



---

# **ASCENDER - Position Management: Perform Historical Inquiries**



# Table of Contents

**PMIS - Historical Inquiries** ..... 1



# PMIS - Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS.

The following inquiries are only available in current year Human Resources.

This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the [TxEIS Business Overview guide](#).

## 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).

Field	Description
<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 specific date range.


Click **Retrieve**.

Select	Freq	Emp Nbr	Employee Name	Update Date	Begin/End	Pos Nbr	Billet	Pos Typ	Sch YB	Description	Orig Type
6		000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	EXTRADUTY	00032	Supplement	2016	CHEERLEADER SPONSOR	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2015 15:59	B	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2015 18:02		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT
6		000452	KEY, JUANITA D'ANN	08-11-2015 18:02		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT
6		000452	KEY, JUANITA D'ANN	08-12-2015 17:56		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT
6		000452	KEY, JUANITA D'ANN	08-12-2015 17:58		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT
6		000452	KEY, JUANITA D'ANN	08-13-2015 17:10		EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	MNT
6		000452	KEY, JUANITA D'ANN	08-13-2015 18:44		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT
6		000452	KEY, JUANITA D'ANN	04-07-2016 13:48		PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	MNT
6		000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	EXTRADUTY	00074	Supplement	2016	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2016 11:25	E	PTEACHER	01200	Position	2016	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-11-2016 11:25	B	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	09-01-2016 10:38		EXTRADUTY	00032	Supplement	2016	CHEERLEADER SPONSOR	MNT
6		000452	KEY, JUANITA D'ANN	03-27-2017 17:33		PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	MNT
6		000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	EXTRADUTY	00074	Supplement	2017	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-08-2017 14:28	E	PTEACHER	01200	Position	2017	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-08-2017 14:28	B	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	EXTRADUTY	00074	Supplement	2018	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-03-2018 09:31	E	PTEACHER	01200	Position	2018	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	EXTRADUTY	00030	Supplement	2019	CHEERLEADER SPONSOR	FCS
6		000452	KEY, JUANITA D'ANN	08-03-2018 09:31	B	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00074	Supplement	2019	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	EXTRADUTY	00030	Supplement	2019	CHEERLEADER SPONSOR	FCS
6		000452	KEY, JUANITA D'ANN	03-11-2019 08:27	E	PTEACHER	01200	Position	2019	PROGRAM DIRECTOR	FCS
6		000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00074	Supplement	2020	ADDITIONAL DAYS	FCS
6		000452	KEY, JUANITA D'ANN	03-11-2019 08:27	B	EXTRADUTY	00030	Supplement	2020	CHEERLEADER SPONSOR	FCS

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

, 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, Rem Payments: 12. The 'Position' section shows: 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, Orig Type: Maintenance." data-bbox="69 375 931 596"/&gt;

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

, Emplr Contr: , Percent: 100.000, Amount: 0.00. A Totals row shows: Totals: 100.000, 0.00." data-bbox="69 658 931 791"/>

### Date

**Position Status**

Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

Position Record Distribution Date

**Dates**

Date Filled: 04-09-2015  
 Date Authorized: 04-09-2015  
 Date Entered: 04-09-2015  
 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										

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	AD													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38					
Freq	Emp Nbr	Employee	Update	Di	Begin/Enc	Position	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												
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								
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						
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					
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	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				
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			
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			
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			
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		
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		
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		
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		
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	
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	
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	
6	000012	ADKINS, #05-27-2011	E	PCAMPUS	00300	P	PRINCIPAL 2014	MNT	Y	AP3										0	0	315.1	67,747.00	12 1300- PRII	101														215	N		
6	000012	ADKINS, #07-09-2011	E	PCAMPUS	00300	P	PRINCIPAL 2015	FCS	Y	AP3										0	0	315.1	67,747.00	12 1300- PRII	101															215	N	
6	000012	ADKINS, #07-09-2011	B	PCAMPUS	00300	P	PRINCIPAL 2016	FCS	Y	AP3										0	215	332.69	71,528.00	12 1300- PRII	101															215	N	
6	000012	ADKINS, #08-11-2011	E	PCAMPUS	00300	P	PRINCIPAL 2016	MNT	Y	AP3										0	215	332.69	71,528.00	12 1300- PRII	101															215	N	
6	000012	ADKINS, #07-15-2011	E	PCAMPUS	00300	P	PRINCIPAL 2016	FCS	Y	AP3										0	215	332.69	71,528.35	12 1300- PRII	101															215	N	
6	000012	ADKINS, #07-15-2011	B	PCAMPUS	00300	P	PRINCIPAL 2017	FCS	Y	AP3										0	215	339.243	72,937.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL 2017	FCS	Y	AP3										0	215	339.243	72,937.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL 2018	FCS	Y	AP3										0	215	346.028	74,396.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL 2018	FCS	Y	AP3										0	215	346.028	74,396.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL 2019	FCS	Y	AP3										0	215	352.581	75,805.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	E	PCAMPUS	00300	P	PRINCIPAL 2019	FCS	Y	AP3										0	215	352.581	75,805.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-17-2011	B	PCAMPUS	00300	P	PRINCIPAL 2020	FCS	Y	AP3										0	215	378.737	81,428.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-10-2021	E	PCAMPUS	00300	P	PRINCIPAL 2020	FCS	Y	AP3										0	215	378.737	81,428.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-10-2021	B	PCAMPUS	00300	P	PRINCIPAL 2021	FCS	Y	AP3										0	215	388.085	83,438.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL 2021	FCS	Y	AP3										0	215	394.971	84,919.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-15-2021	B	PCAMPUS	00300	P	PRINCIPAL 2022	FCS	Y	AP3										0	215	394.971	84,919.00	12 1300- PRII	101																215	N
6	000012	ADKINS, #07-15-2021	E	PCAMPUS	00300	P	PRINCIPAL 2022	FCS	Y	AP3										0	215	396.52	85,681.80	12 1300- PRII	101																215	N

