



# **pmis\_employee\_historical\_inquiries**



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Human Resources > Inquiry > PMIS Employee Historical Data Inquiry

The following historical inquiry 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 (regular positions and supplemental positions).

<b>Employee</b>	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> .
<b>Start at Update Date</b>	Type the beginning date for the inquiry in the MMDDYYYY format. This allows you to narrow the inquiry to a specific date range.

Click **Retrieve**.


The screenshot shows the 'Inquiry > PMIS Employee Historical Data Inquiry' window. At the top, it displays 'Employee: 000452 : KEY, JUANITA D'ANN' and 'Start at Update Date: --'. There are 'Retrieve' and 'Print' buttons. Below is a table with columns: Select, Area, Emp. Nbr, Employee Name, Update Date, Begin/End, Pos. Nbr, Billet, Pos. Typ, Sch. Yr, Description, and Orig. Type. The table contains 28 rows of data for employee 000452, showing various positions like 'EXTRADUTY' and 'PTEACHER' across different school years from 2016 to 2020.

The following information is displayed for each employee:

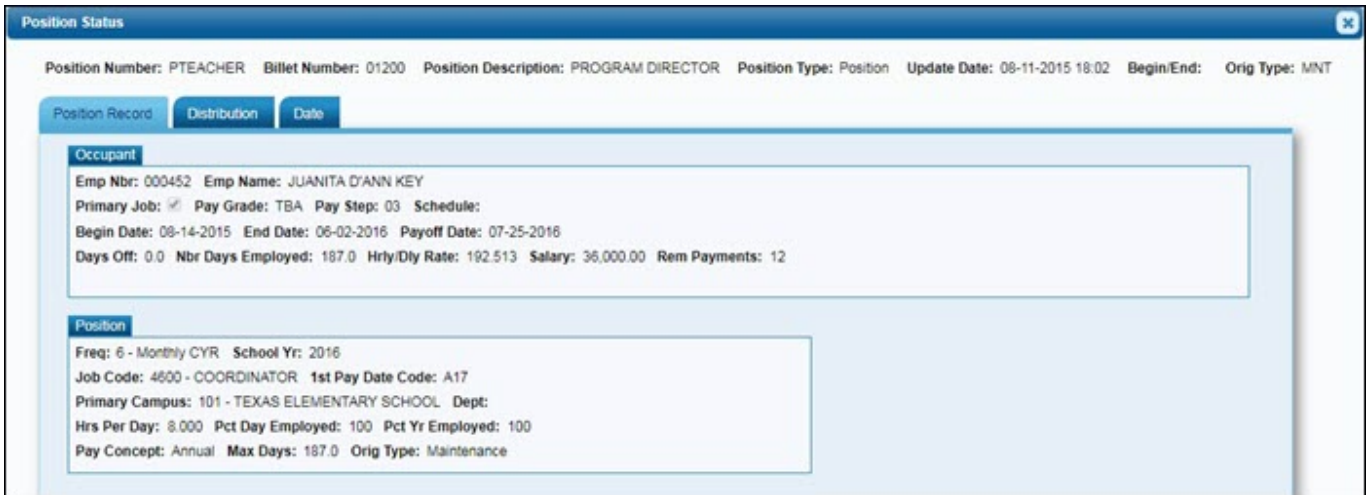
- **Frequency**
- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved 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.

