



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



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# ASCENDER - Position Management: Perform Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS. These inquiries are only available in the current year.

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



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## 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).


<b>Employee</b>	Type the employee name or number. 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**.

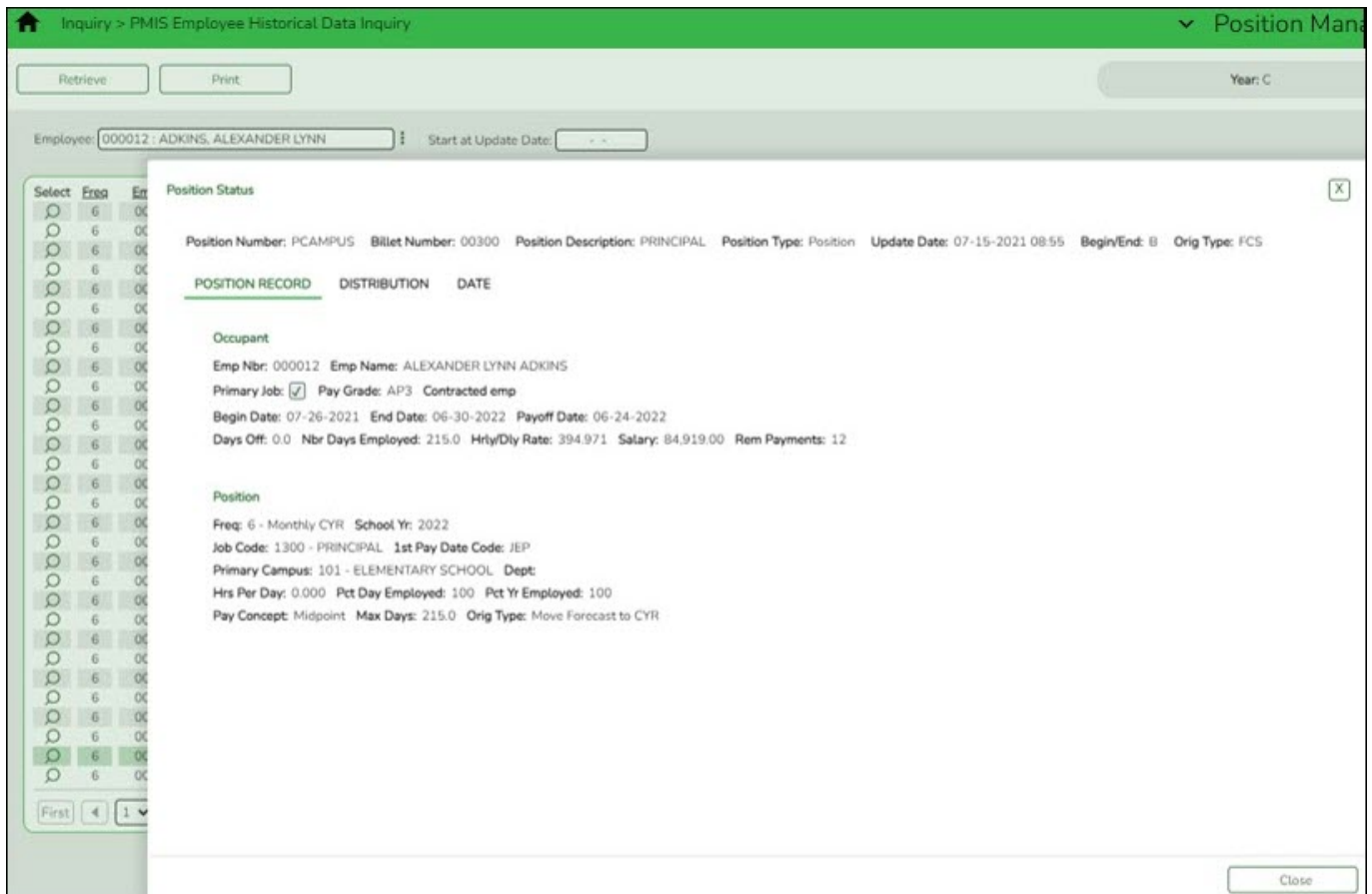
The following information is displayed for each employee:

- **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** - 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.



The screenshot shows the 'Inquiry > PMIS Employee Historical Data Inquiry' window. The 'Employee' field is set to '000012 : ADKINS, ALEXANDER LYNN'. The 'Start at Update Date' field is empty. The 'Position Status' window is open, displaying the 'POSITION RECORD' tab. The window shows the following information:

**Position Number:** PCAMPUS **Billet Number:** 00300 **Position Description:** PRINCIPAL **Position Type:** Position **Update Date:** 07-15-2021 08:55 **Begin/End:** B **Orig Type:** FCS

**POSITION RECORD** **DISTRIBUTION** **DATE**

**Occupant**

Emp Nbr: 000012 Emp Name: ALEXANDER LYNN ADKINS  
 Primary Job: ☒ Pay Grade: AP3 Contracted emp  
 Begin Date: 07-26-2021 End Date: 06-30-2022 Payoff Date: 06-24-2022  
 Days Off: 0.0 Nbr Days Employed: 215.0 Hrs/Dly Rate: 394.971 Salary: 84,919.00 Rem Payments: 12

**Position**

Freq: 6 - Monthly CYR School Yr: 2022  
 Job Code: 1300 - PRINCIPAL 1st Pay Date Code: JEP  
 Primary Campus: 101 - ELEMENTARY SCHOOL Dept:  
 Hrs Per Day: 0.000 Pct Day Employed: 100 Pct Yr Employed: 100  
 Pay Concept: Midpoint Max Days: 215.0 Orig Type: Move Forecast to CYR

The window has a 'Close' button at the bottom right.

