

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

Run an employee historical data inquiry.

Position Management > 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	Type the employee name or number. 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 a specific date range.

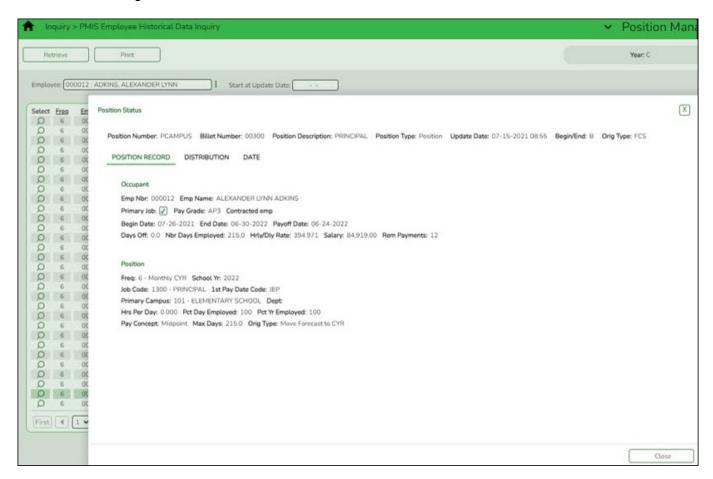
☐ Click **Retrieve**.

The following information is displayed for each employee:

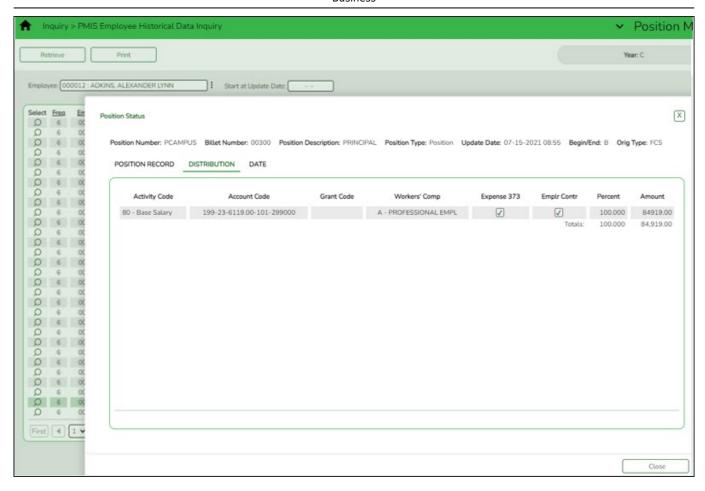
- Frequency
- Employee number
- Name
- **Update date** The date and time a change was made to the position are displayed.
- **Begin/End** Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved to this inquiry.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

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

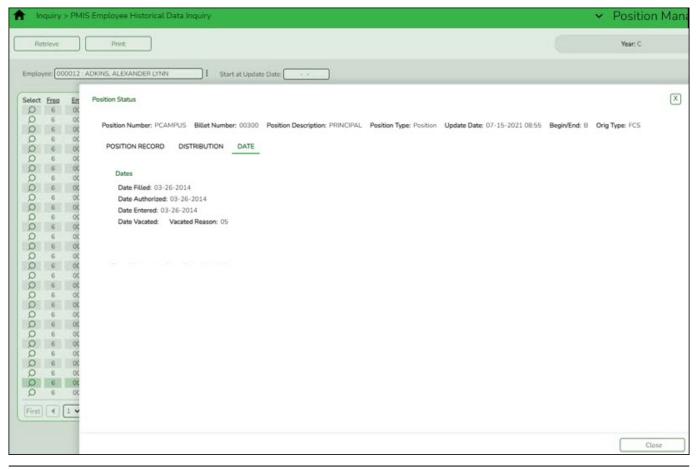
Position Record - This tab displays information similar to what is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. The **Orig Type** indicates the process that was used to make the change.



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.



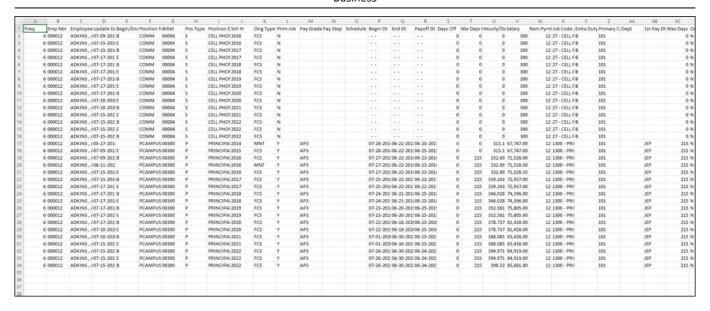
Date - This tab displays dates that were manually entered for this position for districts that maintain this information in the database. These dates are not system automated.



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

Date Run:		P	MIS Employe	ee Historical Data In	quiry				
Cnty Dist:				ISD			F	Page: 1 of	9
Freq Emp Nbr	Employee Name	Update Date	Begin/End	Position Number	Billet I	os Type	Position De	scription Sc	ch Yr Orig Type
6 000012 ADK Occupant Data Amount: 300.00	INS , ALEXANDER LYNN Rem Pymts: 12	07-09-2015 14:27 Extra Days:	B 0	COMM	00004	S	CELL PHONE	2	016 FCS
	ELL PHONE the Time Suppl: N	Type:	В	Primary Campus:	101	Dept:			
Dates Data Dt Filled: 05-13-2014	Dt Authorized: 05-13-2	2014 Dt Ente	red: 05-13	3-2014 Dt Vacated	i:	F	Reason: 05		
Activity Code	Account Code	Grant (Code	Workers' Comp	Expense	373 E	mplr Contrib	Percent	Amount
79	199-23-6135.00-999-6990	00	A		N		N Totals:	100.000 100.000	300.00 300.00
6 000012 ADK Occupant Data Amount: 300.00	Rem Pymts: 12	07-15-2016 12:07 Extra Days:	E 0	COMM	00004	S	CELL PHONE	2	016 FCS
Max Days: 0 O Dates Data	ILL PHONE ne Time Suppl: N	Type:		Primary Campus:		Dept:			
Dt Filled: 05-13-2014 Distribution Data Activity Code	Account Code	2014 Dt Ente	0.000	3-2014 Dt Vacated Workers' Comp	Expense		Reason: 04	Percent	Amount
79	199-23-6135.00-999-6990	00	A		N	100	N Totals:	100.000	300.00 300.00
6 000012 ADK Occupant Data Amount: 300.00	Rem Pymts: 12	07-15-2016 12:07 Extra Days:	B 0	COMM	00004	S	CELL PHONE	2	017 FCS
Max Days: 0 C	LL PHONE the Time Suppl: N	Type:	В	Primary Campus:	101	Dept:			
Dates Data Dt Filled: 05-13-2014	Dt Authorized: 05-13-2	2014 Dt Enter	red: 05-13	3-2014 Dt Vacated	i:	F	Reason: 05		
Activity Code	Account Code	Grant (Code	Workers' Comp	Expense	373 E	mpir Contrib	Percent	Amount
79	199-23-6135.00-999-7990	00	A		N		N Totals:	100.000	300.00 300.00
6 000012 ADK Occupant Data Amount: 300.00	INS , ALEXANDER LYNN Rem Pymts: 12	07-17-2017 11:56 Extra Days:	E 0	COMM	00004	s	CELL PHONE	2	017 FCS
*	ILL PHONE	Type:	В	Primary Campus:	101	Dept:			

Business



Position Data Inquiry



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