


# ASCENDER - Position Management: Perform Historical Inquiries

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# 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.

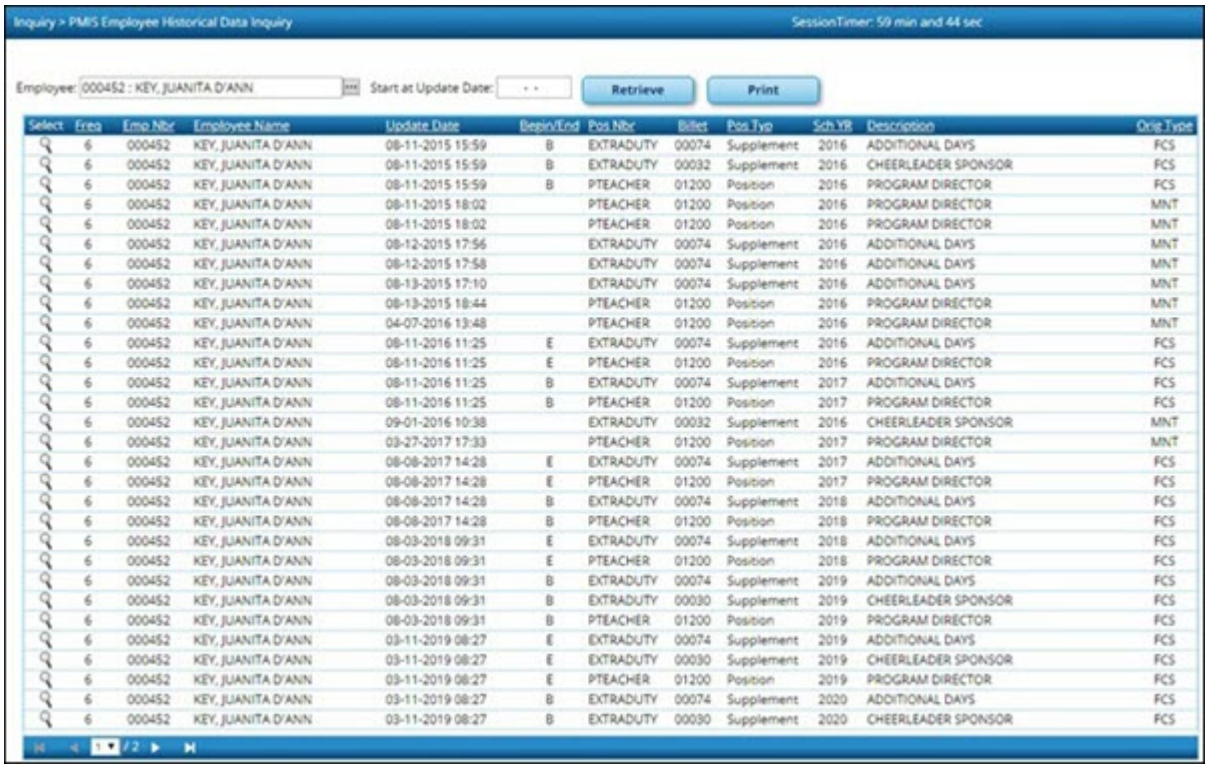
## Employee Historical Data Inquiry

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).

| | |
|---|---|
| **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**.