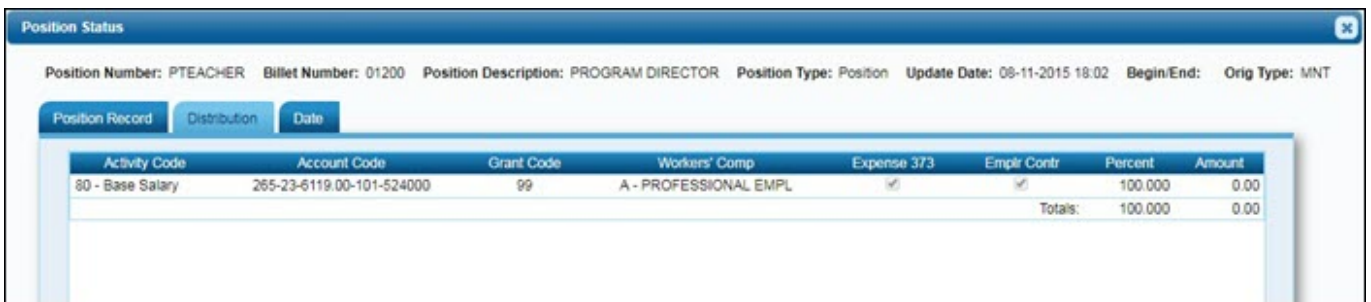
☐ Click  to display the position record, distribution, and date information for the selected row. The following three tabs are available: Position Record, Distribution, and Date.

### Position Record



The screenshot shows the 'Position Record' tab selected. The header information includes: Position Number: PTEACHER, Billet Number: 01200, Position Description: PROGRAM DIRECTOR, Position Type: Position, Update Date: 08-11-2015 18:02, Begin/End: , and Orig Type: MNT. The 'Occupant' section displays: Emp Nbr: 000452, Emp Name: JUANITA D'ANN KEY, Primary Job: , Pay Grade: TBA, Pay Step: 03, Schedule: , Begin Date: 08-14-2015, End Date: 06-02-2016, Payoff Date: 07-25-2016, Days Off: 0.0, Nbr Days Employed: 187.0, Hrly/Dly Rate: 192.513, Salary: 36,000.00, and Rem Payments: 12. The 'Position' section displays: Freq: 6 - Monthly CYR, School Yr: 2016, Job Code: 4600 - COORDINATOR, 1st Pay Date Code: A17, Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL, Dept: , Hrs Per Day: 8.000, Pct Day Employed: 100, Pct Yr Employed: 100, Pay Concept: Annual, Max Days: 187.0, and Orig Type: Maintenance.

**Distribution** (This tab displays the distribution information as it was on that date. You can view the account codes assigned to an employee in a prior fiscal year.)



The screenshot shows the 'Distribution' tab selected. The header information is the same as in the Position Record tab. The table below shows the distribution details:

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contr	Percent	Amount
80 - Base Salary	265-23-6119.00-101-524000	99	A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	0.00
Totals:						100.000	0.00

### Date



The screenshot shows the 'Date' tab selected. The header information is the same as in the previous tabs. The 'Dates' section displays: Date Filled: 04-08-2015, Date Authorized: 04-08-2015, Date Entered: 04-08-2015, and Date Vacated: Vacated Reason: .

☐ Click **Print** to print the data. The report can be saved or printed in various file formats (PDF and CSV).

