



## **ASCENDER - Position Management: Perform Historical Inquiries**



## Table of Contents

<b>ASCENDER - Position Management: Perform Historical Inquiries .....</b>	i
<b>PMIS - Perform Historical Inquiries .....</b>	1



# PMIS - Perform Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS.

The following inquiries are only available in current year Human Resources.

This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the [TxEIS Business Overview guide](#).

## Employee Historical Data Inquiry

[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 specific date range.

Click **Retrieve**.

Inquiry > PMIS Employee Historical Data Inquiry										SessionTimer: 59 min and 44 sec	
Employee: 000452 : KEY, JUANITA D'ANN			Start at Update Date:	Retrieve	Print						
Select	Freq	Emp. Nbr	Employee Name	Update Date	Begin/End	Pos. Nbr	Billet	Pos. Typ	Sch. YR	Description	Orig. Type
Q	6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00082	Supplement	2016	CHEERLEADER SPONSOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2015 18:02	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-11-2015 18:02	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-12-2015 17:56	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-12-2015 17:58	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-13-2015 17:10	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-13-2015 18:44	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	04-07-2016 13:48	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	09-01-2016 10:38	EXTRADUTY	00082	Supplement	2016	CHEERLEADER SPONSOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	03-27-2017 17:33	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	MNT	
Q	6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00080	Supplement	2019	CHEERLEADER SPONSOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00080	Supplement	2019	CHEERLEADER SPONSOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS
Q	6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00074	Supplement	2020	ADDITIONAL DAYS	FCS
Q	6	000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00080	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

Position Status X

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

Position Record Distribution Date

**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.)

Position Status X

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

Position Record Distribution Date

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Empl 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

