

ASCENDER - Position Management: Perform Historical Inquiries

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ASCENDER - Position Management: Perform Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS. These inquiries are only available in the current year.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

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:

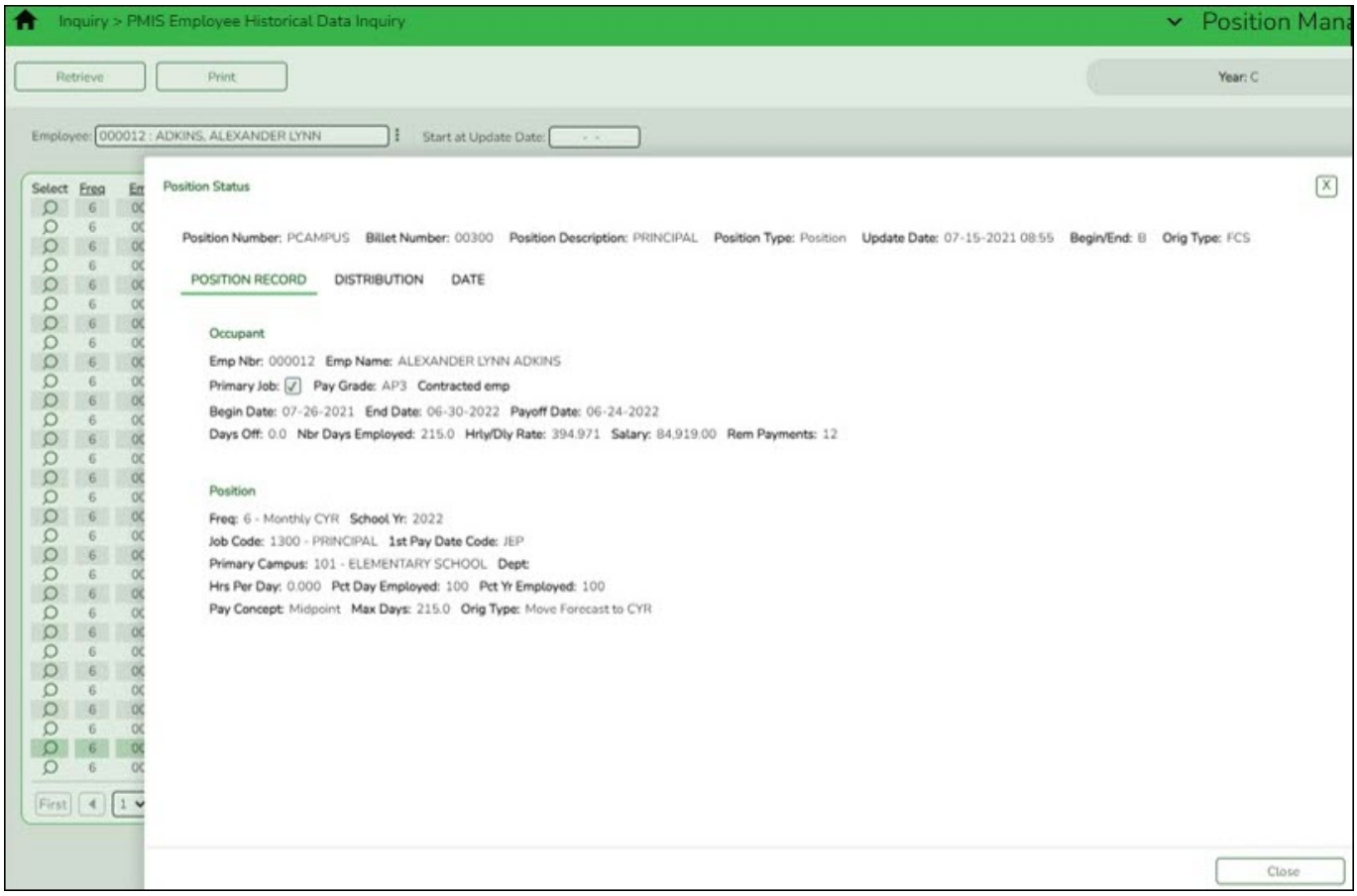
- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved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

