



# **pmis\_positiondata\_historical\_inquiries**



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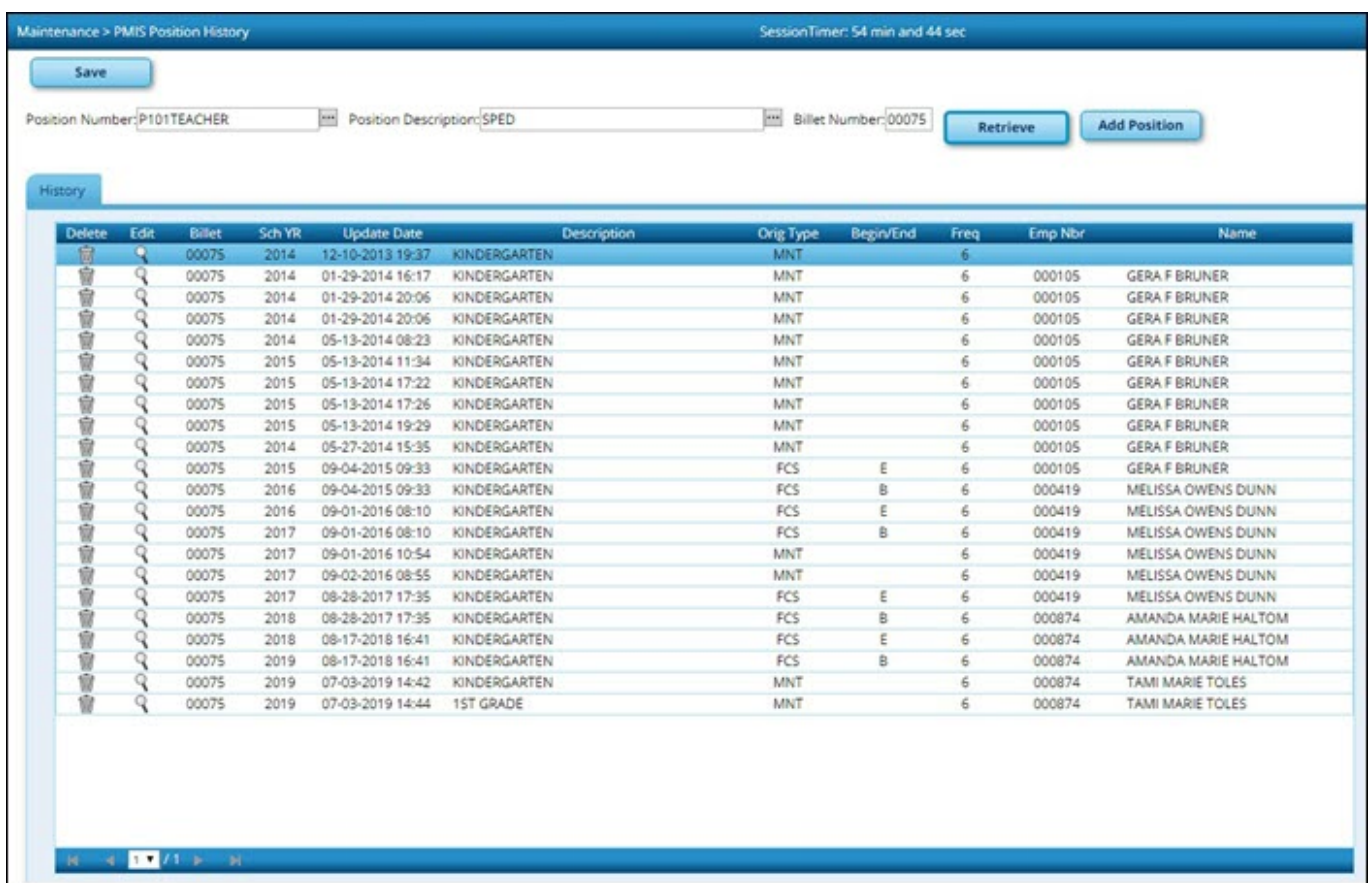


[Human Resources > Maintenance > PMIS Position History](#) OR [Human Resources > Maintenance > PMIS Supplement History](#)

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.

<p><b>Position Number</b></p>	<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>
<p><b>Position Description</b></p>	<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 <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> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>




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

<b>Billet Number</b>	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    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**

**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**

**Dates**

Date Filled: 12-10-2013

Date Authorized: 12-10-2013

Date Entered: 12-10-2013

Date Vacated: --    Vacated Reason:

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.