## Date

Position Status X

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

Position Record Distribution Date

**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).

## Business

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							

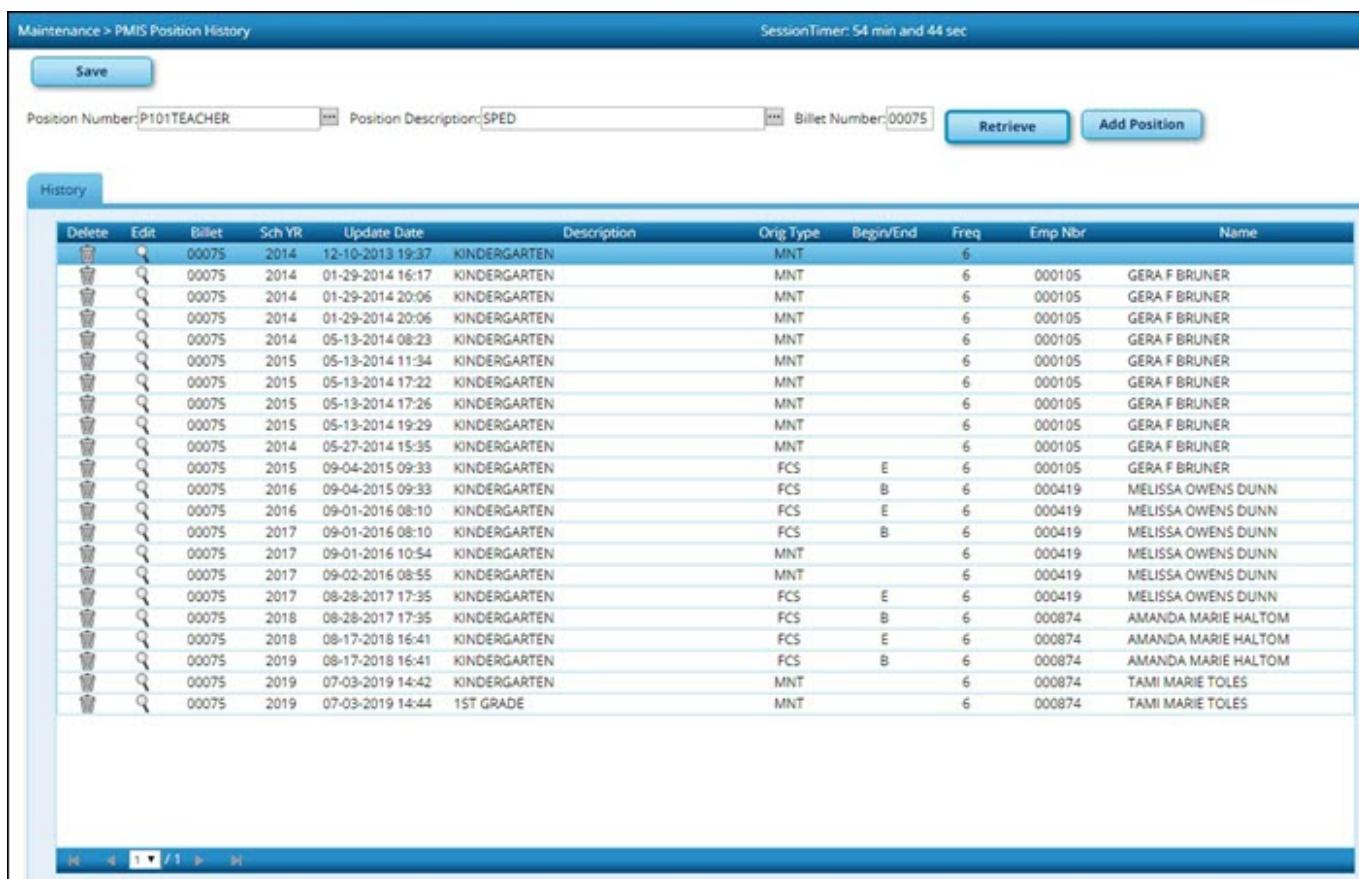
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Freq	Emp Nbr	Employee Update Dt	Begin/Enc	Position	Billet	Pos Type	Position	Sch Yr	Orig Type	Prim Job	Pay Grade	Pay Step	Schedule	Begin Dt	End Dt	Payoff Dt	Days Off	Nbr Days	I	Hourly/Ds	Salary	Rem Pymt	Job Code	, Extra Duty Primary C-Dept	1st Pay Dt	Max Days	On	
2	6 000012	ADKINS ,	07-09-2011	B	COMM	00004	S	CELL PHOT 2016	FCS	N					-	-	-	0	0	0	300	12 27 - CELL FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	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 FB	101			0 N			
17	6 000012	ADKINS ,	05-27-2021		PCAMPUS 0300	P	PRINCIPAL	2014	MNT	Y	AP3				07-28-2011 06-22-2011 06-25-2011	0	0	315.1	67,747.00			12 3000 - PRII	101		JEP	215 N			
18	6 000012	ADKINS ,	07-09-2021	E	PCAMPUS 0300	P	PRINCIPAL	2015	FCS	Y	AP3				07-28-2011 06-22-2011 06-25-2011	0	0	315.1	67,747.00			12 3000 - PRII	101		JEP	215 N			
19	6 000012	ADKINS ,	07-09-2021	B	PCAMPUS 0300	P	PRINCIPAL	2016	FCS	Y	AP3				07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.00			12 3000 - PRII	101		JEP	215 N			
20	6 000012	ADKINS ,	08-09-2021	E	PCAMPUS 0300	P	PRINCIPAL	2016	MNT	Y	AP3				07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.00			12 3000 - PRII	101		JEP	215 N			
21	6 000012	ADKINS ,	07-15-2021	E	PCAMPUS 0300	P	PRINCIPAL	2016	FCS	Y	AP3				07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.35			12 3000 - PRII	101		JEP	215 N			
22	6 000012	ADKINS ,	07-15-2021	B	PCAMPUS 0300	P	PRINCIPAL	2017	FCS	Y	AP3				07-25-2011 06-22-2011 06-22-2011	0	215	389.243	72,937.00			12 3000 - PRII	101		JEP	215 N			
23	6 000012	ADKINS ,	07-17-2021	E	PCAMPUS 0300	P	PRINCIPAL	2017	FCS	Y	AP3				07-25-2011 06-22-2011 06-22-2011	0	215	389.243	72,937.00			12 3000 - PRII	101		JEP	215 N			
24	6 000012	ADKINS ,	07-17-2021	B	PCAMPUS 0300	P	PRINCIPAL	2018	FCS	Y	AP3				07-24-2011 06-21-2011 06-23-2011	0	215	346.024	74,396.00			12 3000 - PRII	101		JEP	215 N			
25	6 000012	ADKINS ,	07-17-2021	E	PCAMPUS 0300	P	PRINCIPAL	2018	FCS	Y	AP3				07-24-2011 06-21-2011 06-23-2011	0	215	346.024	74,396.00			12 3000 - PRII	101		JEP	215 N			
26	6 000012	ADKINS ,	07-17-2021	B	PCAMPUS 0300	P	PRINCIPAL	2019	FCS	Y	AP3				07-23-2011 06-20-2011 06-23-2011	0	215	352.581	75,805.00			12 3000 - PRII	101		JEP	215 N			
27	6 000012	ADKINS ,	07-17-2021	E	PCAMPUS 0300	P	PRINCIPAL	2019	FCS	Y	AP3				07-23-2011 06-20-2011 06-23-2011	0	215	352.581	75,805.00			12 3000 - PRII	101		JEP	215 N			
28	6 000012	ADKINS ,	07-17-2021	B	PCAMPUS 0300	P	PRINCIPAL	2020	FCS	Y	AP3				07-22-2011 06-18-2020 06-23-2020	0	215	378.737	81,428.00			12 3000 - PRII	101		JEP	215 N			
29	6 000012	ADKINS ,	07-10-2021	E	PCAMPUS 0300	P	PRINCIPAL	2020	FCS	Y	AP3				07-22-2011 06-18-2020 06-23-2020	0	215	378.737	81,428.00			12 3000 - PRII	101		JEP	215 N			
30	6 000012	ADKINS ,	07-10-2021	B	PCAMPUS 0300	P	PRINCIPAL	2021	FCS	Y	AP3				07-01-2020 06-30-2020 06-23-2020	0	215	388.085	83,438.00			12 3000 - PRII	101		JEP	215 N			
31	6 000012	ADKINS ,	07-15-2021	E	PCAMPUS 0300	P	PRINCIPAL	2021	FCS	Y	AP3				07-01-2020 06-30-2020 06-23-2020	0	215	388.085	83,438.00			12 3000 - PRII	101		JEP	215 N			
32	6 000012	ADKINS ,	07-15-2021	B	PCAMPUS 0300	P	PRINCIPAL	2022	FCS	Y	AP3				07-26-2020 06-30-2020 06-24-2020	0	215	394.971	84,919.00			12 3000 - PRII	101		JEP	215 N			
33	6 000012	ADKINS ,	07-15-2021	E	PCAMPUS 0300	P	PRINCIPAL	2022	FCS	Y	AP3				07-26-2020 06-30-2020 06-24-2020	0	215	394.971	84,919.00			12 3000 - PRII	101		JEP	215 N			
34	6 000012	ADKINS ,	07-15-2021	B	PCAMPUS 0300	P	PRINCIPAL	2022	FCS	Y	AP3				07-26-2020 06-30-2020 06-24-2020	0	215	398.52	85,681.80			12 3000 - PRII	101		JEP	215 N			
35																													
36																													
37																													
38																													