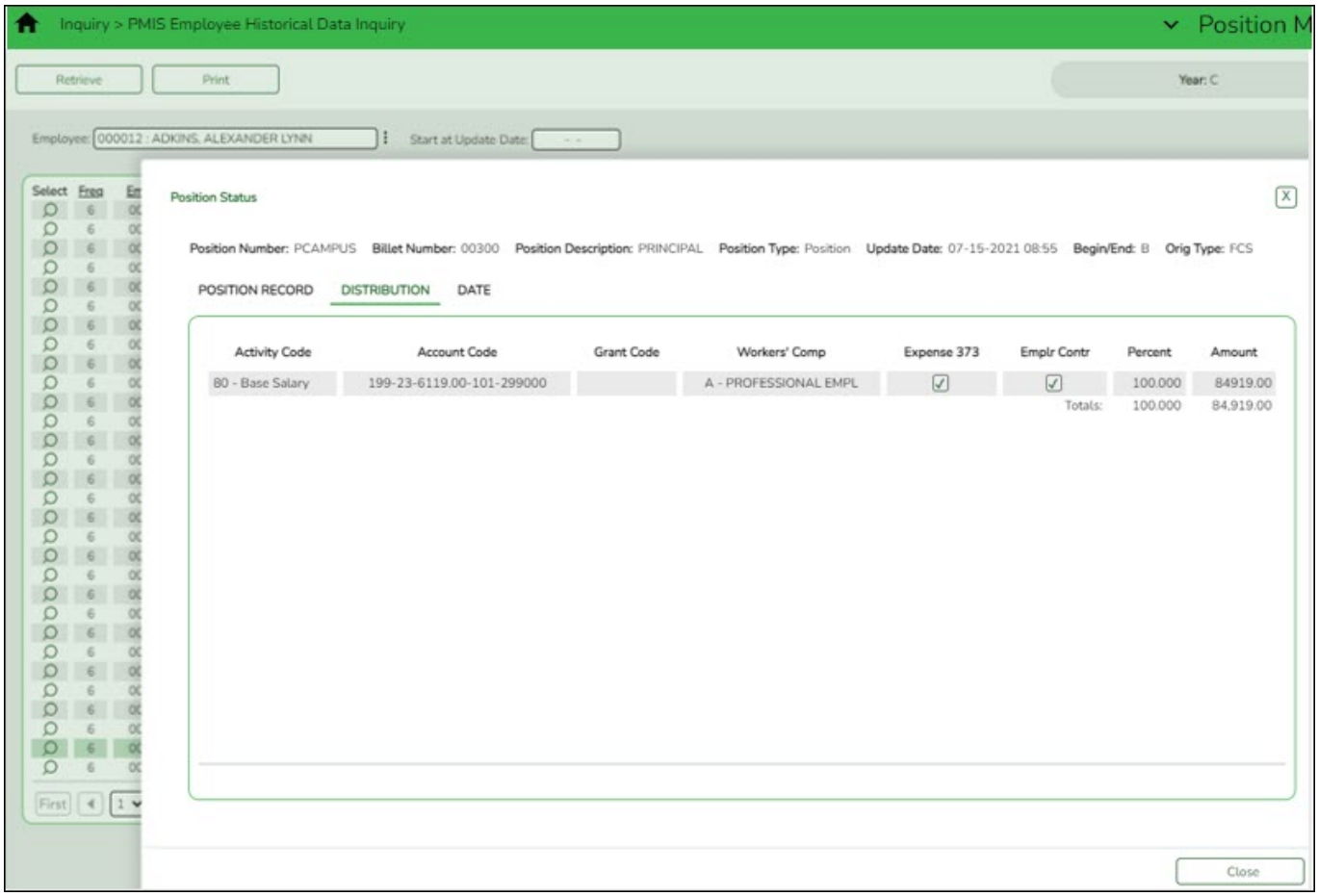
- **Pos Nbr** - Position Number
- **Billet** - Billet Number
- **Pos Typ** - Position Type
- **Sch YR** - The school year (fiscal year) for each transaction is displayed.
- **Description** - The billet description for the position is displayed. If the billet description is changed, the change is reflected 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.

