



## **PMIS Staff Inquiry - HRS6410**



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## Position Management > Inquiry > PMIS Staff Inquiry

This page is display only and is used to view position numbers and billet numbers by employee name, employee number, or payroll frequency. The page includes both primary and supplement position types.

### Run a staff 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 <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>Frequency</b>	Type a payroll frequency (e.g., 5, 6).
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☐ Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

- **Name**
- **Employee Number**
- **Position Type**
- **Position Number**
- **Billet**

☐ Click  to display the employee detail information. The bottom section of the page displays the following fields for each employee:

- **Position Number**
- **Billet**
- **Position Description**
- **School Year**
- **Frequency**
- **Campus**
- **Dept**
- **Hrly/Dly Rate**
- **Nbr Days Empld**
- **Salary**
- **Pay**

- **Concept**
- **Grade**
- **Dates**
- **Authorization**
- **Filled**
- **Authorization End**

☐ Click **Print** to print the staff information. [Review the report.](#)