


# 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

Run an employee historical data inquiry.

Position Management > 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** | Type the employee name or number. 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 a specific date range. |

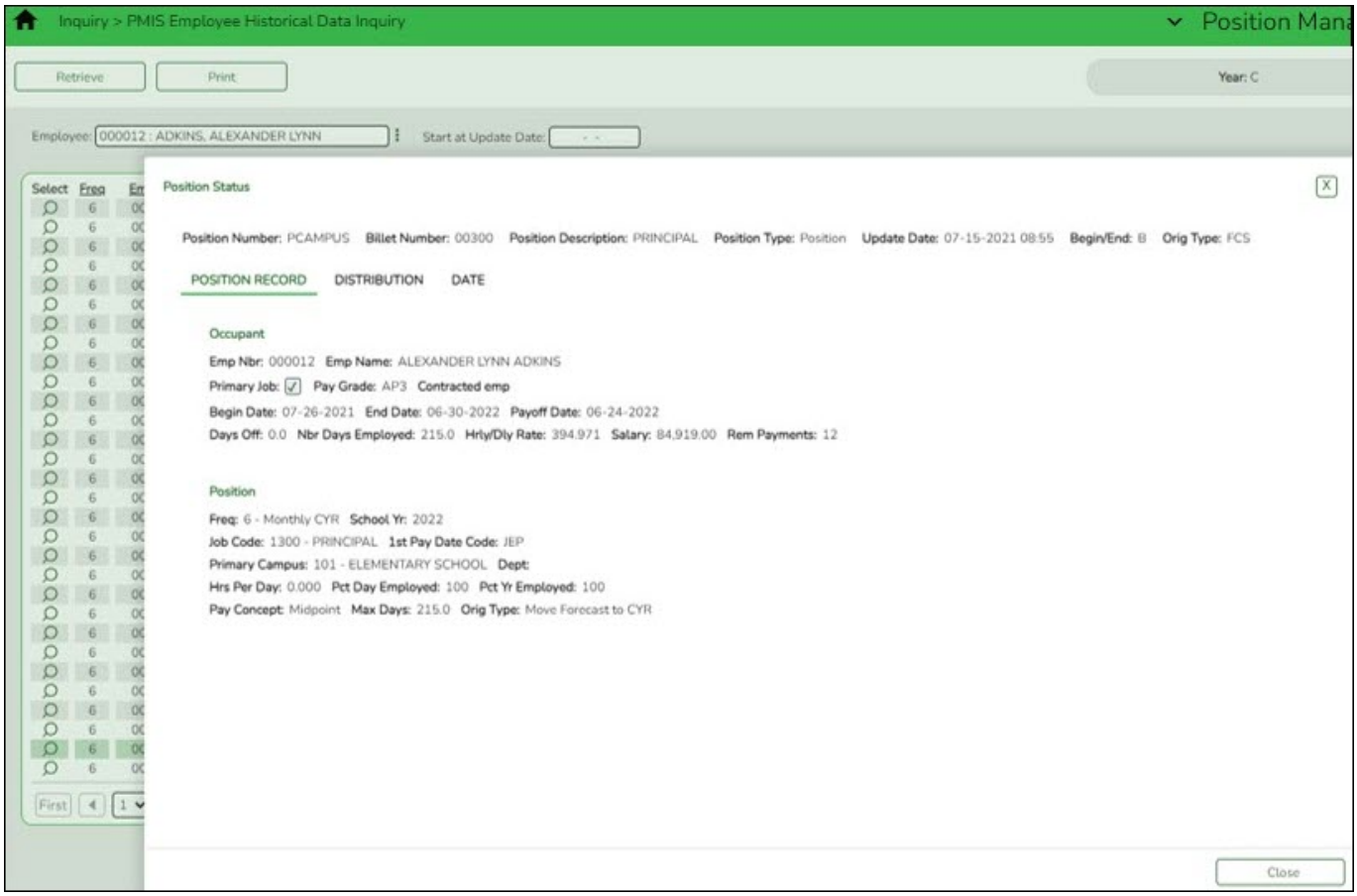
❑ Click **Retrieve**.

