



## **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).

<b>Employee</b>	Type the employee name or number. 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 a specific date range.

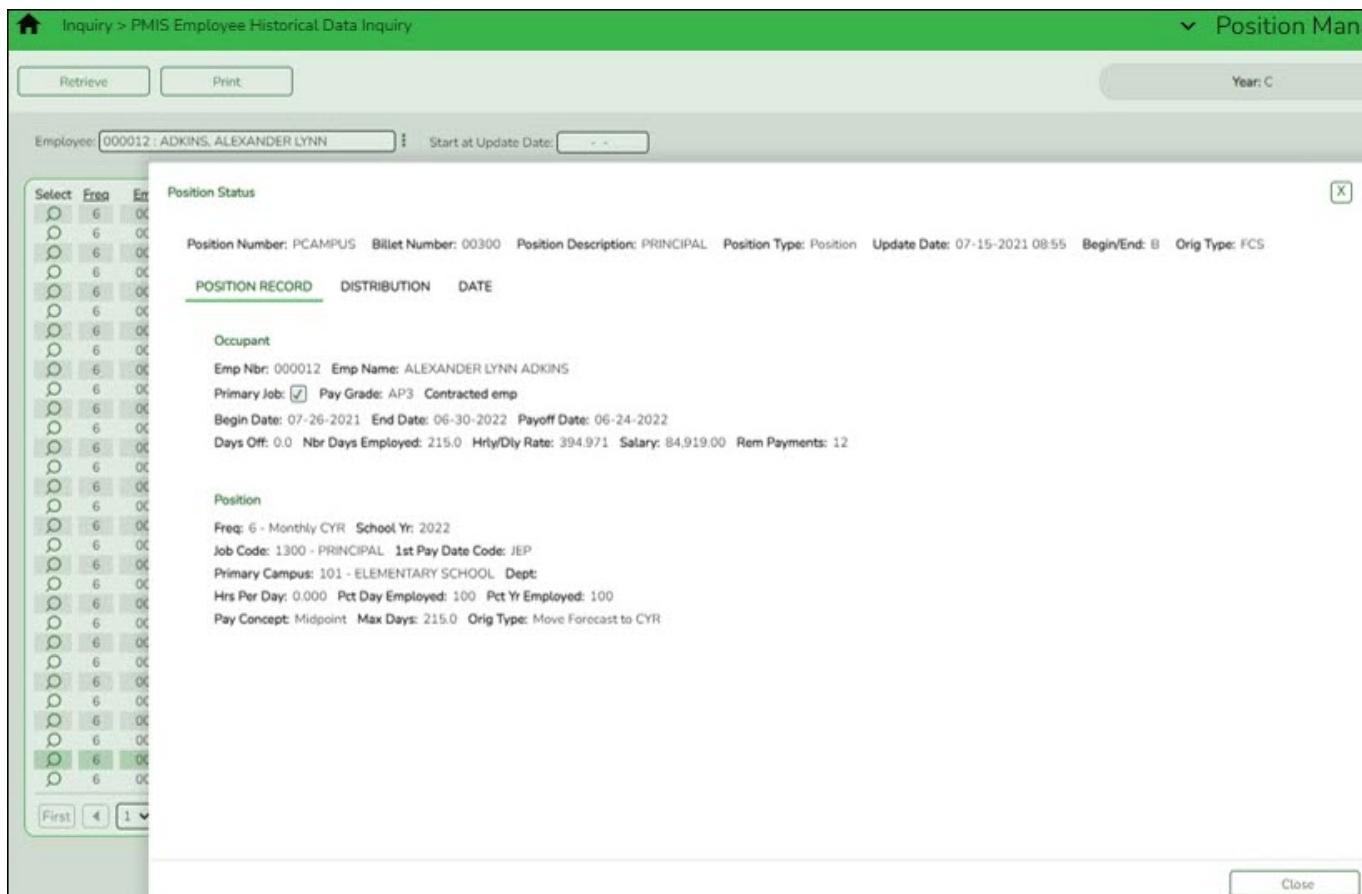
Click **Retrieve**.

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.



