



# **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.

<b>Position Number</b>	<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 <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>
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**Position Description**

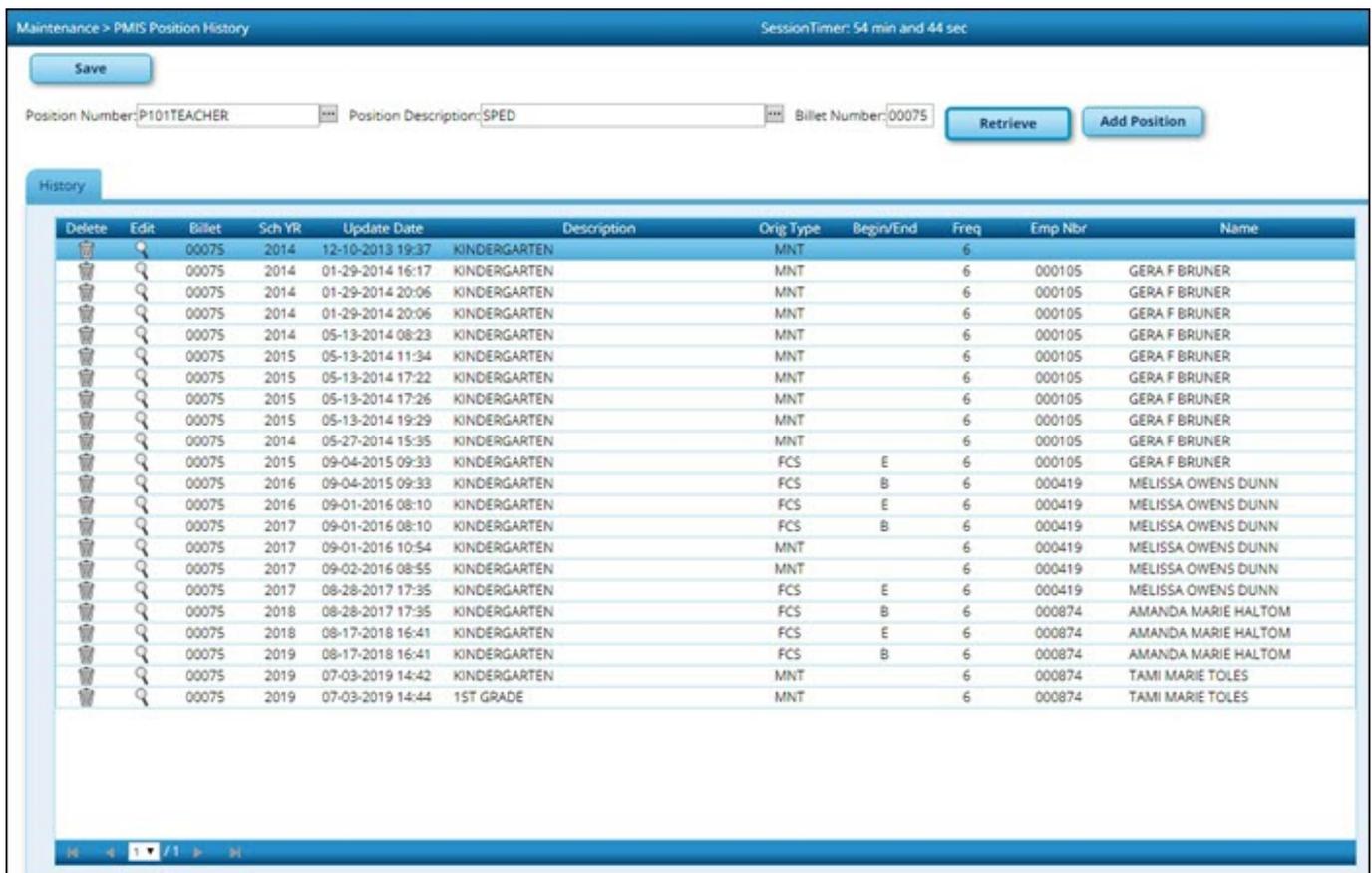
Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.

If the position description 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 **Search**. A list of data that matches the search criteria is displayed.

Select a position number from the list. Otherwise, click **Cancel**.

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.



