



ASCENDER - Position Management: Perform Historical Inquiries

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PMIS - Perform Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS. These 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](#).

Employee Historical Data Inquiry

[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).

| | |
|-----------------------------|---|
| 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 Retrieve . Or, click Directory to perform a search in the Employees directory . |
| Start at Update Date | Type the beginning date for the inquiry in the MMDDYYYY format. This allows you to narrow the inquiry to specific date range. |

Click **Retrieve**.

The screenshot shows the '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 lists various positions held by the employee, including 'EXTRADUTY' and 'PTEACHER' roles, with descriptions like 'ADDITIONAL DAYS', 'CHEERLEADER SPONSOR', and 'PROGRAM DIRECTOR'.

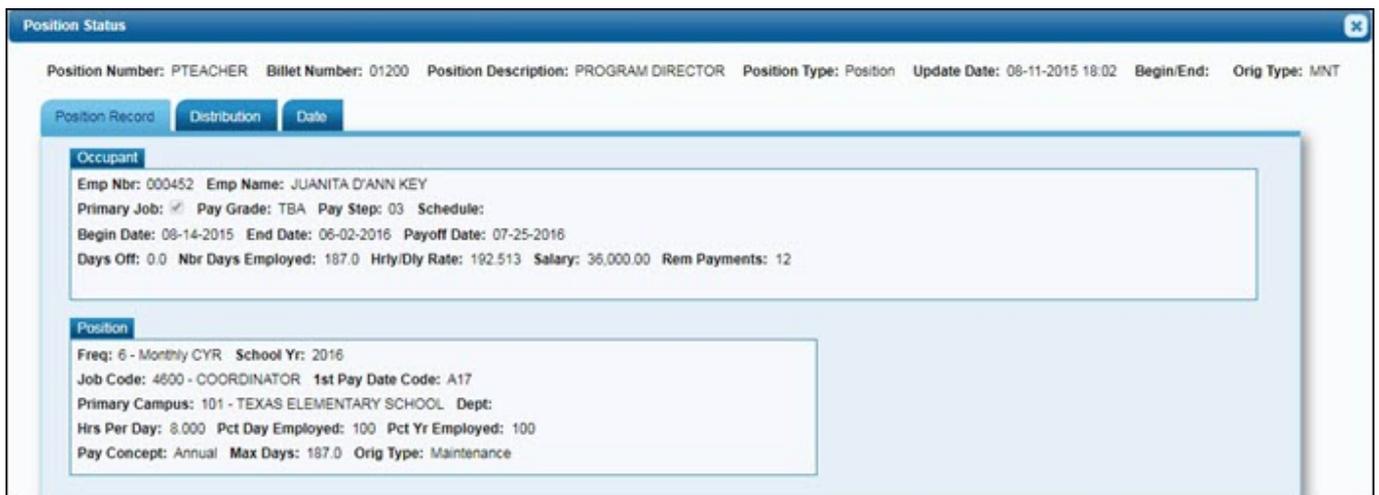
| Select | Area | Emp. Nbr | Employee Name | Update Date | Begin/End | Pos. Nbr | Billet | Pos. Typ | Sch. Yr | Description | Orig. Type |
|--------|------|----------|--------------------|------------------|-----------|-----------|--------|------------|---------|---------------------|------------|
| 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 17:56 | | 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



The screenshot shows the 'Position Status' window with the 'Position Record' tab selected. It displays detailed information for an employee named JUANITA D'ANN KEY, including job details, dates, and compensation.

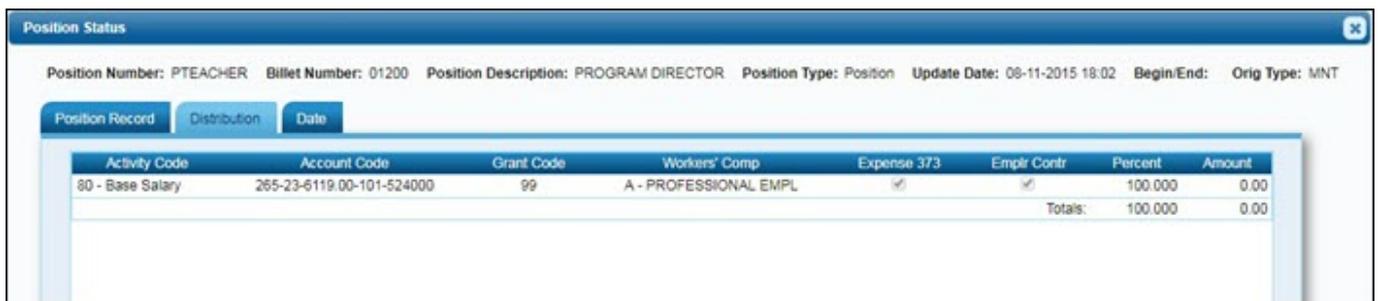
Position Status
Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

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.)



