


# pmisemployeehistoricaldatainquiry

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# PMIS Employee Historical Data Inquiry - HRS6440

***Human Resources > Inquiry > PMIS Employee Historical Data Inquiry***

This page 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.

## Run an employee historical data inquiry:

| Field | Description |
|---|---|
| **Employee** | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

**Note**: If a pay frequency is displayed for the employee in the directory, the employee has a pay info record in the CYR/NYR selection. If the frequency is blank, the employee does not have a pay info record in the CYR/NYR selection.

| | |
|---|---|
| **Start at Update Date** | Type the beginning date for the inquiry in the MMDDYYYY format. |

**Note**: If no specific data is entered in the **Emp Number**, **Emp Name**, or **Start at Update Date** field, all records are retrieved when you click **Retrieve**.

Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

- **Position number**
- **Billet**
- **Position type**
- **School year**
- **Update date**
- **Description**
- **Organization type**
- **Frequency**
- **Employee number**
- **Name**

Click  to display the position record, distribution, and date information for the selected row.