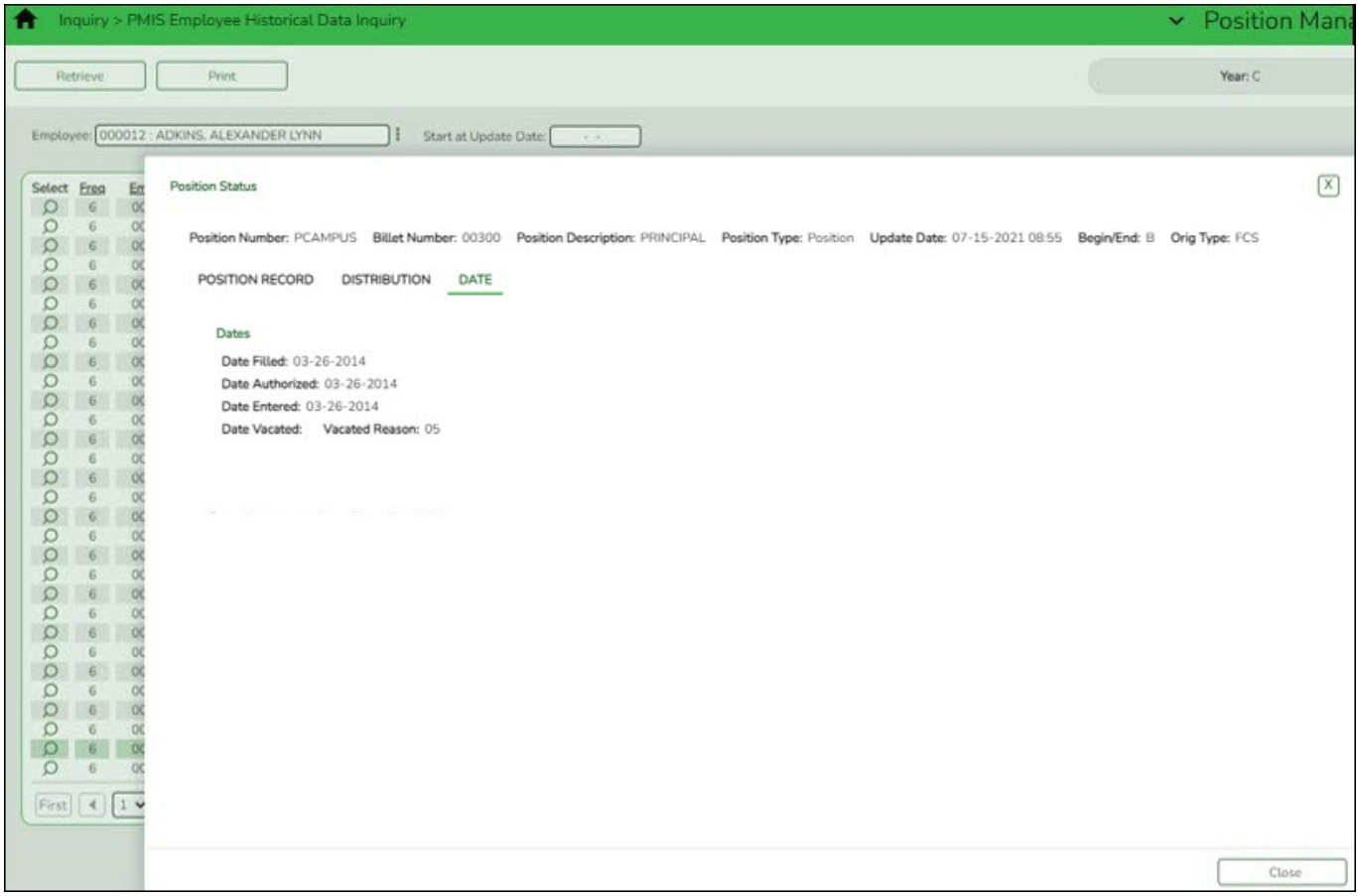
Position Record - This tab displays information similar to what is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. The **Orig Type** indicates the process that was used to make the change.