The following information is displayed for each employee:

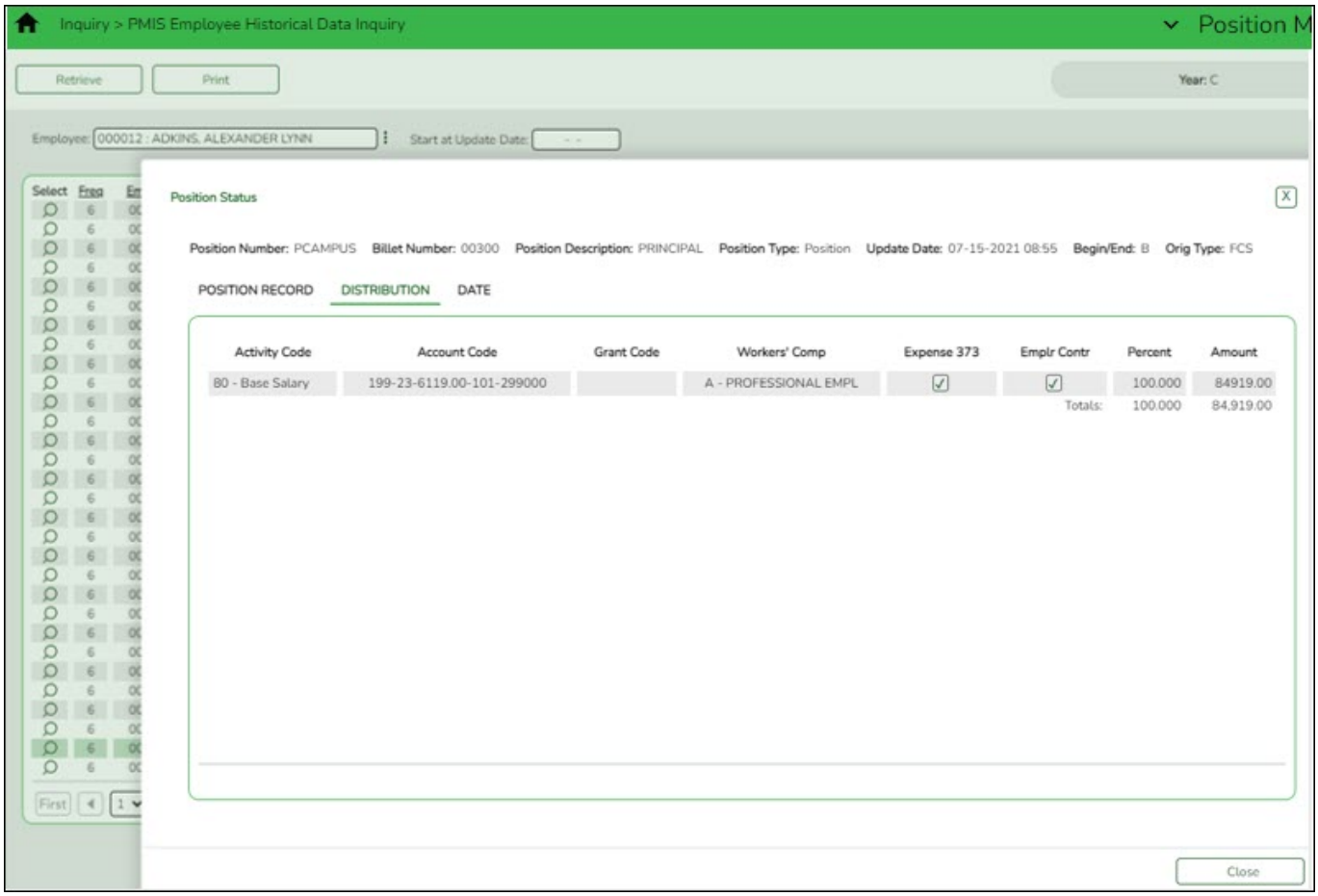
- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved 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.

