

pmisemployeehistoricaldatainquiry

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This page 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.

Run an employee historical data inquiry:

Field	Description
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.

Note: If a pay frequency is displayed for the employee in the directory, the employee has a pay info record in the CYR/NYR selection. If the frequency is blank, the employee does not have a pay info record in the CYR/NYR selection.

Start at Update Date	Type the beginning date for the inquiry in the MMDDYYYY format.

Note: If no specific data is entered in the **Emp Number**, **Emp Name**, or **Start at Update Date** field, all records are retrieved when you click **Retrieve**.

Click **Retrieve** to display the employee information. The grid displays the following information for each employee:

- **Position number**
- **Billet**
- **Position type**
- **School year**
- **Update date**
- **Description**
- **Organization type**
- **Frequency**
- **Employee number**
- **Name**

Click  to display the position record, distribution, and date information for the selected row.


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