



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



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# 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

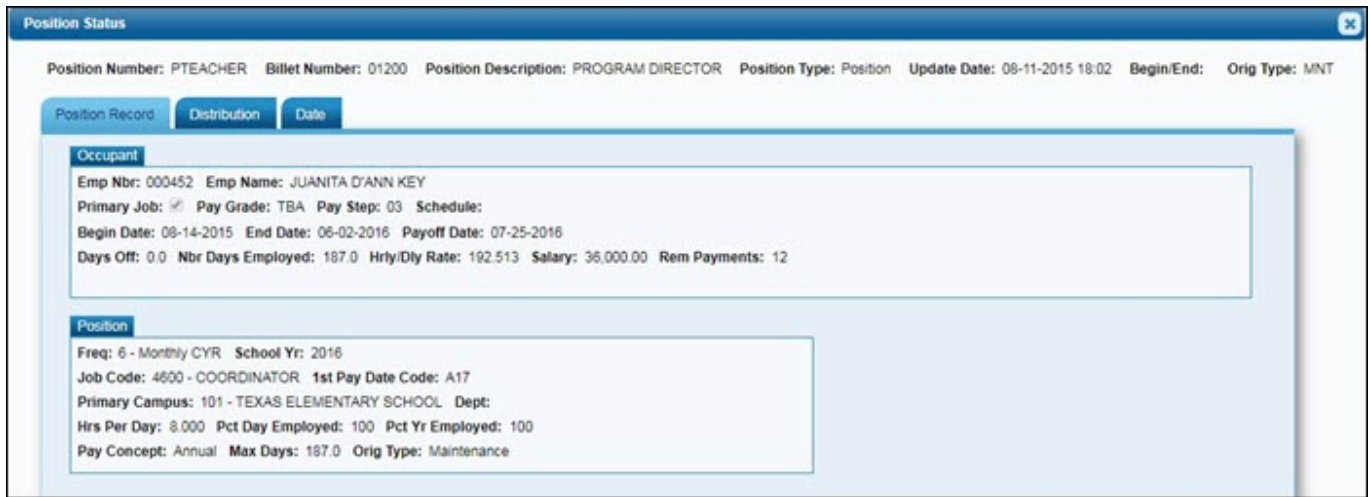
The following information is displayed for each employee:

- **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



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

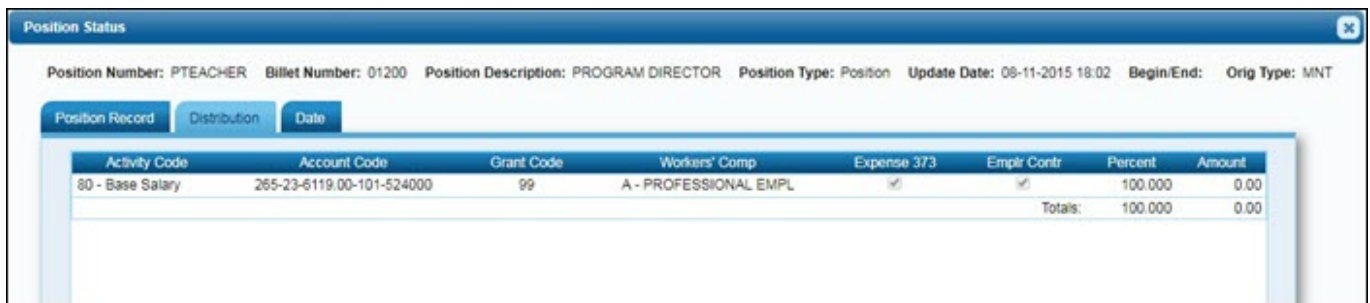
**Occupant**

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 Rem Payments: 12

**Position**

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

**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.)



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

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

**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 Dt	Begin/End	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											
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, #07-17-2011	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	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 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, #07-27-2011	B	PCAMPUS 00300	P	PRINCIPAL 2014	MNT	Y	AP3				07-28-2011	06-22-2011	06-25-2011		0	0	315.1	67,747.00	12 1300 - PRI	101	JEP	215	N												
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	0	315.1	67,747.00	12 1300 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
6	000012	ADKINS, #08-11-2011	B	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 - PRI	101	JEP	215	N												
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	71,528.00	12 1300 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
6	000012	ADKINS, #07-17-2011	B	PCAMPUS 00300	P	PRINCIPAL 2020	FCS	Y	AP3				07-22-2011	06-18-2011	06-25-2011		0	215	378.737	81,428.00	12 1300 - PRI	101	JEP	215	N												
6	000012	ADKINS, #07-10-2021	E	PCAMPUS 00300	P	PRINCIPAL 2020	FCS	Y	AP3				07-22-2011	06-18-2011	06-25-2011		0	215	378.737	81,428.00	12 1300 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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 - PRI	101	JEP	215	N												
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	85,681.00	12 1300 - PRI	101	JEP	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

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Field	Description
<b>Position Number</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 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> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>

Click **Retrieve**. The associated billet information is displayed.

<b>Billet Number</b>	Type the billet number used to identify the various positions within the position number. The field can be a maximum of five digits. Leading zeros are not required.
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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

**Edit Position**

Position Number: P101TEACHER    Billet Number: 00075    Position Description: KINDERGARTEN    Position Type: Position    Update Date: 09-04-2015 09:33    Begin/End: B    Orig Type: FCS

Position Record    **Distribution**    Date

**Occupant**

Emp Nbr: 000419    Emp Name: MELISSA OWENS DUNN

Primary Job:  Pay Grade: TBA    Pay Step: 11    Schedule:

Begin Date: 08-14-2015    End Date: 06-02-2016    Payoff Date: 08-25-2016

Days Off: 0.0    Hrs/Dly Rate: 228.075    Salary: 42,650.00    Rem. Payments: 12

**Position**

Freq: 5 - Monthly CYR    School Yr: 2016

Job Code: 1000 - TEACHER    1st Pay Date Code: S10    Category:

Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL    Dept:

Hrs Per Day: 0.000    Pct Day Employed: 100    Pct Yr Employed: 100

Pay Concept: Annual    Max Days: 187.0    Orig Type: Move Forecast to CYR    Begin/End: Begin

Distribution Tab:

**Edit Position**

Position Number: P101TEACHER    Billet Number: 00075    Position Description: KINDERGARTEN    Position Type: Position    Update Date: 09-04-2015 09:33    Begin/End: B    Orig Type: FCS

Position Record    **Distribution**    Date

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:						100.00%	42,650.00

Date

**Edit Position**

Position Number: P101TEACHER    Billet Number: 00075    Position Description: KINDERGARTEN    Position Type: Position    Update Date: 09-04-2015 09:33    Begin/End: B    Orig Type: FCS

Position Record    Distribution    **Date**

**Dates**

Date Filled: 12-10-2013

Date Authorized: 12-10-2013

Date Entered: 12-10-2013

Date Vacated: --    Vacated Reason:

'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