



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. These 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

Position Data Inquiry

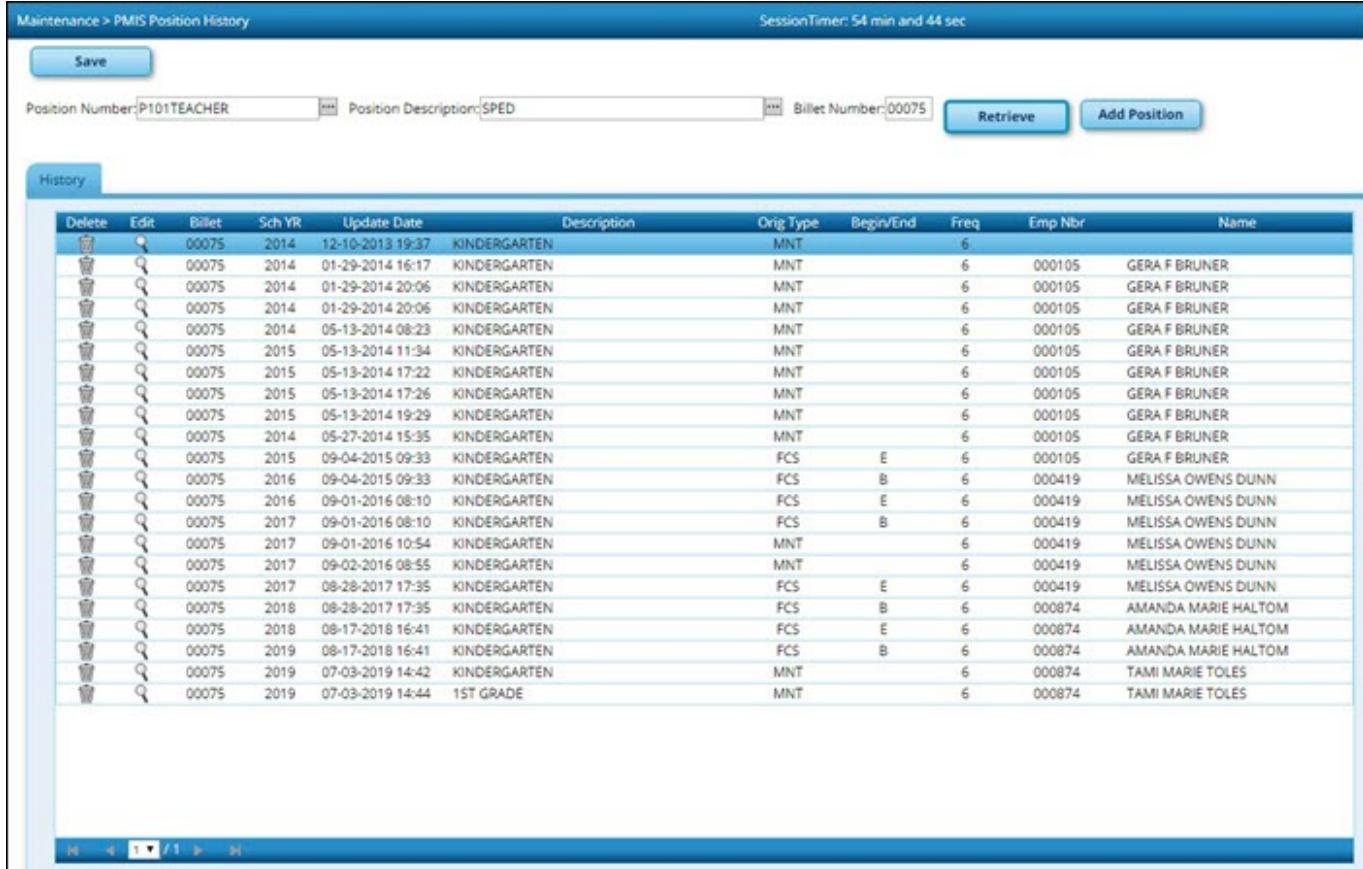
[Human Resources > Maintenance > PMIS Position History](#) OR [Human Resources > Maintenance > PMIS Supplement History](#)

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.

Position Number	<p>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.</p> <p>If the position number 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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p>
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Position Description	<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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>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.</p>
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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 'Session Timer' is 54 min and 44 sec. Below the search area is a table titled 'History' with 25 rows of data. The columns are: Delete, Edit, Billet, Sch YR, Update Date, Description, Orig Type, Begin/End, Freq, Emp Nbr, and Name. The data shows various positions held by different employees over time, with details like 'MNT' for Orig Type and '6' for Freq.

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.
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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

Edit Position

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

Edit Position

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	Empir Confr	Percent	Amount
80 - Base Salary	199-11-6119.00-101-611000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00%	42650.0
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.