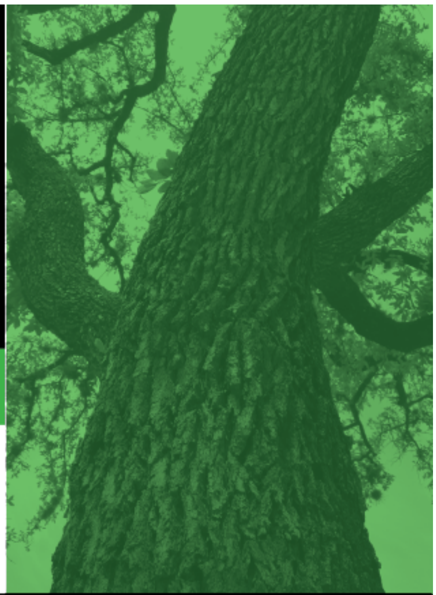
ASCENDER GUIDES



pmissupplementhistory

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Human Resources > Maintenance > PMIS Supplement History

This page is used to view historical records of data changed on the Maintenance > Supplement Admin or Maintenance > Supplement Modify pages. Since each change made to a supplement 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 supplement 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 to edit 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.

Emp Nbr	Type the employee number, or click to select an employee from the Employees list.
Emp Name	Type the employee name.
Amount	Type the supplement amount.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
Nbr Extra Day	Type the actual number of days the employee worked.
Attached to Position	Type the name of the position attached to the selected supplement position, or click to select one from the list.
Billet	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
Emp Nbr/Name	This field is display only.

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.
Extra Duty Code	Type an extra duty code, or click to select a code from the Extra Duty Codes lookup.
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.
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.
One Time Suppl	Select if the supplement pay is to be awarded in one payment. If selected, the **Pay Date** field is required. **Note**: For type G accounts, if **One Time Supplement** is not selected, the supplement will be added to the base salary for the job associated to the **Attached to Position** field (or the primary job if the **Attached to Position** field is blank) and will be paid with each contract payment.
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. *Move Forecast to CYR* *Maintenance* *Change In Compensation* *Separation* *Non-Comp Position Changes* *Non-Comp Funding Changes*
Begin/End	Click ⌄ to indicate the beginning and ending position history records.
Primary Job	Select if this is the primary job for the employee. An employee may only have one primary job.
Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Schedule	Select the local subschedule of the employee’s pay grade and step.
Begin Date	Type the beginning date for the calendar selected in the MMDDYYYY format.
End Date	Type the ending date for the calendar selected in the MMDDYYYY format.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.
Days Off	Type the number of days the employee was scheduled to work but did not. The number will be deducted from actual days.
Hrly/Dly Rate	Type the hourly or daily rate for the position displayed.
Salary	Indicates the annual salary amount for the pay grade, pay step, maximum days, and local schedule indicated.
Rem. Payments	Type the number of payments remaining.
Percent of Year	Select to calculate the supplemental pay amount for the new school year flat-rate stipends.

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 is 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:

Add Position	
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**.