The screenshot shows the 'Inquiry > PMIS Employee Historical Data Inquiry' window. The 'Position Record' tab is selected. The top header includes buttons for 'Retrieve' and 'Print', and a dropdown for 'Year: C'. The main content area displays the following information:

**Employee:** 000012 : ADKINS, ALEXANDER LYNN

**Position Status:**

Position Number: PCAMPUS   Billet Number: 00300   Position Description: PRINCIPAL   Position Type: Position   Update Date: 07-15-2021 08:55   Begin/End: B   Orig Type: FCS

**POSITION RECORD   DISTRIBUTION   DATE**

**Occupant:**

Emp Nbr: 000012   Emp Name: ALEXANDER LYNN ADKINS  
 Primary Job:  Pay Grade: AP3   Contracted emp  
 Begin Date: 07-26-2021   End Date: 06-30-2022   Payoff Date: 06-24-2022  
 Days Off: 0.0   Nbr Days Employed: 215.0   Hrly/Dly Rate: 394.971   Salary: 84,919.00   Rem Payments: 12

**Position:**

Freq: 6 - Monthly CYR   School Yr: 2022  
 Job Code: 1300 - PRINCIPAL   1st Pay Date Code: JEP  
 Primary Campus: 101 - ELEMENTARY SCHOOL   Dept:  
 Hrs Per Day: 0.000   Pct Day Employed: 100   Pct Yr Employed: 100  
 Pay Concept: Midpoint   Max Days: 215.0   Orig Type: Move Forecast to CYR

On the left, there is a large grid of data rows with columns for 'Select', 'Freq', and 'End'. At the bottom left, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last', with a page number '1'.

**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.

Inquiry > PMIS Employee Historical Data Inquiry Position M

Employee: 000012 : ADKINS, ALEXANDER LYNN Year: C

Position Status

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 08:55 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	199-23-6119.00-101-299000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	84919.00
Totals:							100.000 84,919.00

**First** **1** **Close**

**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.

Inquiry > PMIS Employee Historical Data Inquiry Position M

Employee: 000012 : ADKINS, ALEXANDER LYNN Year: C

Position Status

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 08:55 Begin/End: B Orig Type: FCS

**POSITION RECORD** **DISTRIBUTION** **DATE**

**Dates**

Date Filled: 03-26-2014  
 Date Authorized: 03-26-2014  
 Date Entered: 03-26-2014  
 Date Vacated: Vacated Reason: 05