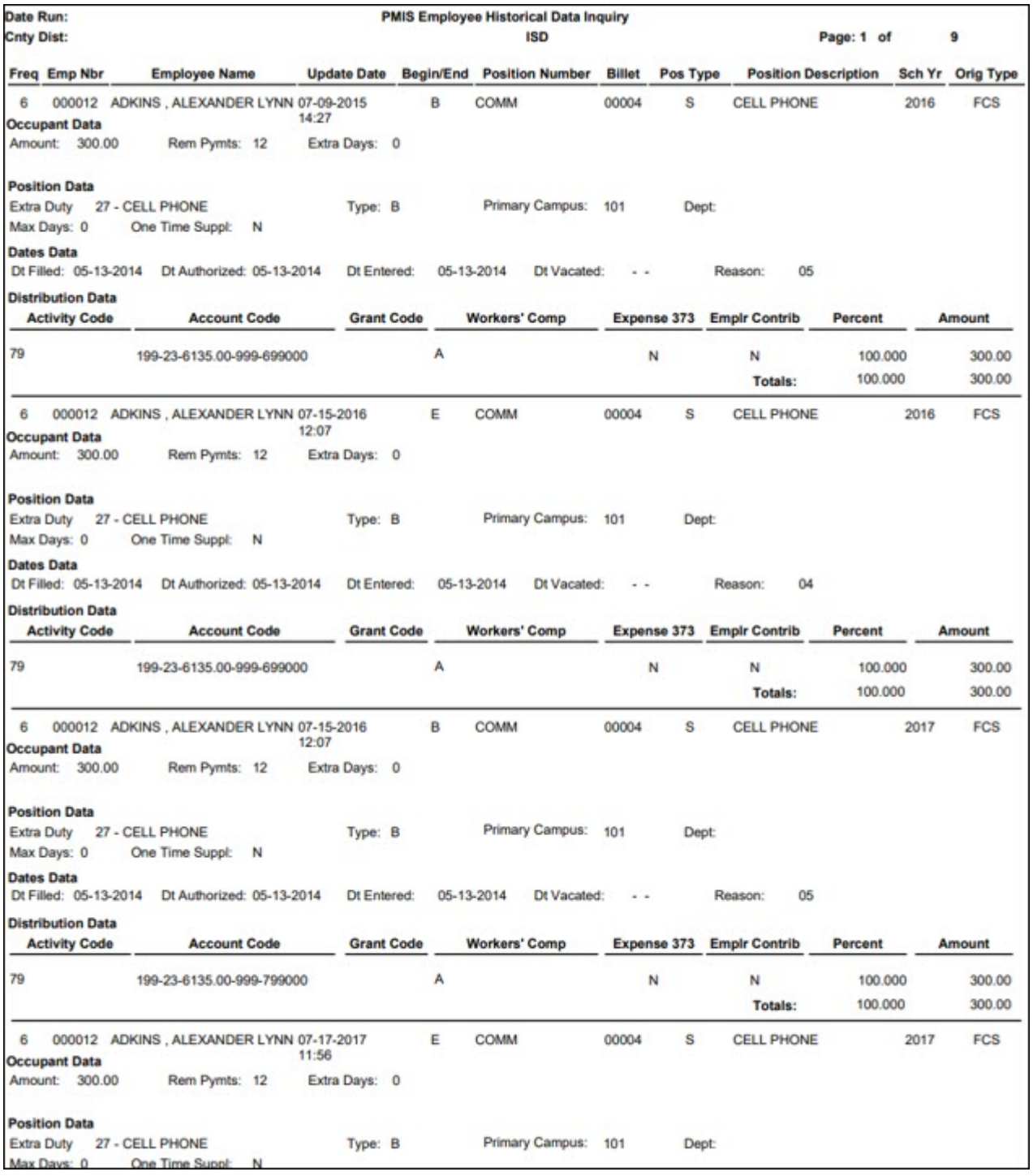
Distribution - This tab displays the distribution information as it was on that date. You can view the account codes assigned to an employee in a prior fiscal year.