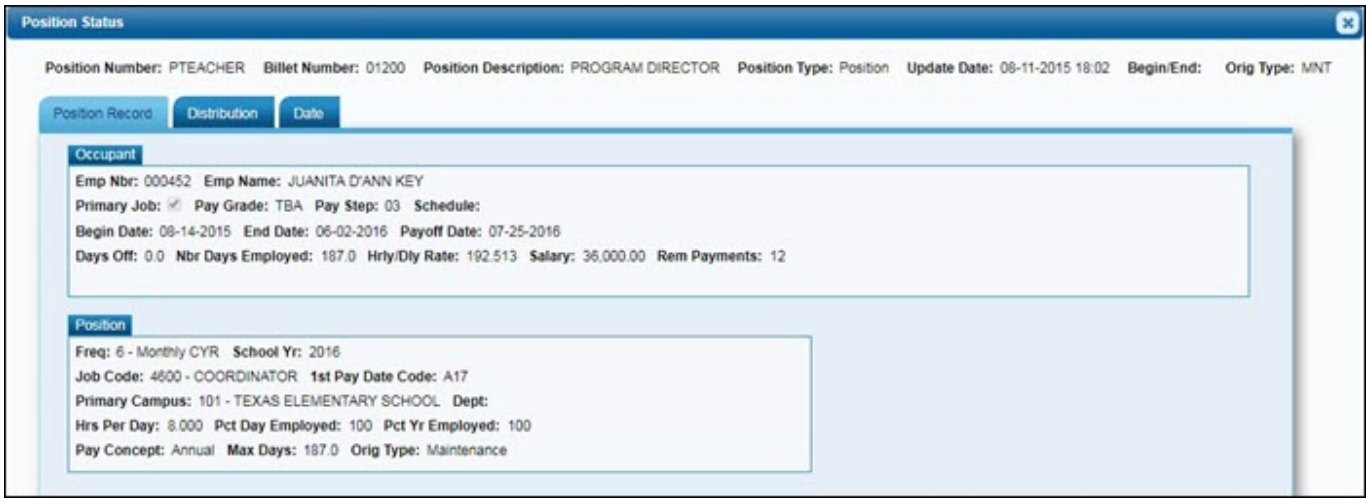

| Select | Freq | Emp Nbr | Employee Name | Update Date | Begin/End | Pos Nbr | Billet | Pos Typ | Sch YR | Description | Orig Type |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 6 | 000452 | KEY, JUANITA D'ANN | 08-11-2015 15:59 | B | EXTRADUTY | 00074 | Supplement | 2016 | ADDITIONAL DAYS | 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:

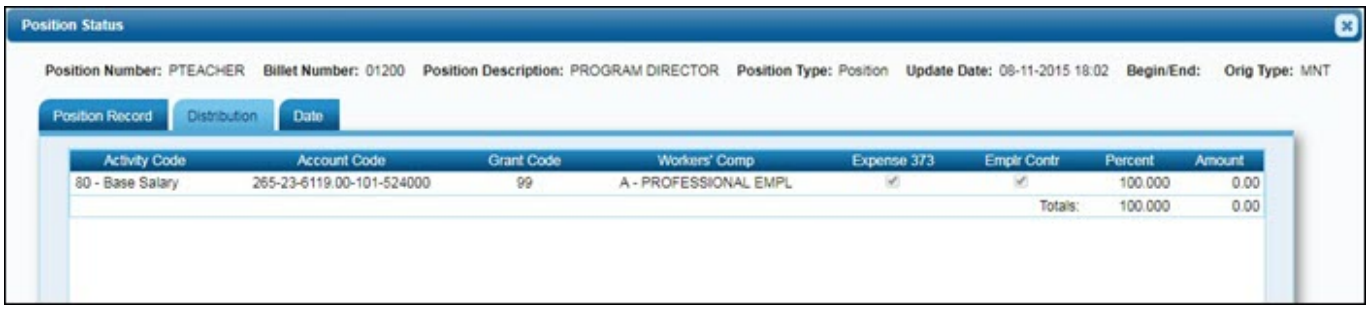
- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved 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. Account codes assigned to an employee in a prior fiscal year can be viewed.)




**Date**




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

Date Run:
Cnty Dist:

**PMIS Employee Historical Data Inquiry**

ISD

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| 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 |

| 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 | 07-15-2016 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 |

| 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 | 07-15-2016 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