The screenshot shows the 'Position Status' window with the 'Distribution' tab selected. It displays a table of activity codes and account codes for the employee.

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 |
| Occupant Data | | | | | | | | | | |
| Amount: 300.00 Rem Pymts: 12 Extra Days: 0 | | | | | | | | | | |
| Position Data | | | | | | | | | | |
| Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept: | | | | | | | | | | |
| Max Days: 0 One Time Suppl: N | | | | | | | | | | |
| Dates Data | | | | | | | | | | |
| Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 05 | | | | | | | | | | |
| Distribution Data | | | | | | | | | | |
| 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 | | | |
| | | | | | | Totals: | 100.000 | 300.00 | | |
| 6 | 000012 | ADKINS, ALEXANDER LYNN | 07-15-2016 12:07 | E | COMM | 00004 | S | CELL PHONE | 2016 | FCS |
| Occupant Data | | | | | | | | | | |
| Amount: 300.00 Rem Pymts: 12 Extra Days: 0 | | | | | | | | | | |
| Position Data | | | | | | | | | | |
| Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept: | | | | | | | | | | |
| Max Days: 0 One Time Suppl: N | | | | | | | | | | |
| Dates Data | | | | | | | | | | |
| Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 04 | | | | | | | | | | |
| Distribution Data | | | | | | | | | | |
| 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 | | | |
| | | | | | | Totals: | 100.000 | 300.00 | | |
| 6 | 000012 | ADKINS, ALEXANDER LYNN | 07-15-2016 12:07 | B | COMM | 00004 | S | CELL PHONE | 2017 | FCS |
| Occupant Data | | | | | | | | | | |
| Amount: 300.00 Rem Pymts: 12 Extra Days: 0 | | | | | | | | | | |
| Position Data | | | | | | | | | | |
| Extra Duty 27 - CELL PHONE Type: B Primary Campus: 101 Dept: | | | | | | | | | | |
| Max Days: 0 One Time Suppl: N | | | | | | | | | | |
| Dates Data | | | | | | | | | | |
| Dt Filled: 05-13-2014 Dt Authorized: 05-13-2014 Dt Entered: 05-13-2014 Dt Vacated: - - Reason: 05 | | | | | | | | | | |
| Distribution Data | | | | | | | | | | |
| 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 | | | |
| | | | | | | Totals: | 100.000 | 300.00 | | |
| 6 | 000012 | ADKINS, ALEXANDER LYNN | 07-17-2017 11:56 | E | COMM | 00004 | S | CELL PHONE | 2017 | FCS |
| Occupant Data | | | | | | | | | | |
| Amount: 300.00 Rem Pymts: 12 Extra Days: 0 | | | | | | | | | | |
| Position Data | | | | | | | | | | |
| 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 |
|----|----------|----------------------|--------------|---------------|--------|----------------|----------------|--------|-----------|----------|-----------|----------|------------|------------|------------|-----------|----------|----------|-----------|----------------|------------------|----------|------------|-----------|------|------------|----------|----|
| 1 | 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 | Or |
| 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 , #07-10-2020 | 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 , #07-10-2020 | 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 | 0 | 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 | 0 | 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 , #07-10-2020 | 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 , #07-10-2020 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Position Data Inquiry

[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.

| | |
|-------------------------------|--|
| <p>Position Number</p> | <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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> |
|-------------------------------|--|