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

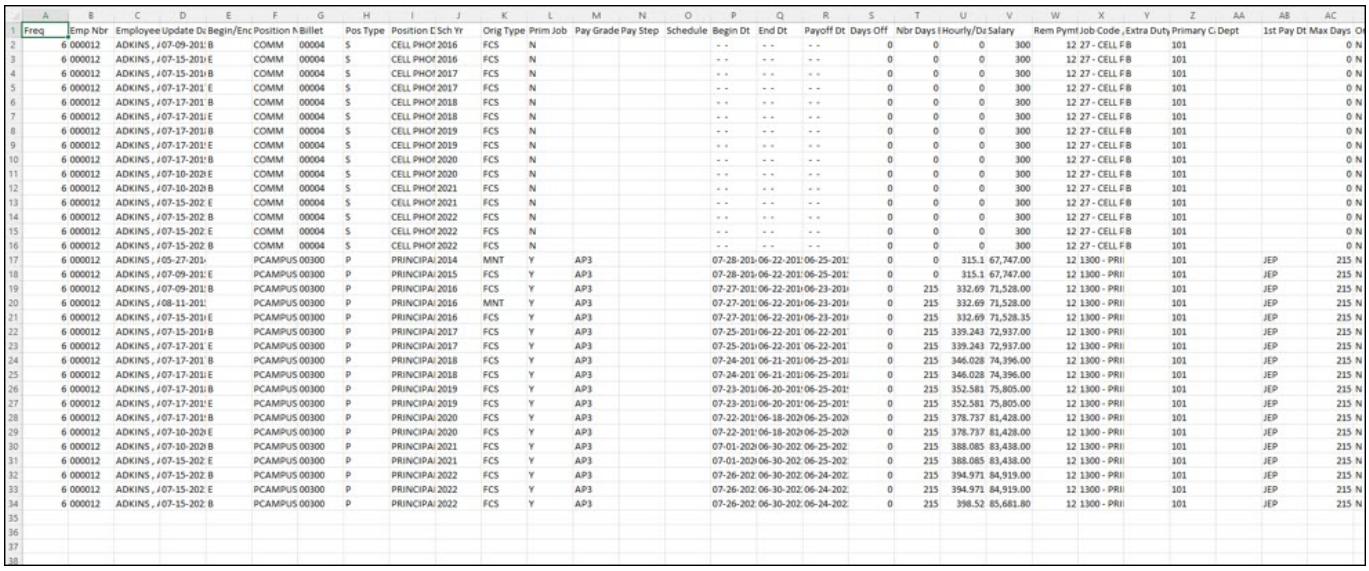
Distribution Data

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/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 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

Run a position data inquiry.

Position Management > Maintenance > PMIS Position History OR Position Management > 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	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. If the position number 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**.

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**.