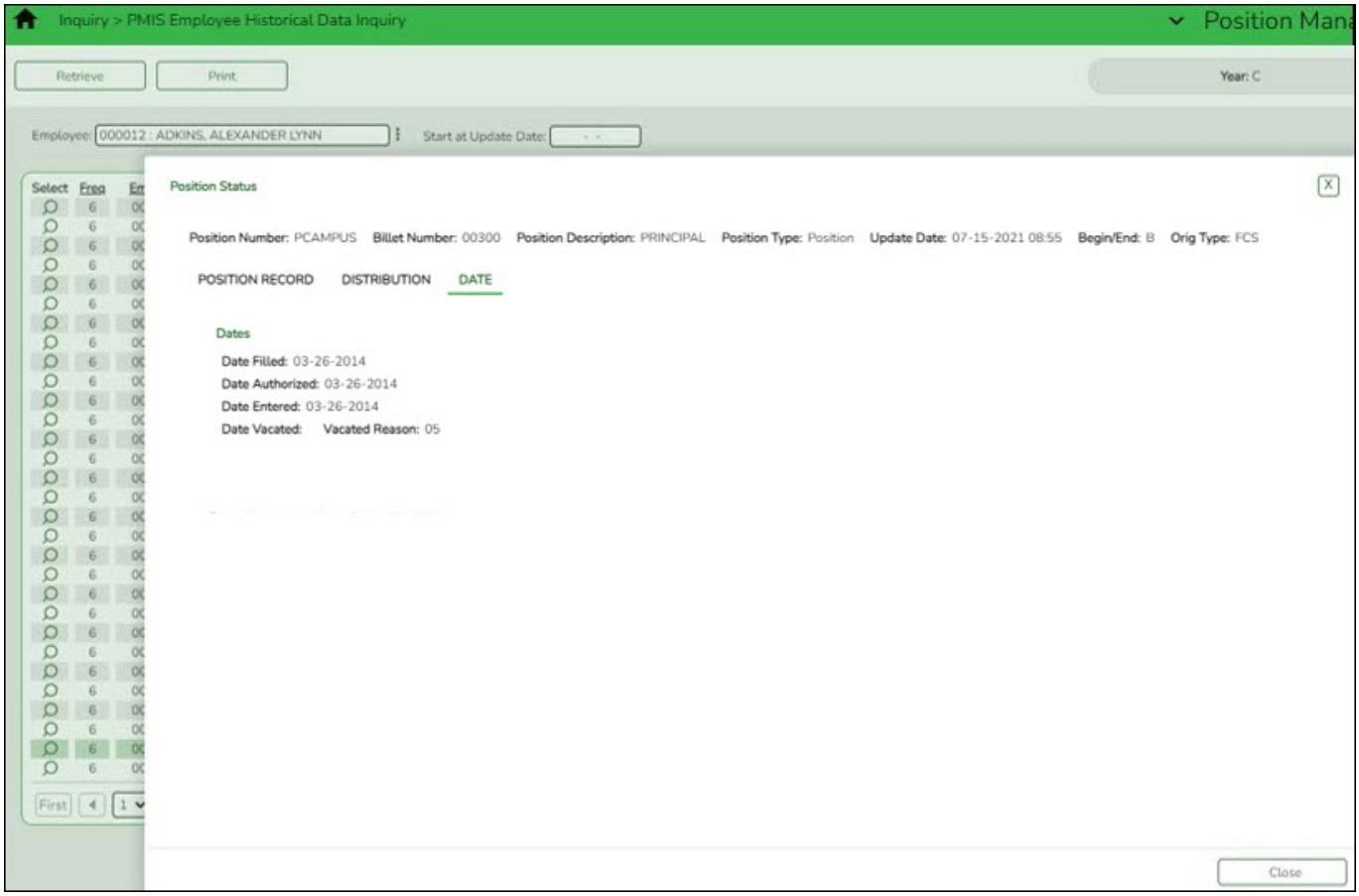
**Position Record** - This tab displays information similar to what is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. The **Orig Type** indicates the process that was used to make the change.



