



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



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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>
<b>Position Description</b>	<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>

☐ 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.

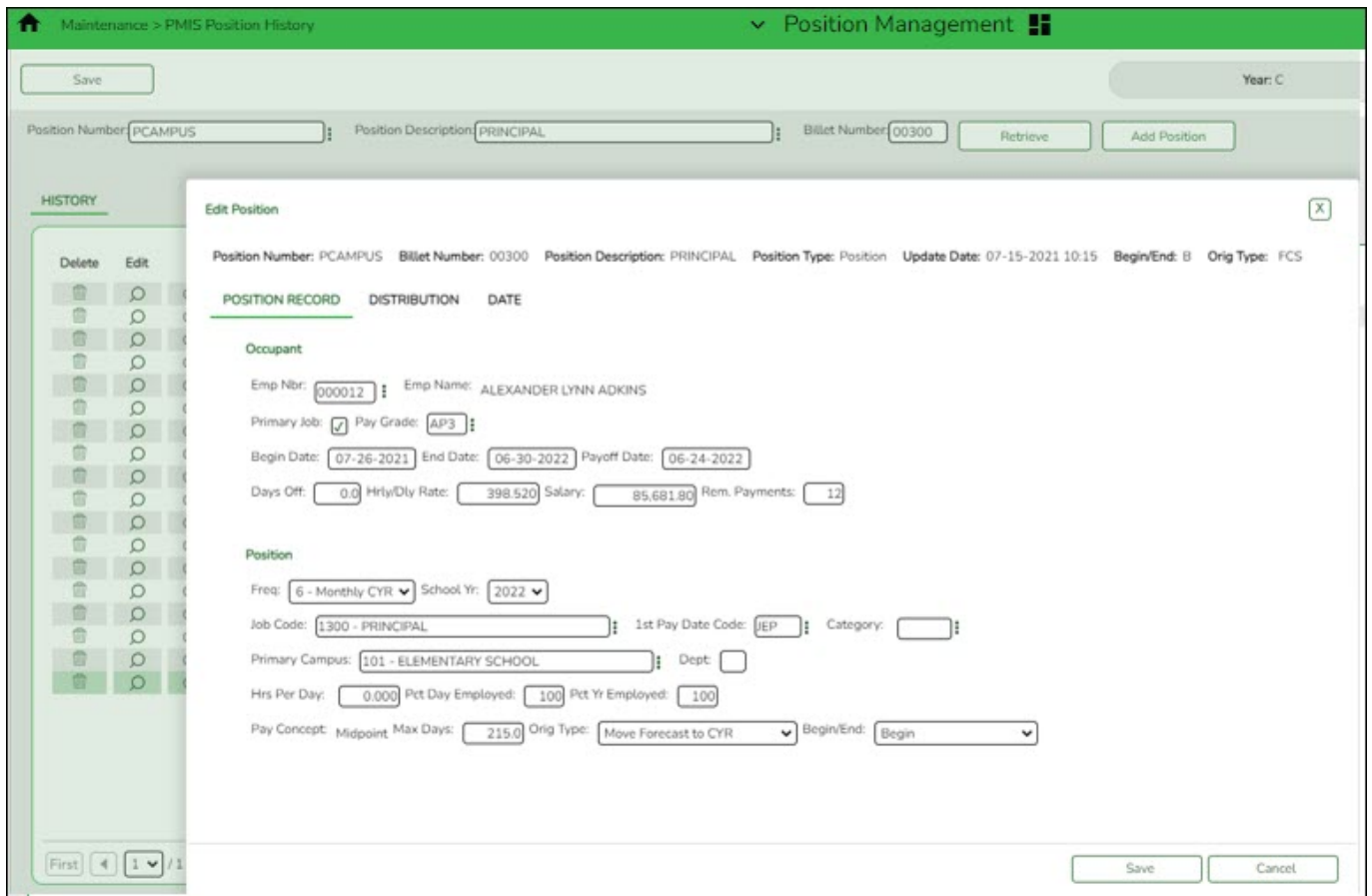
- **Billet**
- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved to this inquiry. This allows the

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** - 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 'Maintenance > PMIS Position History' application. A 'Position Management' header is visible. Below it, there are input fields for 'Position Number' (PCAMPUS), 'Position Description' (PRINCIPAL), and 'Billet Number' (00300). A 'Retrieve' button and an 'Add Position' button are also present. A 'Year: C' dropdown is on the right. A 'HISTORY' table is visible on the left with columns for 'Delete' and 'Edit'. A pop-up window titled 'Edit Position' is open, showing details for Position Number: PCAMPUS, Billet Number: 00300, Position Description: PRINCIPAL, Position Type: Position, Update Date: 07-15-2021 10:15, Begin/End: B, and Orig Type: FCS. The 'POSITION RECORD' tab is selected, displaying fields for Occupant (Emp Nbr: 000012, Emp Name: ALEXANDER LYNN ADKINS), Primary Job (checked), Pay Grade (AP3), Begin Date (07-26-2021), End Date (06-30-2022), Payoff Date (06-24-2022), Days Off (0.0), Hrly/Dly Rate (398.520), Salary (85,681.80), and Rem. Payments (12). The 'Position' section includes Freq (6 - Monthly CYR), School Yr (2022), Job Code (1300 - PRINCIPAL), 1st Pay Date Code (JEP), Category, 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), and Begin/End (Begin). 'Save' and 'Cancel' buttons are at the bottom right of the pop-up.

**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.

Maintenance > PMIS Position History

Position Management

Save

Year: C

Position Number: PCAMPUS Position Description: PRINCIPAL Billet Number: 00300 Retrieve Add Position

HISTORY

Delete Edit

Edit Position

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 10:15 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	199-23-6119.00-101-299000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	85681.80
Totals:						100.000	85681.80

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Save Cancel

## Date

Maintenance > PMIS Position History

Position Management

Save

Year: C

Position Number: PCAMPUS Position Description: PRINCIPAL Billet Number: 00300 Retrieve Add Position

HISTORY

Delete Edit

Edit Position

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 10:15 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: --

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Save Cancel

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.