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

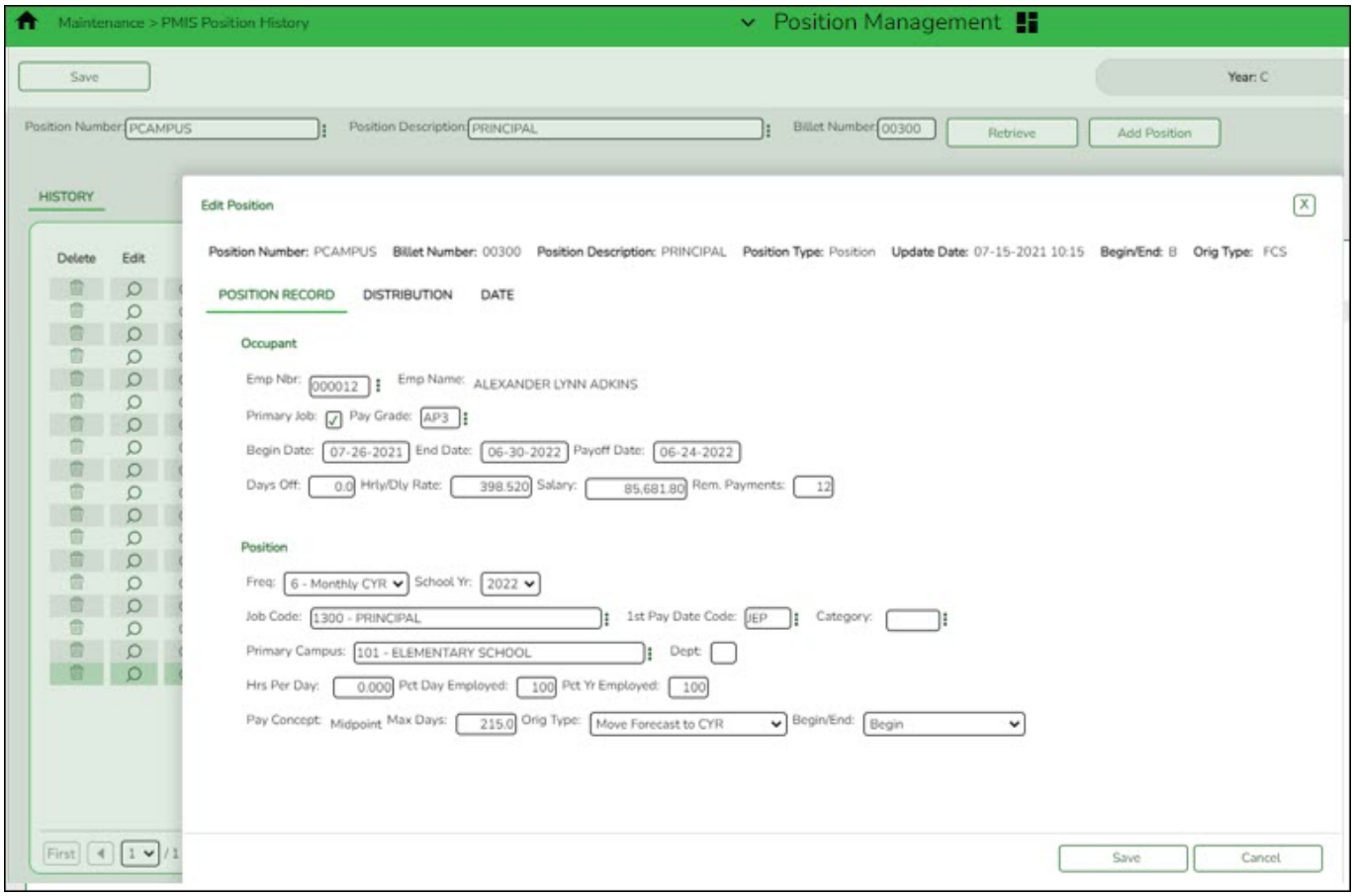
Billet Number	Type the specific billet number used to identify the various positions within the position number to narrow the search results. The field can be a maximum of five digits. Leading zeros are not required.

