



# **pmisemployeehistoricaldatainquiry**



# Table of Contents

**pmisemployeehistoricaldatainquiry ..... i**  
**PMIS Employee Historical Data Inquiry - HRS6440 ..... 1**



# 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
<b>Employee</b>	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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .

**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.

<b>Start at Update Date</b>	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.