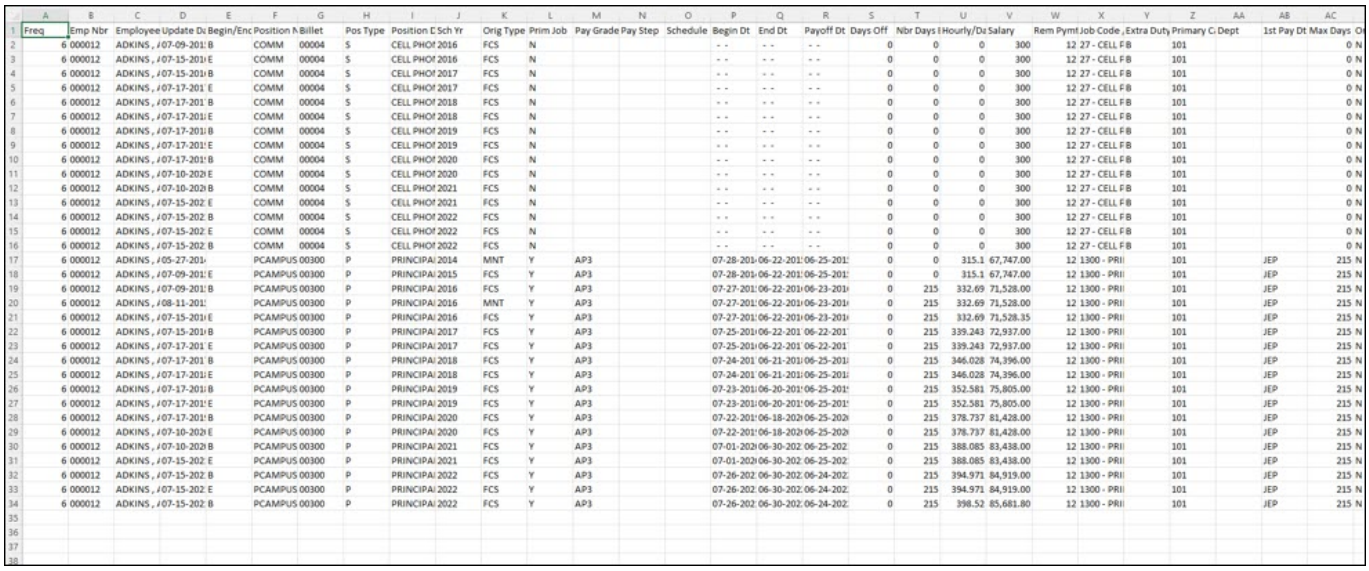
**Distribution Data**

| 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 |

| 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 | 07-17-2017 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