Delete	Edit	Billet	Sch YR	Update Date	Description	Orig Type	Begin/End	Freq	Emp Nbr	Name
		00075	2014	12-10-2013 19:37	KINDERGARTEN	MNT		6		
		00075	2014	01-29-2014 16:17	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	01-29-2014 20:06	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	01-29-2014 20:06	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	05-13-2014 08:23	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 11:34	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 17:22	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 17:26	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 19:29	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	05-27-2014 15:35	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	09-04-2015 09:33	KINDERGARTEN	FCS	E	6	000105	GERA F BRUNER
		00075	2016	09-04-2015 09:33	KINDERGARTEN	FCS	B	6	000419	MELISSA OWENS DUNN
		00075	2016	09-01-2016 08:10	KINDERGARTEN	FCS	E	6	000419	MELISSA OWENS DUNN
		00075	2017	09-01-2016 08:10	KINDERGARTEN	FCS	B	6	000419	MELISSA OWENS DUNN
		00075	2017	09-01-2016 10:54	KINDERGARTEN	MNT		6	000419	MELISSA OWENS DUNN
		00075	2017	09-02-2016 08:55	KINDERGARTEN	MNT		6	000419	MELISSA OWENS DUNN
		00075	2017	08-28-2017 17:35	KINDERGARTEN	FCS	E	6	000419	MELISSA OWENS DUNN
		00075	2018	08-28-2017 17:35	KINDERGARTEN	FCS	B	6	000874	AMANDA MARIE HALTOM
		00075	2018	08-17-2018 16:41	KINDERGARTEN	FCS	E	6	000874	AMANDA MARIE HALTOM
		00075	2019	08-17-2018 16:41	KINDERGARTEN	FCS	B	6	000874	AMANDA MARIE HALTOM
		00075	2019	07-03-2019 14:42	KINDERGARTEN	MNT		6	000874	TAMI MARIE TOLES
		00075	2019	07-03-2019 14:44	1ST GRADE	MNT		6	000874	TAMI MARIE TOLES

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.

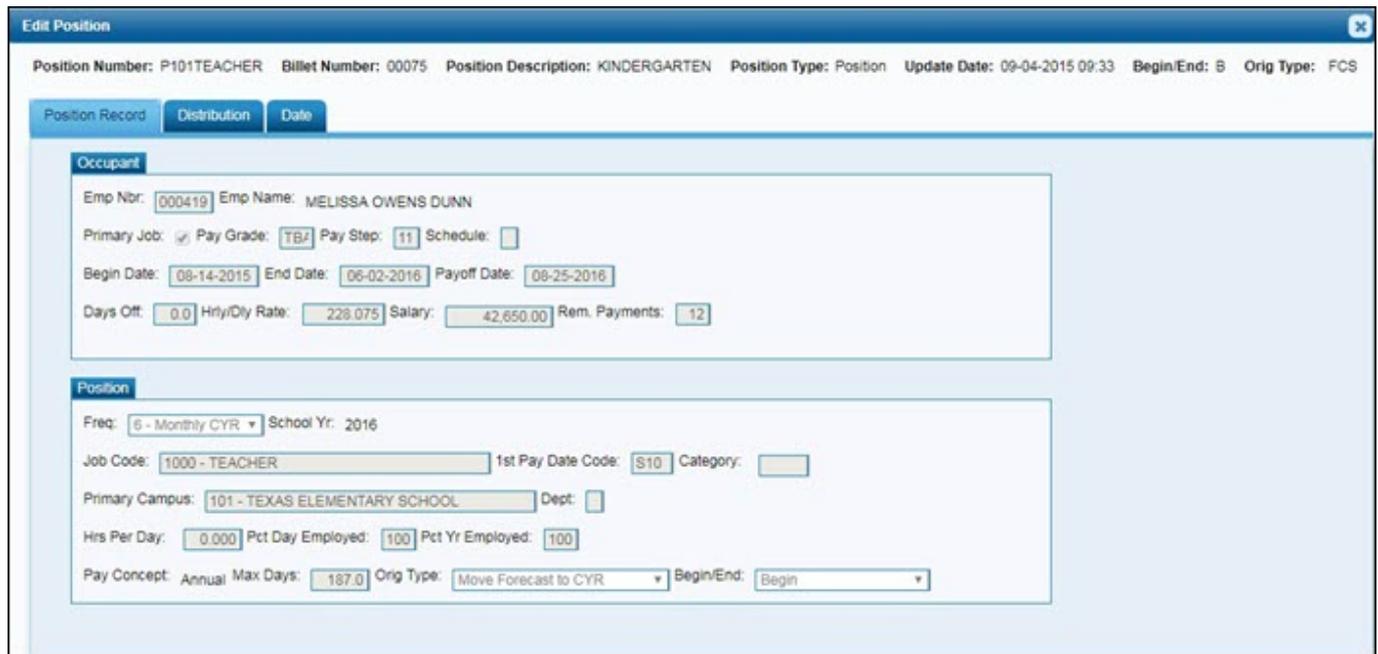
Click **Retrieve**. A list of all employees who have held the position with the specified billet number is displayed. The following details are displayed.

- **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



**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 Hrs/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	Emplr 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%	42650.0
Totals:						100.00%	42,650.00

### Date

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: [dropdown]

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.