



ASCENDER GUIDES



# PMIS Employee Historical Data Inquiry - HRS6440



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# PMIS Employee Historical Data Inquiry - HRS6440

**Position Management > 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	Employee	Type the employee name or number and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the Employees directory.	

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.

<b>Start at Update Date</b>	Type the beginning date for the inquiry in the MMDDYYYY format.
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**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:

The following information is displayed for each employee:

- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **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.
- **Pos Nbr** - Position Number
- **Billet** - Billet Number
- **Pos Typ** - Position Type
- **Sch YR** - The school year (fiscal year) for each transaction is displayed.
- **Description** - The billet description for the position is displayed. If the billet description is

changed, the change is reflected in history.

- **Orig Type** - FCS indicates a change was made in forecast (NY PMIS). MNT indicates a change was made in current year PMIS.

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