Position Description

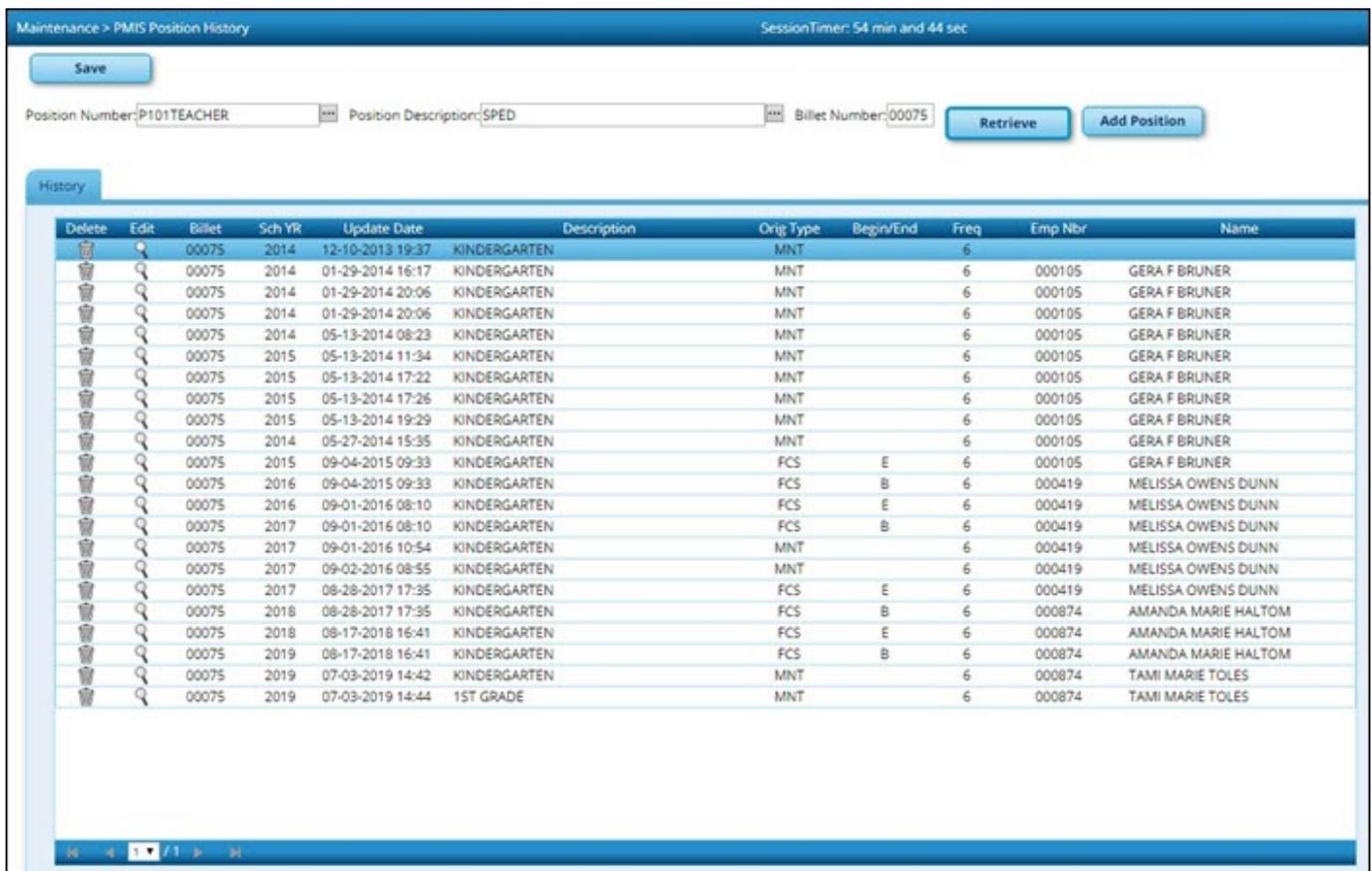
Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.

If the position description is not known, click . The Positions pop-up window opens with a list of all positions.

To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed.

Select a position number from the list. Otherwise, click **Cancel**.

The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.



| 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 |

Click **Retrieve**. A list of all employees who have held the position along with all of the associated billet numbers is displayed.

Billet Number

Type the specific billet number used to identify the various positions within the position number to narrow the search results. The field can be a maximum of five digits. Leading zeros are not required.