Date Run:		PMIS Employee Historical Data Inquiry					Page: 1 of 9			
Cnty Dist:		ISD								
Freq	Emp Nbr	Employee Name	Update Date	Begin/End	Position Number	Billet	Pos Type	Position Description	Sch Yr	Orig Type
6	000012	ADKINS , ALEXANDER LYNN	07-09-2015 14:27	B	COMM	00004	S	CELL PHONE	2016	FCS
<b>Occupant Data</b>										
Amount: 300.00    Rem Pymts: 12    Extra Days: 0										
<b>Position Data</b>										
Extra Duty 27 - CELL PHONE    Type: B    Primary Campus: 101    Dept:										
Max Days: 0    One Time Suppl: N										
<b>Dates Data</b>										
Dt Filled: 05-13-2014    Dt Authorized: 05-13-2014    Dt Entered: 05-13-2014    Dt Vacated: - -    Reason: 05										
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-699000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	E	COMM	00004	S	CELL PHONE	2016	FCS
<b>Occupant Data</b>										
Amount: 300.00    Rem Pymts: 12    Extra Days: 0										
<b>Position Data</b>										
Extra Duty 27 - CELL PHONE    Type: B    Primary Campus: 101    Dept:										
Max Days: 0    One Time Suppl: N										
<b>Dates Data</b>										
Dt Filled: 05-13-2014    Dt Authorized: 05-13-2014    Dt Entered: 05-13-2014    Dt Vacated: - -    Reason: 04										
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-699000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-15-2016 12:07	B	COMM	00004	S	CELL PHONE	2017	FCS
<b>Occupant Data</b>										
Amount: 300.00    Rem Pymts: 12    Extra Days: 0										
<b>Position Data</b>										
Extra Duty 27 - CELL PHONE    Type: B    Primary Campus: 101    Dept:										
Max Days: 0    One Time Suppl: N										
<b>Dates Data</b>										
Dt Filled: 05-13-2014    Dt Authorized: 05-13-2014    Dt Entered: 05-13-2014    Dt Vacated: - -    Reason: 05										
<b>Distribution Data</b>										
Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	Percent	Amount			
79	199-23-6135.00-999-799000	A		N	N	100.000	300.00			
						<b>Totals:</b>	100.000	300.00		
6	000012	ADKINS , ALEXANDER LYNN	07-17-2017 11:56	E	COMM	00004	S	CELL PHONE	2017	FCS
<b>Occupant Data</b>										
Amount: 300.00    Rem Pymts: 12    Extra Days: 0										
<b>Position Data</b>										
Extra Duty 27 - CELL PHONE    Type: B    Primary Campus: 101    Dept:										
Max Days: 0    One Time Suppl: N										

