



## Position Management: Inquiry



# Table of Contents

**Position Management: Inquiry ..... i**

**Inquiry ..... 1**

**PMIS Campus Position Inquiry - HRS6420 ..... 2**

**PMIS Campus Supplement Position Inquiry - HRS6430 ..... 4**

**PMIS Employee Historical Data Inquiry - HRS6440 ..... 6**

**PMIS Position Inquiry - HRS6400 ..... 8**

**PMIS Staff Inquiry - HRS6410 ..... 11**

**PMIS Status/Authorization Inquiry - HRS6450 ..... 13**



# Inquiry





Use the Table of Contents to access a page.

# PMIS Campus Position Inquiry - HRS6420

## Position Management > Inquiry > PMIS Campus Position Inquiry

This page is display only and is used to view campus position data. The page includes primary position types only.

### Run a campus position inquiry:

Field	Description
<b>Campus</b>	<p>Type the campus number, if known. Click <b>Retrieve</b>.</p> <p>If the campus number is not known, click . The Campuses pop-up window is displayed with a list of all campus numbers.</p> <p>To search for specific campus number, type data in the desired search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed. Select a campus number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Job Code</b>	<p>Type the four-digit job code, if known. Click <b>Retrieve</b>.</p> <p>If the job code is not known, click . The Job Code pop-up window opens with a list of all job codes.</p> <p>To search for specific job codes, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed. Select a job code from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Nbr</b>	<p>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.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Status</b>	<p>Click  to select a position status.</p>

☐ Click **Retrieve** to display the position data for the campus and job code or position status indicated. The grid displays the following information for each employee:

- **Campus**
- **Job Code**
- **Status**
- **Position Number**
- **Billet**
- **Description**

- **Freq**
- **Emp No**
- **Name**





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

# PMIS Campus Supplement Position Inquiry - HRS6430

## Position Management > Inquiry > PMIS Campus Supplement Position Inquiry

This page is display only and is used to view the supplement position records by extra duty code or the supplement position status for the selected campus. The page only includes supplement position types.

### Run a campus supplement position inquiry:

Field	Description
<b>Campus</b>	<p>Type the campus number, if known. Click <b>Retrieve</b>.</p> <p>If the campus number is not known, click . The Campuses pop-up window is displayed with a list of all campus numbers.</p> <p>To search for specific campus number, type data in the desired search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed. Select a campus number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Extra Duty Code</b>	<p>Type the extra duty code, if known. Click <b>Retrieve</b>.</p> <p>If the extra duty code is not known, click . The Extra Duty Codes pop-up window is displayed with a list of all extra duty codes.</p> <p>To search for specific extra duty codes, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed. Select an extra duty code from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Nbr</b>	<p>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.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Supplement Position Status</b>	Click  to select a supplement position status.

☐ Click **Retrieve** to display the position data for the campus and extra duty code or position status indicated. The grid displays the following information for each employee:

- **Campus**
- **Extra Duty Code**
- **Status**



- **Position Number**
- **Billet**
- **Description**
- **Freq**
- **Emp No**
- **Name**

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

# 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
<b>Employee</b>	Type the employee name or number 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. Or, select a date from the calendar.
-----------------------------	--

**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 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.

# PMIS Position Inquiry - HRS6400

## Position Management > Inquiry > PMIS Position Inquiry


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

### Run a position inquiry:

Field	Description
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Nbr</b>	<p>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.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>

☐ Click **Retrieve** to display the position record information and the distribution account codes. The grid displays the following information for each position:

- **Position Description**
- **Position Number**
- **Billet Number**
- **Position Type**
- **Status**
- **Frequency**
- **Employee Number**
- **Employee Name**
- **Campus**

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

- **Employee Nbr**
- **Employee Name**
- **Primary Job**
- **Increase Eligible**
- **Pay Grade**
- **Pay Step**
- **Schedule**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Days Off**
- **Nbr Days Employed**
- **Hourly/Daily Rate**
- **Salary**
- **Remaining Payments**
- If supplemental: **Recalculate**

## **Position**

- **Status**
- **Frequency**
- **School Year**
- **Category**
- **Supplement Attached**
- **Job Code**
- **1st Pay Date Code**
- **Primary Campus**
- **Dept**
- **Hours Per Day**
- **Percent Day Employed**
- **Percent Year Employed**
- **State Minimum Days**
- **Pay Concept**
- **EEOC**
- **Workers' Comp**
- **TRS Member Pos**
- **Max Days**
- **Max Payments**
- **Overtime Eligible**
- **Supervisor Position**
- **Billet**
- **Employee Number/Name**
- **Ignore Pct of Day for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)
- **Ignore Pct of Yr for Salary Calcs** (This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.)

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

# PMIS Staff Inquiry - HRS6410

## 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).
------------------	--

☐ Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

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

☐ 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.](#)




# PMIS Status/Authorization Inquiry - HRS6450

## Position Management > Inquiry > PMIS Status/Authorization Inquiry

This page is used to search for positions by position status and/or by either the authorization begin date or the authorization end date.

### Run a position status inquiry:

Field	Description
<b>Position Status</b>	Click  to select a position status (e.g., V - Vacant, P - Proposed, A - Active, H - Position on Hold, I - Inactive).
<b>Authorization Begin Date</b>	Type the beginning date for the authorization in the MMDDYYYY format. If the Authorization Begin Date is populated, you cannot type an ending date.
<b>End Date</b>	Type the ending date for the authorization in the MMDDYYYY format. If the End Date is populated, you cannot type an authorization beginning date.

**Note:** If no specific data is entered in the **Position Status**, **Authorization Begin Date**, or **End 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:

- **Campus ID**
- **Status**
- **Number**
- **Billet**
- **Type**
- **Description**
- **Begin date**
- **End date**

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

#### Notes:

- The **Ignore Pct of Day for Salary Calcs** and **Ignore Pct of Yr for Salary Calcs** fields are only displayed under **Position Record** if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.
- If the position is supplemental, the **Recalculate** field is displayed under **Occupant** and the **Percent of Year Employed** field is displayed under **Position**.

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