



# **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).

<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 a specific date range.

Click **Retrieve**.


The screenshot shows the 'Inquiry > PMIS Employee Historical Data Inquiry' window. At the top, the session timer is '59 min and 44 sec'. The search criteria are 'Employee: 000452 - KEY, JUANITA D'ANN' and 'Start at Update Date:'. There are 'Retrieve' and 'Print' buttons. Below is a table with columns: Select, Area, Emp Nbr, Employee Name, Update Date, Begin/End, Pos Nbr, Billet, Pos Typ, Description, and Orig Type. The table lists 30 rows of data for employee 000452, showing various positions like 'EXTRADUTY' and 'PTEACHER' from 2016 to 2020.

Select	Area	Emp Nbr	Employee Name	Update Date	Begin/End	Pos Nbr	Billet	Pos Typ	Description	Orig 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

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

### Date

☐ 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						

Business

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	
1	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 O		
2		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	
3		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	
4		6 000012	ADKINS , #07-15-2011	B	COMM	00004	S	CELL PHOT	2017	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	2018	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 , #07-10-2021	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 , #07-10-2021	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	06-18-2021	06-25-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N	
29		6 000012	ADKINS , #07-10-2021	E	PCAMPUS	00300	P	PRINCIPAL	2020	FCS	Y	AP3						07-22-2011	06-18-2021	06-25-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N	
30		6 000012	ADKINS , #07-10-2021	B	PCAMPUS	00300	P	PRINCIPAL	2021	FCS	Y	AP3						07-01-2021	06-30-2021	06-25-2021	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						07-01-2021	06-30-2021	06-25-2021	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						07-26-2021	06-30-2021	06-24-2021	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						07-26-2021	06-30-2021	06-24-2021	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						07-26-2021	06-30-2021	06-24-2021	0	215	396.52	85,681.80	12 1300 - PRII	101	JEP	215 N	
35																													
36																													
37																													
38																													