Business

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	Freq	Emp Nbr	Employee Update	Dr Begin/Enc	Position N	Billet	Pos Type	Position C	Sch Yr	Orig Type	Prim Job	Pay Grade	Pay Step	Schedule	Begin Dt	End Dt	Payoff Dt	Days Off	Nbr Days	Hourly/Dt Salary	Rem Pymt	Job Code	Extra Duty	Primary C	Dept	1st Pay Dt	Max Days	O	
2		6 000012	ADKINS , #07-09-2011	B	COMM	00004	S	CELL PHOT	2016	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
3		6 000012	ADKINS , #07-15-2011	E	COMM	00004	S	CELL PHOT	2016	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
4		6 000012	ADKINS , #07-15-2011	B	COMM	00004	S	CELL PHOT	2017	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
5		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2017	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
6		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2018	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
7		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2018	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
8		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2019	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
9		6 000012	ADKINS , #07-17-2011	E	COMM	00004	S	CELL PHOT	2019	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
10		6 000012	ADKINS , #07-17-2011	B	COMM	00004	S	CELL PHOT	2020	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
11		6 000012	ADKINS , #07-10-2021	E	COMM	00004	S	CELL PHOT	2020	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
12		6 000012	ADKINS , #07-10-2021	B	COMM	00004	S	CELL PHOT	2021	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
13		6 000012	ADKINS , #07-15-2021	E	COMM	00004	S	CELL PHOT	2021	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
14		6 000012	ADKINS , #07-15-2021	B	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
15		6 000012	ADKINS , #07-15-2021	E	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
16		6 000012	ADKINS , #07-15-2021	B	COMM	00004	S	CELL PHOT	2022	FCS	N				--	--	--	0	0	0	300	12 27 - CELL F B	101				0	N	
17		6 000012	ADKINS , #05-27-2011		PCAMPUS	00300	P	PRINCIPAL	2014	MNT	Y	AP3						07-28-2011	06-22-2011	06-25-2011	0	215	315.1	67,747.00	12 1300 - PRII	101	JEP	215 N	
18		6 000012	ADKINS , #07-09-2011	E	PCAMPUS	00300	P	PRINCIPAL	2015	FCS	Y	AP3						07-28-2011	06-22-2011	06-25-2011	0	215	315.1	67,747.00	12 1300 - PRII	101	JEP	215 N	
19		6 000012	ADKINS , #07-09-2011	B	PCAMPUS	00300	P	PRINCIPAL	2016	FCS	Y	AP3						07-27-2011	06-22-2011	06-23-2011	0	215	332.69	71,528.00	12 1300 - PRII	101	JEP	215 N	
20		6 000012	ADKINS , #08-11-2011		PCAMPUS	00300	P	PRINCIPAL	2016	MNT	Y	AP3						07-27-2011	06-22-2011	06-23-2011	0	215	332.69	71,528.00	12 1300 - PRII	101	JEP	215 N	
21		6 000012	ADKINS , #07-15-2011	E	PCAMPUS	00300	P	PRINCIPAL	2016	FCS	Y	AP3						07-27-2011	06-22-2011	06-23-2011	0	215	332.69	71,528.35	12 1300 - PRII	101	JEP	215 N	
22		6 000012	ADKINS , #07-15-2011	B	PCAMPUS	00300	P	PRINCIPAL	2017	FCS	Y	AP3						07-25-2011	06-22-2011	06-22-2011	0	215	339.243	72,937.00	12 1300 - PRII	101	JEP	215 N	
23		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2017	FCS	Y	AP3						07-25-2011	06-22-2011	06-22-2011	0	215	339.243	72,937.00	12 1300 - PRII	101	JEP	215 N	
24		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2018	FCS	Y	AP3						07-24-2011	06-21-2011	06-25-2011	0	215	346.028	74,396.00	12 1300 - PRII	101	JEP	215 N	
25		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2018	FCS	Y	AP3						07-24-2011	06-21-2011	06-25-2011	0	215	346.028	74,396.00	12 1300 - PRII	101	JEP	215 N	
26		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2019	FCS	Y	AP3						07-23-2011	06-20-2011	06-25-2011	0	215	352.581	75,805.00	12 1300 - PRII	101	JEP	215 N	
27		6 000012	ADKINS , #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL	2019	FCS	Y	AP3						07-23-2011	06-20-2011	06-25-2011	0	215	352.581	75,805.00	12 1300 - PRII	101	JEP	215 N	
28		6 000012	ADKINS , #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL	2020	FCS	Y	AP3						07-22-2011	06-18-2021	06-25-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N	
29		6 000012	ADKINS , #07-10-2021	E	PCAMPUS	00300	P	PRINCIPAL	2020	FCS	Y	AP3						07-22-2011	06-18-2021	06-25-2021	0	215	378.737	81,428.00	12 1300 - PRII	101	JEP	215 N	
30		6 000012	ADKINS , #07-10-2021	B	PCAMPUS	00300	P	PRINCIPAL	2021	FCS	Y	AP3						07-01-2021	06-30-2021	06-25-2021	0	215	388.085	83,438.00	12 1300 - PRII	101	JEP	215 N	
31		6 000012	ADKINS , #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL	2021	FCS	Y	AP3						07-01-2021	06-30-2021	06-25-2021	0	215	388.085	83,438.00	12 1300 - PRII	101	JEP	215 N	
32		6 000012	ADKINS , #07-15-2021	B	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3						07-26-2021	06-30-2021	06-24-2021	0	215	394.971	84,919.00	12 1300 - PRII	101	JEP	215 N	
33		6 000012	ADKINS , #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3						07-26-2021	06-30-2021	06-24-2021	0	215	394.971	84,919.00	12 1300 - PRII	101	JEP	215 N	
34		6 000012	ADKINS , #07-15-2021	B	PCAMPUS	00300	P	PRINCIPAL	2022	FCS	Y	AP3						07-26-2021	06-30-2021	06-24-2021	0	215	396.52	85,681.80	12 1300 - PRII	101	JEP	215 N	
35																													
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37																													
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## Back Cover