| Freq | Emp Nbr | Employee | Update Dt | Begin/End | Position N | Billet | Pos Type | Position D | Sch Yr | Orig Type | Prim Job | Pay Grade | Pay Step | Schedule | Begin Dt | End Dt | Payoff Dt | Days Off | Nbr Days I | Hourly/Dt | Salary | Rem Pymt | Job Code , | Extra Duty | Primary C | Dept | 1st Pay Dt | Max Days | O |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6 | 000012 | ADKINS , J | 07-09-201 | B | COMM | 00004 | S | CELL PHOI | 2016 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-201 | E | COMM | 00004 | S | CELL PHOI | 2016 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-201 | B | COMM | 00004 | S | CELL PHOI | 2017 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | COMM | 00004 | S | CELL PHOI | 2017 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | COMM | 00004 | S | CELL PHOI | 2018 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | COMM | 00004 | S | CELL PHOI | 2018 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | COMM | 00004 | S | CELL PHOI | 2019 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | COMM | 00004 | S | CELL PHOI | 2019 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | COMM | 00004 | S | CELL PHOI | 2020 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-10-202 | E | COMM | 00004 | S | CELL PHOI | 2020 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-10-202 | B | COMM | 00004 | S | CELL PHOI | 2021 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | E | COMM | 00004 | S | CELL PHOI | 2021 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | B | COMM | 00004 | S | CELL PHOI | 2022 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | E | COMM | 00004 | S | CELL PHOI | 2022 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | B | COMM | 00004 | S | CELL PHOI | 2022 | FCS | N | | | | - - | - - | - - | 0 | 0 | 0 | 300 | 12 | 27 - CELL F | B | 101 | | | 0 | N |
| 6 | 000012 | ADKINS , J | 05-27-201 | | PCAMPUS | 00300 | P | PRINCIPAI | 2014 | MNT | Y | AP3 | | | 07-28-201 | 06-22-201 | 06-25-201 | 0 | 0 | 315.1 | 67,747.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-09-201 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2015 | FCS | Y | AP3 | | | 07-28-201 | 06-22-201 | 06-25-201 | 0 | 0 | 315.1 | 67,747.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-09-201 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2016 | FCS | Y | AP3 | | | 07-27-201 | 06-22-201 | 06-23-201 | 0 | 215 | 332.69 | 71,528.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 08-11-201 | | PCAMPUS | 00300 | P | PRINCIPAI | 2016 | MNT | Y | AP3 | | | 07-27-201 | 06-22-201 | 06-23-201 | 0 | 215 | 332.69 | 71,528.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-201 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2016 | FCS | Y | AP3 | | | 07-27-201 | 06-22-201 | 06-23-201 | 0 | 215 | 332.69 | 71,528.35 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-201 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2017 | FCS | Y | AP3 | | | 07-25-201 | 06-22-201 | 06-22-201 | 0 | 215 | 339.243 | 72,937.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2017 | FCS | Y | AP3 | | | 07-25-201 | 06-22-201 | 06-22-201 | 0 | 215 | 339.243 | 72,937.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2018 | FCS | Y | AP3 | | | 07-24-201 | 06-21-201 | 06-25-201 | 0 | 215 | 346.028 | 74,396.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2018 | FCS | Y | AP3 | | | 07-24-201 | 06-21-201 | 06-25-201 | 0 | 215 | 346.028 | 74,396.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2019 | FCS | Y | AP3 | | | 07-23-201 | 06-20-201 | 06-25-201 | 0 | 215 | 352.581 | 75,805.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2019 | FCS | Y | AP3 | | | 07-23-201 | 06-20-201 | 06-25-201 | 0 | 215 | 352.581 | 75,805.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-17-201 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2020 | FCS | Y | AP3 | | | 07-22-201 | 06-18-202 | 06-25-202 | 0 | 215 | 378.737 | 81,428.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-10-202 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2020 | FCS | Y | AP3 | | | 07-22-201 | 06-18-202 | 06-25-202 | 0 | 215 | 378.737 | 81,428.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-10-202 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2021 | FCS | Y | AP3 | | | 07-01-202 | 06-30-202 | 06-25-202 | 0 | 215 | 388.085 | 83,438.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2021 | FCS | Y | AP3 | | | 07-01-202 | 06-30-202 | 06-25-202 | 0 | 215 | 388.085 | 83,438.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2022 | FCS | Y | AP3 | | | 07-26-202 | 06-30-202 | 06-24-202 | 0 | 215 | 394.971 | 84,919.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | E | PCAMPUS | 00300 | P | PRINCIPAI | 2022 | FCS | Y | AP3 | | | 07-26-202 | 06-30-202 | 06-24-202 | 0 | 215 | 394.971 | 84,919.00 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |
| 6 | 000012 | ADKINS , J | 07-15-202 | B | PCAMPUS | 00300 | P | PRINCIPAI | 2022 | FCS | Y | AP3 | | | 07-26-202 | 06-30-202 | 06-24-202 | 0 | 215 | 398.52 | 85,681.80 | 12 | 1300 - PRI | | 101 | | JEP | | 215 | N |

