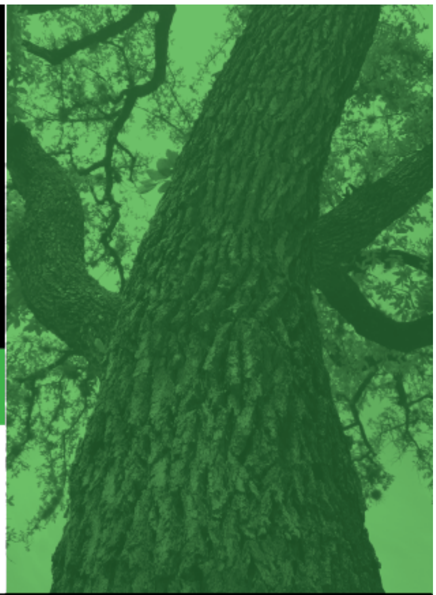
ASCENDER GUIDES



pmispositionhistory

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PMIS Position History - HRS6115

Human Resources > Maintenance > PMIS Position History

This page is used to view historical records of data changed on the Maintenance > Position Admin or Maintenance > Position Modify pages. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Since this data serves as a historical record, the data should not be altered.

Retrieve a historical position record:

Field	Description
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**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

Click **Retrieve**. The associated billet information is displayed.

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

Click **Retrieve** to display the position history information. The grid displays the following information for the selected employee:

- **Billet**
- **Sch YR**
- **Update Date**

- **Description**
- **Orig Type**
- **Begin/End**
- **Freq**
- **Emp Nbr**
- **Name**

Click **Add Position** to add position history. A dialog box with three tabs (Position Record, Distribution, and Date) is displayed.

On the Position Record tab under **Occupant**, the following fields can be modified unless the billet number is 00000.

Employee Nbr	Type the employee number of the employee in the position, or click ⋮ to select from a list.
Employee Name	Populated based on the selected **Employee Nbr** and is display only.
Primary Job	Select if this is the employee's primary job. An employee may only have one primary job.
Pay Grade	Type the code for the pay grade, or click ⋮ to select from a list. The field can be a maximum of three characters and is a required field.
Pay Step	Type the code for the salary level within the indicated pay grade, or click ⋮ to select from a list. The field can be a maximum of two characters and is a required field.
Schedule	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed, or click ⋮ to select a schedule from the list.
Begin Date	Type the beginning date for the selected calendar in the MMDDYYYY format. This is a required field.
End Date	Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click ⋮ to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. The number is deducted from the actual days.
Hrly/Dly Rate	Type the hourly or daily rate for the position.
Salary	Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.

On the Position Record tab under **Position**:

Freq	Click ⌄ to select a payroll frequency. This is a required field.
School Yr	Type the school year in the YYYY format. This is a required field.
Job Code	Type a job code to identify the job, or click ⋮ to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.

1st Pay Date Code	Type a first pay date code, or click ⋮ to select the code designating the first pay date for the position. This is a required field.
Primary Campus	Type the code of the primary campus, or click ⋮ to select a primary campus. This is a required field.
Dept	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
Hrs Per Day	Type the number of hours per day an employee would work in a day.
Pct Day Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Pct Year Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Pay Concept	Displays the method used to calculate the employee's pay.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Orig Type	Click ⌄ to select the original transaction type.
Begin/End	Click ⌄ to indicate the beginning and ending position history records.

On the Distribution tab:

For a new historical transaction, the distribution information is not required.

Click **+Add** to add a row.

Activity Code	Click ⌄ to select an activity code.
Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	This field is display only.
Workers' Comp	This field is display only.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field in only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	This field is display only.

On the Date tab:

Date Filled	Automatically populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.

Date Authorized	Automatically populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Entered	Automatically populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Vacated	Indicates the date the position was vacated.
Vacated Reason	Indicates why the position was vacated. Click to change the reason.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.