**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.

Inquiry > PMIS Employee Historical Data Inquiry Position Manager

Retrieve Print Year: C

Employee: 000012 : ADKINS, ALEXANDER LYNN Start at Update Date: -- --

Position Status X

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 08:55 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	199-23-6119.00-101-299000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	84919.00
Totals:						100.000	84,919.00

Close

**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.

Inquiry > PMIS Employee Historical Data Inquiry Position Manager

Retrieve Print Year: C

Employee: 000012 : ADKINS, ALEXANDER LYNN Start at Update Date: -- --

Position Status X

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 08:55 Begin/End: B Orig Type: FCS

POSITION RECORD DISTRIBUTION DATE

**Dates**

Date Filled: 03-26-2014  
 Date Authorized: 03-26-2014  
 Date Entered: 03-26-2014  
 Date Vacated: Vacated Reason: 05

No other dates were entered.

Close

❑ 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

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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	Freq	Emp Nbr	Employee Update Dt	Begin/End	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	On
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	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	06-18-2020	06-25-2020	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	06-18-2020	06-25-2020	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				07-01-2020	06-30-2020	06-25-2020	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				07-01-2020	06-30-2020	06-25-2020	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				07-26-2020	06-30-2020	06-24-2020	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				07-26-2020	06-30-2020	06-24-2020	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				07-26-2020	06-30-2020	06-24-2020	0	215	398.52	85,683.80	12 1300 - PRII	101		JEP		215 N		
35																												
36																												
37																												
38																												


## Position Data Inquiry


Run a position data inquiry.

[Position Management > Maintenance > PMIS Position History](#) OR [Position Management > 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.

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

<b>Billet Number</b>	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.
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☐ 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** - 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.

Maintenance > PMIS Position History Position Management

Save Year: C

Position Number: PCAMPUS Position Description: PRINCIPAL Billet Number: 00300 Retrieve Add Position

**HISTORY**

Delete Edit

**Edit Position** X

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 10:15 Begin/End: B Orig Type: FCS

**POSITION RECORD** **DISTRIBUTION** **DATE**

**Occupant**

Emp Nbr: 000012 Emp Name: ALEXANDER LYNN ADKINS

Primary Job: ☒ Pay Grade: AP3

Begin Date: 07-26-2021 End Date: 06-30-2022 Payoff Date: 06-24-2022

Days Off: 0.0 Hrly/Dly Rate: 398.520 Salary: 85,681.80 Rem. Payments: 12

**Position**

Freq: 6 - Monthly CYR School Yr: 2022

Job Code: 1300 - PRINCIPAL 1st Pay Date Code: JEP Category:

Primary Campus: 101 - ELEMENTARY SCHOOL Dept:

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

Pay Concept: Midpoint Max Days: 215.0 Orig Type: Move Forecast to CYR Begin/End: Begin

First 1 / 1

Save Cancel

**Distribution** - This tab displays the distribution information as it existed on the selected date. The account codes assigned to an employee in a prior fiscal year can also be viewed.

Maintenance > PMIS Position History Position Management

Save Year: C

Position Number: PCAMPUS Position Description: PRINCIPAL Billet Number: 00300 Retrieve Add Position

**HISTORY**

Delete Edit

**Edit Position** X

Position Number: PCAMPUS Billet Number: 00300 Position Description: PRINCIPAL Position Type: Position Update Date: 07-15-2021 10:15 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	199-23-6119.00-101-299000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	85681.8
Totals:						100.000	85,681.80

First 1 / 1

Save Cancel

**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.

The screenshot shows the 'Maintenance > PMIS Position History' interface. At the top, there's a green header bar with 'Position Management' and a home icon. Below the header, there's a 'Save' button and a 'Year: C' dropdown. The main area contains search fields for 'Position Number' (PCAMPUS), 'Position Description' (PRINCIPAL), and 'Billet Number' (00300), along with 'Retrieve' and 'Add Position' buttons. A 'HISTORY' tab is active on the left, showing a list of records with 'Delete' and 'Edit' icons. The 'Edit Position' dialog box is open, displaying the following information: Position Number: PCAMPUS, Billet Number: 00300, Position Description: PRINCIPAL, Position Type: Position, Update Date: 07-15-2021 10:15, Begin/End: B, Orig Type: FCS. The 'DATE' tab is selected, showing fields for 'Date Filled', 'Date Authorized', 'Date Entered', and 'Date Vacated', all with dates set to 03-26-2014. There is also a 'Vacated Reason' dropdown menu. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

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