# Position Data Inquiry

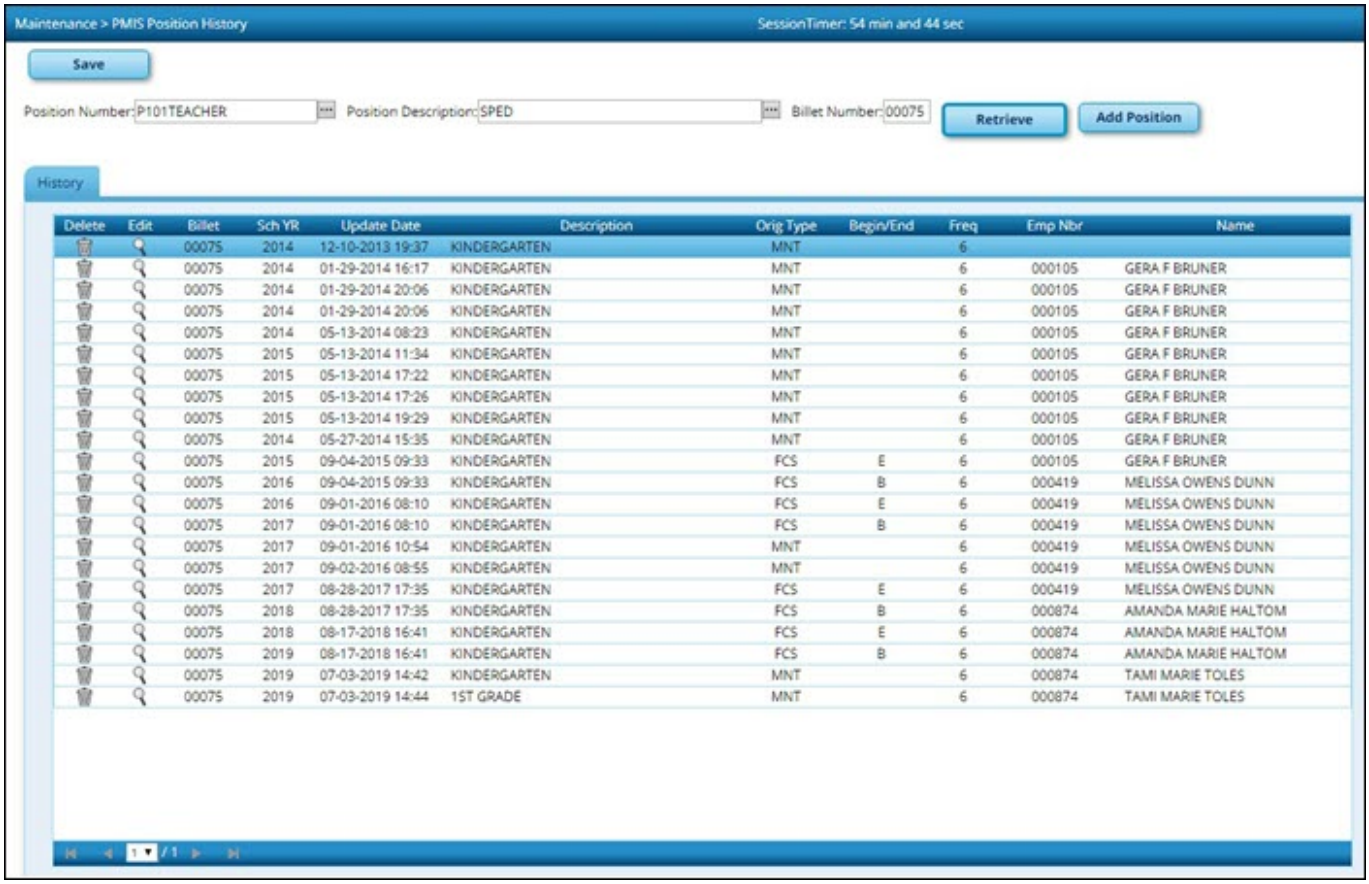
Human Resources > Maintenance > PMIS Position History OR Human Resources > Maintenance > PMIS Supplement History

This page is used to view historical position changes. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Each change in position (CIP), position maintenance, and forecast moves are displayed on this page. This information is helpful if CIP calculation results are not as expected. You can review all position history or specific billet history.

This data serves as a historical record and should not be modified.

| Field | Description |
|---|---|
| **Position Number** | 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.<br>If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions.<br><br>To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed.<br><br>Select a position number from the list. Otherwise, click **Cancel**. |

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




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

| | |
|---|---|
| **Billet Number** | 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. |