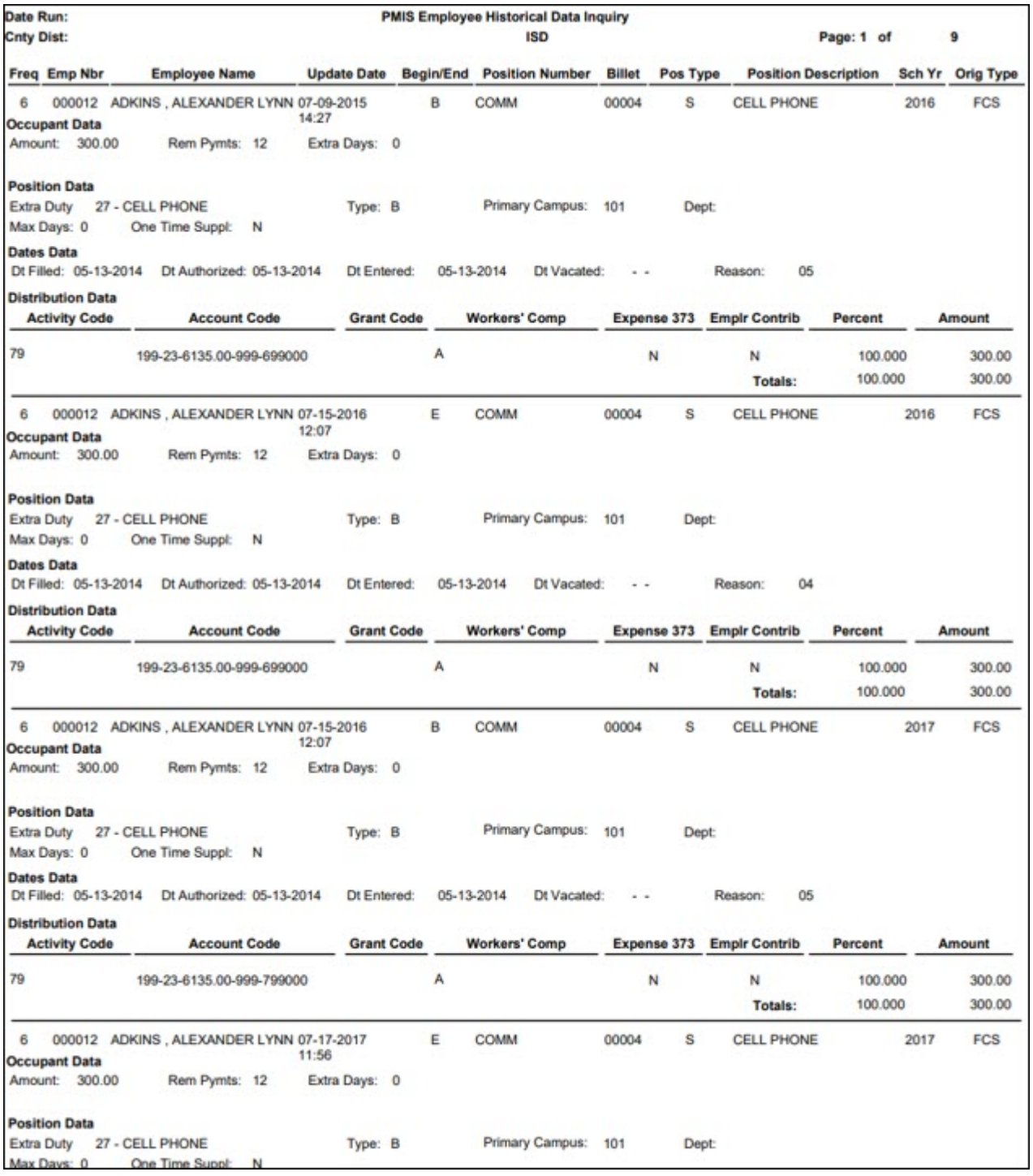

**Distribution** - This tab displays the distribution information as it was on that date. You can view the account codes assigned to an employee in a prior fiscal year.




**Date** - This tab displays dates that were manually entered for this position for districts that maintain this information in the database. These dates are not system automated.



❑ 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

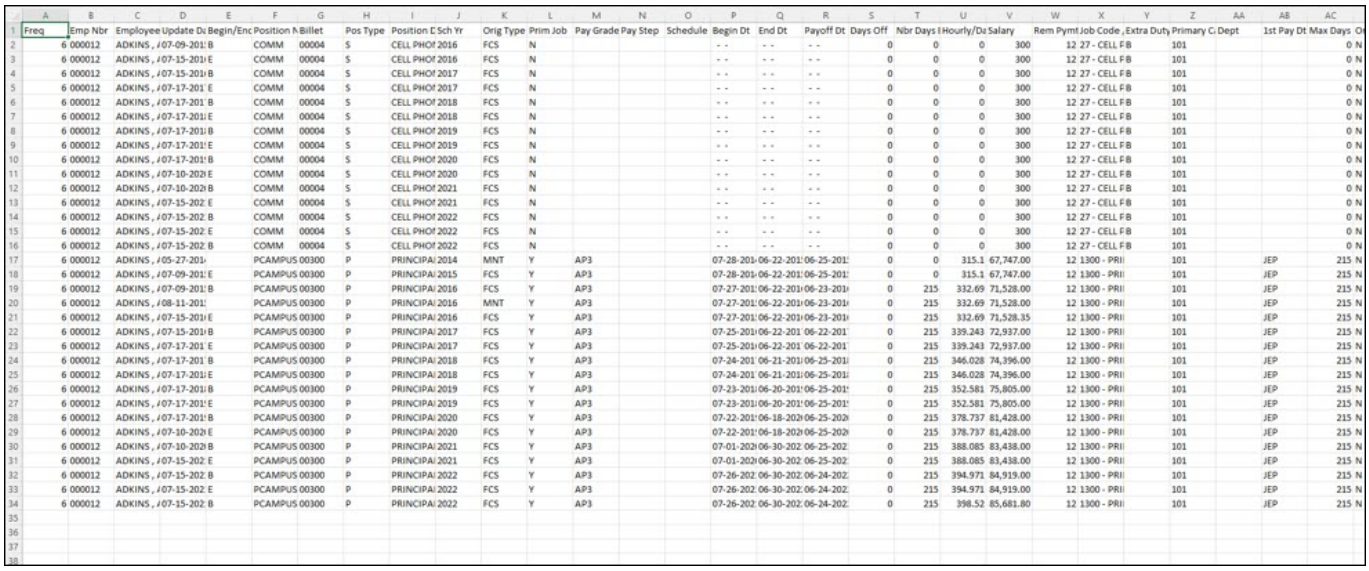
**Distribution Data**

| 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/Enc | 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/Da | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 PHO | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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 | PRINCIPAL | 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