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

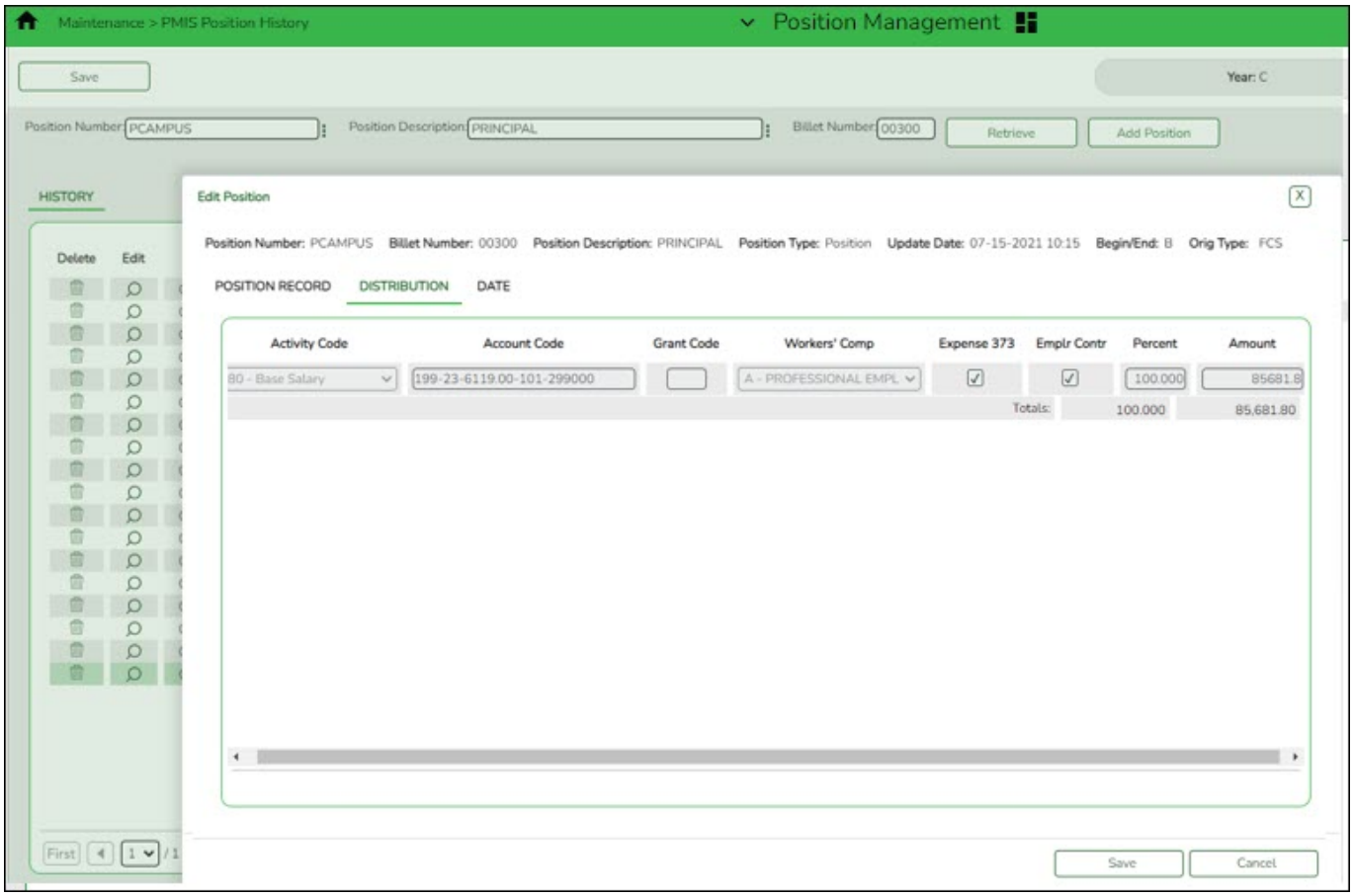
- **Billet**
- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved to this inquiry. This allows the LEA to view what an employee/position 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.