**First** **1** **Close**

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

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
2	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	Hourly/Ds	Salary	Rem Pymt	Job Code	Extra Duty	Primary C-Dept	1st Pay Dt	Max Days	Off		
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	E	COMM	00004	S	CELL PHOT 2016	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	E	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	E	COMM	00004	S	CELL PHOT 2020	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
11	6 000012	ADKINS ,07/17/2011	E	COMM	00004	S	CELL PHOT 2020	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
12	6 000012	ADKINS ,07/17/2011	B	COMM	00004	S	CELL PHOT 2021	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
13	6 000012	ADKINS ,07/15/2011	E	COMM	00004	S	CELL PHOT 2021	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
14	6 000012	ADKINS ,07/15/2011	B	COMM	00004	S	CELL PHOT 2022	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
15	6 000012	ADKINS ,07/15/2011	E	COMM	00004	S	CELL PHOT 2022	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
16	6 000012	ADKINS ,07/15/2011	B	COMM	00004	S	CELL PHOT 2022	FCS	N	-	-	-	-	-	0	0	0	300	12.27 - CELL FB	101			0 N						
17	6 000012	ADKINS ,05/27/2011	PCAMPUS 00300	P	PRINCIPAL 2014	MNT	Y	AP3						07-28-2011 06-22-2011 06-25-2011	0	0	315.1	67,747.00	12 1300 - PRII	101	JEP	215 N							
18	6 000012	ADKINS ,07/09/2011	PCAMPUS 00300	P	PRINCIPAL 2015	FCS	Y	AP3						07-28-2011 06-22-2011 06-25-2011	0	0	315.1	67,747.00	12 1300 - PRII	101	JEP	215 N							
19	6 000012	ADKINS ,07/09/2011	PCAMPUS 00300	P	PRINCIPAL 2016	FCS	Y	AP3						07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.00	12 1300 - PRII	101	JEP	215 N							
20	6 000012	ADKINS ,06/09/2011	PCAMPUS 00300	P	PRINCIPAL 2016	MNT	Y	AP3						07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.00	12 1300 - PRII	101	JEP	215 N							
21	6 000012	ADKINS ,07/15/2011	PCAMPUS 00300	P	PRINCIPAL 2016	FCS	Y	AP3						07-27-2011 06-22-2011 06-23-2011	0	215	332.69	71,528.35	12 1300 - PRII	101	JEP	215 N							
22	6 000012	ADKINS ,07/15/2011	PCAMPUS 00300	P	PRINCIPAL 2017	FCS	Y	AP3						07-25-2011 06-22-2011 06-22-2011	0	215	339.243	72,937.00	12 1300 - PRII	101	JEP	215 N							
23	6 000012	ADKINS ,07/17/2011	PCAMPUS 00300	P	PRINCIPAL 2017	FCS	Y	AP3						07-25-2011 06-22-2011 06-22-2011	0	215	339.243	72,937.00	12 1300 - PRII	101	JEP	215 N							
24	6 000012	ADKINS ,07/17/2011	B	PCAMPUS 00300	P	PRINCIPAL 2018	FCS	Y	AP3						07-24-2011 06-21-2011 06-23-2011	0	215	346.024	74,396.00	12 1300 - PRII	101	JEP	215 N						
25	6 000012	ADKINS ,07/17/2011	B	PCAMPUS 00300	P	PRINCIPAL 2018	FCS	Y	AP3						07-24-2011 06-21-2011 06-23-2011	0	215	346.024	74,396.00	12 1300 - PRII	101	JEP	215 N						
26	6 000012	ADKINS ,07/17/2011	B	PCAMPUS 00300	P	PRINCIPAL 2019	FCS	Y	AP3						07-23-2011 06-20-2011 06-23-2011	0	215	352.561	75,805.00	12 1300 - PRII	101	JEP	215 N						
27	6 000012	ADKINS ,07/17/2011	B	PCAMPUS 00300	P	PRINCIPAL 2019	FCS	Y	AP3						07-23-2011 06-20-2011 06-23-2011	0	215	352.561	75,805.00	12 1300 - PRII	101	JEP	215 N						
28	6 000012	ADKINS ,07/17/2011	B	PCAMPUS 00300	P	PRINCIPAL 2020	FCS	Y	AP3						07-22-2011 06-18-2021 06-23-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N						
29	6 000012	ADKINS ,07/10/2021	B	PCAMPUS 00300	P	PRINCIPAL 2020	FCS	Y	AP3						07-22-2011 06-18-2021 06-23-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N						
30	6 000012	ADKINS ,07/10/2021	B	PCAMPUS 00300	P	PRINCIPAL 2021	FCS	Y	AP3						07-01-2020 06-30-2021 06-23-2021	0	215	388.085	83,438.00	12 1300 - PRII	101	JEP	215 N						
31	6 000012	ADKINS ,07/15/2021	B	PCAMPUS 00300	P	PRINCIPAL 2021	FCS	Y	AP3						07-01-2020 06-30-2021 06-23-2021	0	215	388.085	83,438.00	12 1300 - PRII	101	JEP	215 N						
32	6 000012	ADKINS ,07/15/2021	B	PCAMPUS 00300	P	PRINCIPAL 2022	FCS	Y	AP3						07-26-2021 06-30-2021 06-24-2021	0	215	394.971	84,919.00	12 1300 - PRII	101	JEP	215 N						
33	6 000012	ADKINS ,07/15/2021	B	PCAMPUS 00300	P	PRINCIPAL 2022	FCS	Y	AP3						07-26-2021 06-30-2021 06-24-2021	0	215	394.971	84,919.00	12 1300 - PRII	101	JEP	215 N						
34	6 000012	ADKINS ,07/15/2021	B	PCAMPUS 00300	P	PRINCIPAL 2022	FCS	Y	AP3						07-26-2021 06-30-2021 06-24-2021	0	215	398.52	85,681.80	12 1300 - PRII	101	JEP	215 N						
35																													
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## Position Data Inquiry