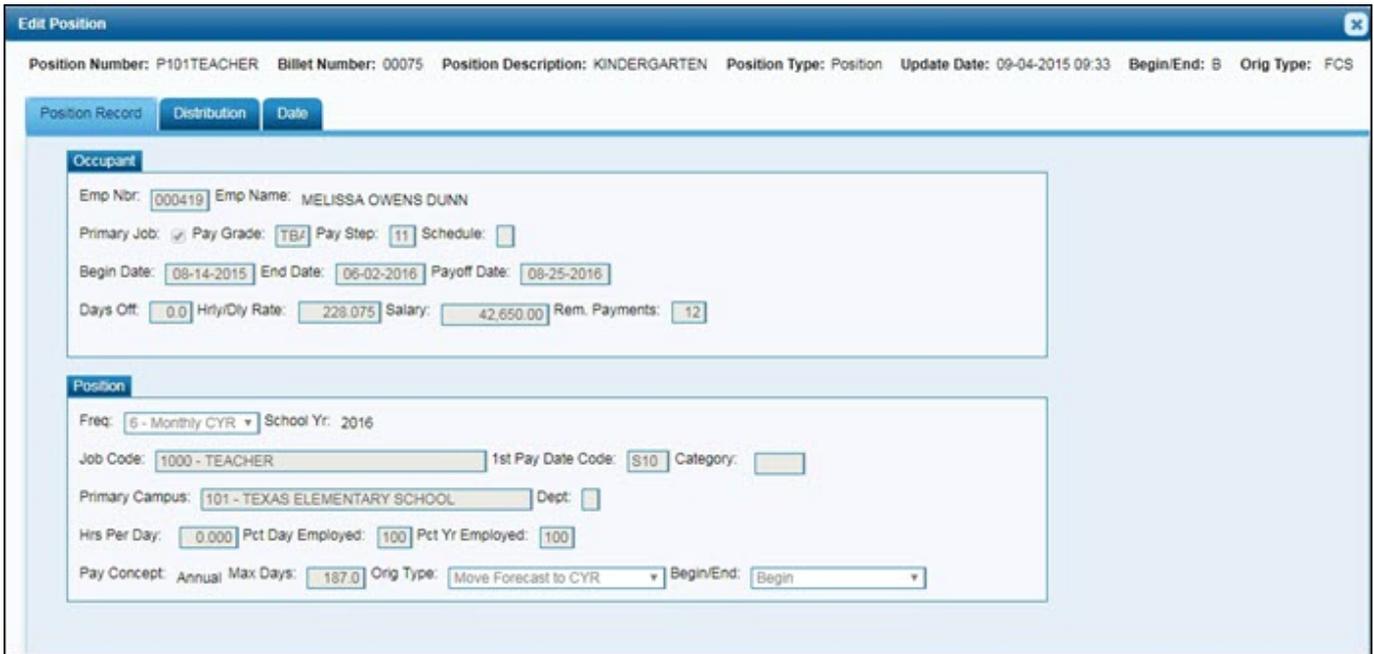
Click **Retrieve**. A list of all employees who have held the position with the specified billet number is displayed. The following details are displayed.

- **Billet**
- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**

- **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.
- **Freq**
- **Emp Nbr**
- **Name**

Click  to view the position details at the date and time displayed under **Update Date**. Changes to the billet description are displayed on this page. A pop-up window with three tabs (Position Record, Distribution, and Date) is displayed.

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: 6 - Monthly CYR School Yr: 2016

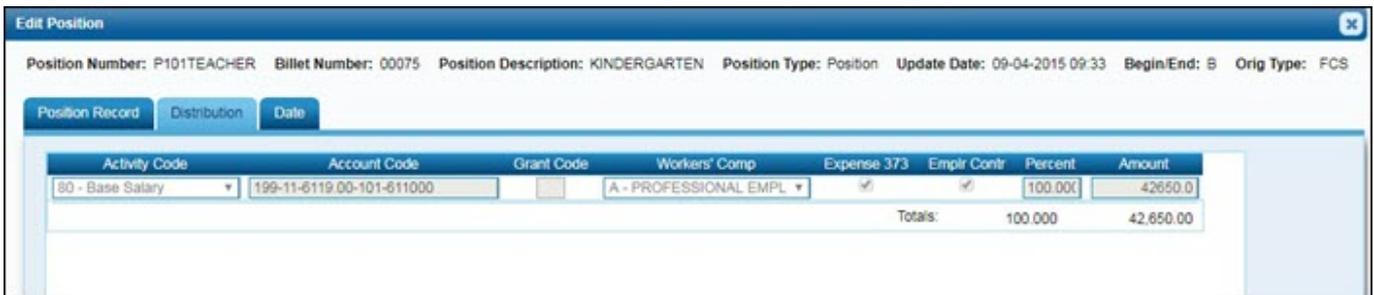
Job Code: 1000 - TEACHER 1st Pay Date Code: S10 Category:

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



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

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: ▾

The **Add Position** button implies that changes can be made; however, this button does not function since this is a historical file and maintenance should not be done. This page does not include a print option.



Back Cover