## Position Data Inquiry

Human Resources > Maintenance > PMIS Position History OR Human Resources > Maintenance > PMIS Supplement History

Field	Description
<b>Position Number</b>	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click  . The Positions pop-up window opens with a list of all positions.
	To search for specific positions, type data in one or more of the search fields. Click <b>Search</b> . A list of data that matches the search criteria is displayed.
	Select a position number from the list. Otherwise, click <b>Cancel</b> .

Field	Description
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>



The screenshot shows the 'Maintenance > PMIS Position History' screen. At the top, there are search fields for 'Position Number' (P101TEACHER), 'Position Description' (SPED), and 'Billet Number' (00075), along with 'Save', 'Retrieve', and 'Add Position' buttons. The main area is titled 'History' and displays a grid of historical position records. The columns are: Delete, Edit, Billet, Sch YR, Update Date, Description, Orig Type, Begin/End, Freq, Emp Nbr, and Name. The grid shows multiple entries for employee 00075, mostly for the position 'KINDERGARTEN' with various start and end dates and frequencies (MNT or FCS). Other employees listed include GERA F BRUNER, MELISSA OWENS DUNN, and AMANDA MARIE HALTOM.

Click **Retrieve**. A list of all employees who have held the position along with all of the associated billet numbers is displayed.

<b>Billet Number</b>	Type the specific billet number used to identify the various positions within the position number to narrow the search results. The field can be a maximum of five digits. Leading zeros are not required.
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Click **Retrieve**. A list of all employees who have held the position with the specified billet number is displayed. The following details are displayed.

- **Billet**
- **Sch YR**
- **Update Date**
- **Description**

- **Orig Type**
- **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.
- **Freq**
- **Emp Nbr**
- **Name**

Click  to view the position details at the date and time displayed under **Update Date**. Changes to the billet description are displayed on this page. A pop-up window with three tabs (Position Record, Distribution, and Date) is displayed.

## Position Record

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

**Occupant**

Emp Nbr: 000419 Emp Name: MELISSA OWENS DUNN  
 Primary Job:  Pay Grade: TBA Pay Step: 11 Schedule:   
 Begin Date: 08-14-2015 End Date: 06-02-2016 Payoff Date: 08-25-2016  
 Days Off: 0.0 Hrly/Dly Rate: 228.075 Salary: 42,650.00 Rem. Payments: 12

**Position**

Freq: 6 - Monthly CYR School Yr: 2016  
 Job Code: 1000 - TEACHER 1st Pay Date Code: S10 Category:   
 Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept:   
 Hrs Per Day: 0.000 Pct Day Employed: 100 Pct Yr Employed: 100  
 Pay Concept: Annual Max Days: 187.0 Orig Type: Move Forecast to CYR Begin/End: Begin

## Distribution

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Empl Contr	Percent	Amount	
80 - Base Salary	199-11-6119.00-101-611000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	42,650.00	
						Totals:	100.000	42,650.00

## Date

Edit Position X

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

Dates

Date Filled:	12-10-2013
Date Authorized:	12-10-2013
Date Entered:	12-10-2013
Date Vacated:	- -
Vacated Reason:	<input type="text"/>

The **Add Position** button implies that changes can be made; however, this button does not function since this is a historical file and maintenance should not be done. This page does not include a print option.