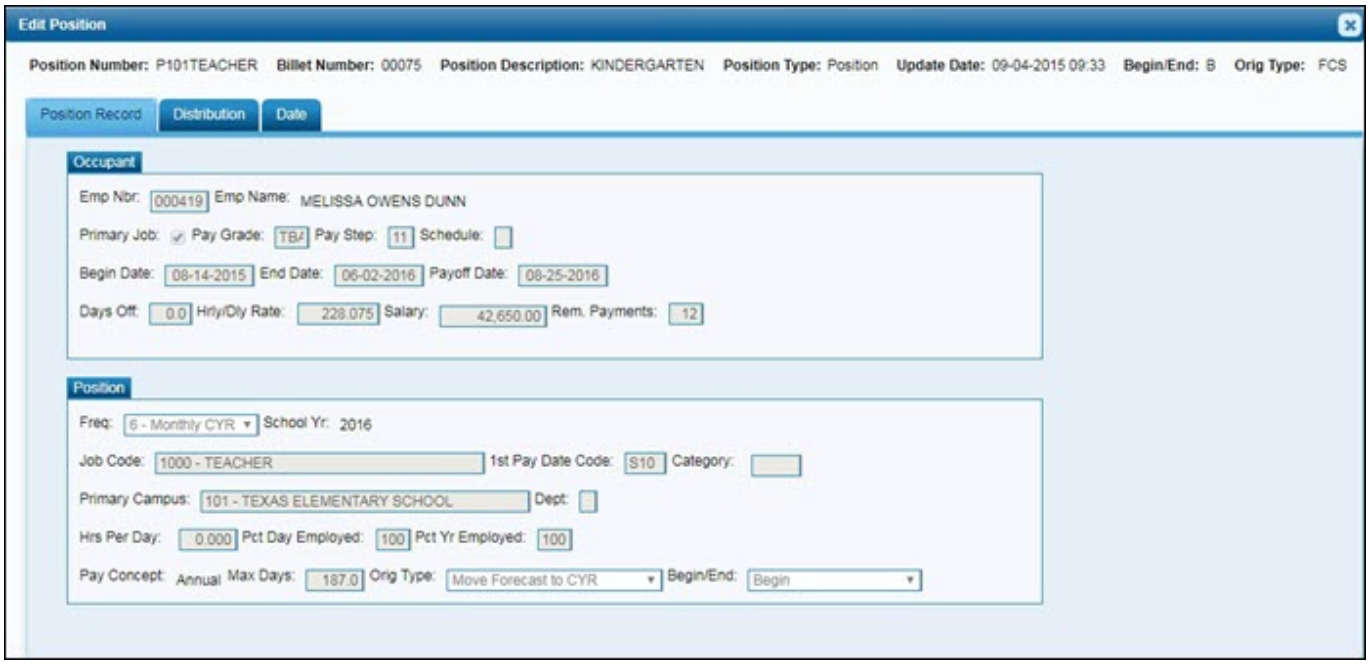
Click **Retrieve**. A list of all employees who have held the position with the specified billet number is displayed. The following details are displayed.

- **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.

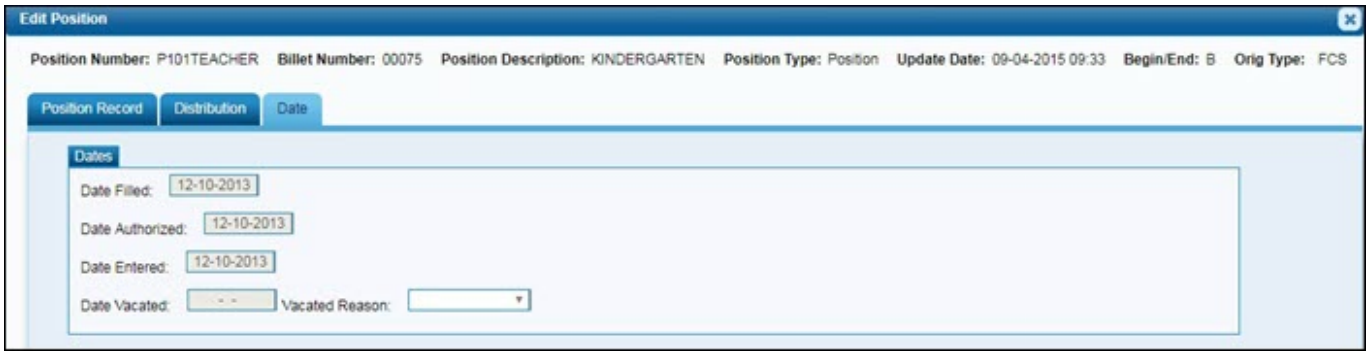
### Position Record




### Distribution




### Date




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.