, there are three tabs: Position Record (selected), Distribution, and Date. The main content area is divided into two sections: 'Occupant' and 'Position'.
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. The header information is the same as in the previous screenshot. The main content area displays a table with the following data:

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. The header information is the same as in the previous screenshots. The main content area displays the following information:

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										
Cnty Dist: ISD										
										Page: 1 of 9
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
Occupant Data										
Amount: 300.00 Rem Pymts: 12 Extra Days: 0										
Position Data										
Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept:										
Max Days: 0 One Time Suppl: N										
Dates Data										
Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 05										
Distribution Data										
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			
						Totals:	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	E	COMM	00004	S	CELL PHONE	2016	FCS
Occupant Data										
Amount: 300.00 Rem Pymts: 12 Extra Days: 0										
Position Data										
Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept:										
Max Days: 0 One Time Suppl: N										
Dates Data										
Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 04										
Distribution Data										
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			
						Totals:	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	B	COMM	00004	S	CELL PHONE	2017	FCS
Occupant Data										
Amount: 300.00 Rem Pymts: 12 Extra Days: 0										
Position Data										
Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept:										
Max Days: 0 One Time Suppl: N										
Dates Data										
Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 05										
Distribution Data										
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			
						Totals:	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-17-2017 11:56	E	COMM	00004	S	CELL PHONE	2017	FCS
Occupant Data										
Amount: 300.00 Rem Pymts: 12 Extra Days: 0										
Position Data										
Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept:										
Max Days: 0 One Time Suppl: N										

Business

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
2	Freq	Emp Nbr	Employee Update	Dr Begin/Enc	Position N	Billet	Pos Type	Position C	Sch Yr	Orig Type	Prim Job	Pay Grade	Pay Step	Schedule	Begin Dt	End Dt	Payoff Dt	Days Off	Nbr Days	Hourly/Dt	Salary	Rem Pymt	Job Code	Extra Duty	Primary C	Dept	1st Pay Dt	Max Days	Cr		
3		6 000012	ADKINS , #07-09-2011	B	COMM	00004	S	CELL PHOT	2016	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101						0	N	
4		6 000012	ADKINS , #07-15-2011	E	COMM	00004	S	CELL PHOT	2016	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
5		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2017	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
6		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2018	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
7		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2019	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
8		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2019	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
9		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2019	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
10		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2020	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
11		6 000012	ADKINS , #07-10-2020	E	COMM	00004	S	CELL PHOT	2020	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
12		6 000012	ADKINS , #07-10-2020	B	COMM	00004	S	CELL PHOT	2021	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
13		6 000012	ADKINS , #07-15-2021	E	COMM	00004	S	CELL PHOT	2021	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
14		6 000012	ADKINS , #07-15-2021	B	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
15		6 000012	ADKINS , #07-15-2021	E	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
16		6 000012	ADKINS , #07-15-2021	B	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101							0	N
17		6 000012	ADKINS , #05-27-2011		PCAMPUS	00300	P	PRINCIPAL	2014	MNT	Y	AP3		07-28-2011	06-22-2011	06-25-2011		0	0	315.1	67,747.00	12 1300 - PRII	101		JEP			215	N		
18		6 000012	ADKINS , #07-09-2011	E	PCAMPUS	00300	P	PRINCIPAL	2015	FCS	Y	AP3		07-28-2011	06-22-2011	06-25-2011		0	0	315.1	67,747.00	12 1300 - PRII	101		JEP			215	N		
19		6 000012	ADKINS , #07-09-2011	B	PCAMPUS	00300	P	PRINCIPAL	2016	FCS	Y	AP3		07-27-2011	06-22-2011	06-23-2011		0	215	332.69	71,528.00	12 1300 - PRII	101		JEP			215	N		
20		6 000012	ADKINS , #08-11-2011		PCAMPUS	00300	P	PRINCIPAL	2016	MNT	Y	AP3		07-27-2011	06-22-2011	06-23-2011		0	215	332.69	71,528.00	12 1300 - PRII	101		JEP			215	N		
21		6 000012	ADKINS , #07-15-2011	E	PCAMPUS	00300	P	PRINCIPAL	2016	FCS	Y	AP3		07-27-2011	06-22-2011	06-23-2011		0	215	332.69	71,528.35	12 1300 - PRII	101		JEP			215	N		
22		6 000012	ADKINS , #07-15-2011	B	PCAMPUS	00300	P	PRINCIPAL	2017	FCS	Y	AP3		07-25-2011	06-22-2011	06-22-2011		0	215	339.243	72,937.00	12 1300 - PRII	101		JEP			215	N		
23		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2017	FCS	Y	AP3		07-25-2011	06-22-2011	06-22-2011		0	215	339.243	72,937.00	12 1300 - PRII	101		JEP			215	N		
24		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2018	FCS	Y	AP3		07-24-2011	06-21-2011	06-25-2011		0	215	346.028	74,396.00	12 1300 - PRII	101		JEP			215	N		
25		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2018	FCS	Y	AP3		07-24-2011	06-21-2011	06-25-2011		0	215	346.028	74,396.00	12 1300 - PRII	101		JEP			215	N		
26		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2019	FCS	Y	AP3		07-23-2011	06-20-2011	06-25-2011		0	215	352.581	75,805.00	12 1300 - PRII	101		JEP			215	N		
27		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2019	FCS	Y	AP3		07-23-2011	06-20-2011	06-25-2011		0	215	352.581	75,805.00	12 1300 - PRII	101		JEP			215	N		
28		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2020	FCS	Y	AP3		07-22-2011	06-18-2020	06-25-2020		0	215	378.737	81,428.00	12 1300 - PRII	101		JEP			215	N		
29		6 000012	ADKINS , #07-10-2020	E	PCAMPUS	00300	P	PRINCIPAL	2020	FCS	Y	AP3		07-22-2011	06-18-2020	06-25-2020		0	215	378.737	81,428.00	12 1300 - PRII	101		JEP			215	N		
30		6 000012	ADKINS , #07-10-2020	B	PCAMPUS	00300	P	PRINCIPAL	2021	FCS	Y	AP3		07-01-2020	06-30-2020	06-25-2022		0	215	388.085	83,438.00	12 1300 - PRII	101		JEP			215	N		
31		6 000012	ADKINS , #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL	2021	FCS	Y	AP3		07-01-2020	06-30-2020	06-25-2022		0	215	388.085	83,438.00	12 1300 - PRII	101		JEP			215	N		
32		6 000012	ADKINS , #07-15-2021	B	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3		07-26-2020	06-30-2020	06-24-2022		0	215	394.971	84,919.00	12 1300 - PRII	101		JEP			215	N		
33		6 000012	ADKINS , #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3		07-26-2020	06-30-2020	06-24-2022		0	215	394.971	84,919.00	12 1300 - PRII	101		JEP			215	N		
34		6 000012	ADKINS , #07-15-2021	B	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3		07-26-2020	06-30-2020	06-24-2022		0	215	396.52	85,681.80	12 1300 - PRII	101		JEP			215	N		
35																															
36																															
37																															
38																															