[Human Resources > Maintenance > PMIS Position History OR](#)

[Human Resources > Maintenance > PMIS Supplement History](#)

This page is used to view historical position changes. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Each change in position (CIP), position maintenance, and forecast moves are displayed on this page. This information is helpful if CIP calculation results are not as expected. You can review all position history or specific billet history.

This data serves as a historical record and should not be modified.

Maintenance > PMIS Position History Session Timer: 54 min and 44 sec

Save

Position Number: P101TEACHER Position Description: SPED Billet Number: 00075 Retrieve Add Position

History

Delete	Edit	Billet	Sch YR	Update Date	Description	Orig Type	Begin/End	Freq	Emp Nbr	Name
		00075	2014	12-10-2013 19:37	KINDERGARTEN	MNT		6		
		00075	2014	01-29-2014 16:17	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	01-29-2014 20:06	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	01-29-2014 20:06	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	05-13-2014 08:23	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 11:34	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 17:22	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 17:26	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	05-13-2014 19:29	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2014	05-27-2014 15:35	KINDERGARTEN	MNT		6	000105	GERA F BRUNER
		00075	2015	09-04-2015 09:33	KINDERGARTEN	FCS	E	6	000105	GERA F BRUNER
		00075	2016	09-04-2015 09:33	KINDERGARTEN	FCS	B	6	000419	MELISSA OWENS DUNN
		00075	2016	09-01-2016 08:10	KINDERGARTEN	FCS	E	6	000419	MELISSA OWENS DUNN
		00075	2017	09-01-2016 08:10	KINDERGARTEN	FCS	B	6	000419	MELISSA OWENS DUNN
		00075	2017	09-01-2016 10:54	KINDERGARTEN	MNT		6	000419	MELISSA OWENS DUNN
		00075	2017	09-02-2016 08:55	KINDERGARTEN	MNT		6	000419	MELISSA OWENS DUNN
		00075	2017	08-28-2017 17:35	KINDERGARTEN	FCS	E	6	000419	MELISSA OWENS DUNN
		00075	2018	08-28-2017 17:35	KINDERGARTEN	FCS	B	6	000874	AMANDA MARIE HALTOM
		00075	2018	08-17-2018 16:41	KINDERGARTEN	FCS	E	6	000874	AMANDA MARIE HALTOM
		00075	2019	08-17-2018 16:41	KINDERGARTEN	FCS	B	6	000874	AMANDA MARIE HALTOM
		00075	2019	07-03-2019 14:42	KINDERGARTEN	MNT		6	000874	TAMI MARIE TOLES
		00075	2019	07-03-2019 14:44	1ST GRADE	MNT		6	000874	TAMI MARIE TOLES

Enter the Position Number and Billet Number. This screen will display all employees that have held

this position. Clicking the spyglass will reflect details of the position at the date and time displayed under 'Update Date'. Changes to the billet description will be reflected on this screen. 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 district to view what an employee/position looked like at the beginning of the school year and again at the end of the school year. Three tabs are available with information.

Position Record

Distribution Tab:

Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Emplr Contr	Percent	Amount
80 - Base Salary	199-11-6119.00-101-611000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	42650.0
Totals:						100.000	42,650.00

Date

'Add Position' implies that changes can be made, however, this feature does not work. Since it is a historical file, maintenance really should not be done.

There is not a print option on this screen.



## Back Cover