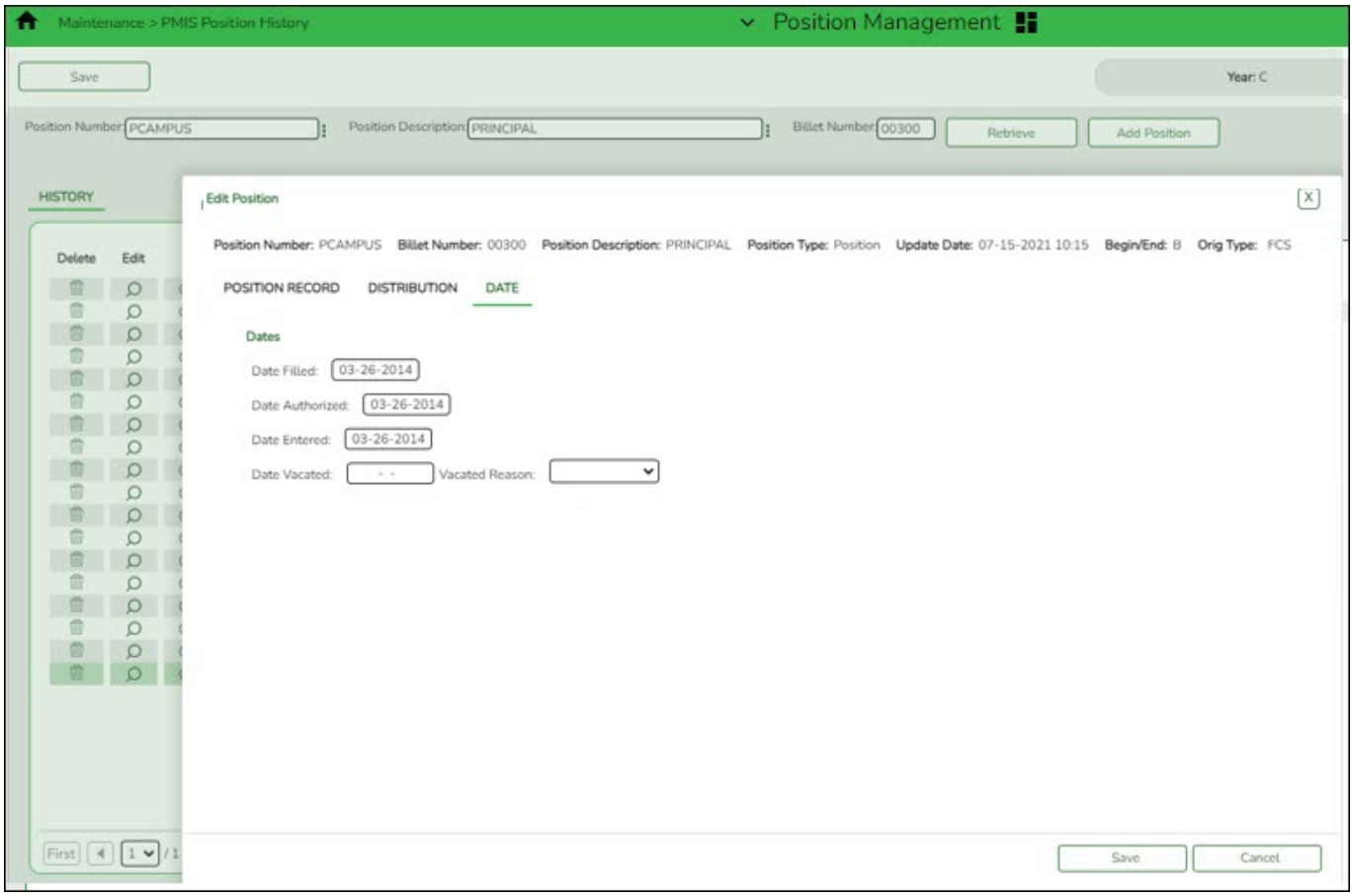
Position Record - This tab displays information similar to what is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. The **Orig Type** indicates the process that was used to make the change.



Distribution - This tab displays the distribution information as it existed on the selected date. The account codes assigned to an employee in a prior fiscal year can also be viewed.



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.



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.