

pmispositionhistory

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PMIS Position History - HRS6115

Human Resources > Maintenance > PMIS Position History

This page is used to view historical records of data changed on the Maintenance > Position Admin or Maintenance > Position Modify pages. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Since this data serves as a historical record, the data should not be altered.

Retrieve a historical position record:

| Field | Description |
|-------------------------|--|
| Position Number | 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. |
| | If the position number 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 . |
| 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. |

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

| Billet Number | 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. | |

Click **Retrieve** to display the position history information. The grid displays the following information for the selected employee:

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

- Begin/End
- Freq
- Emp Nbr
- Name

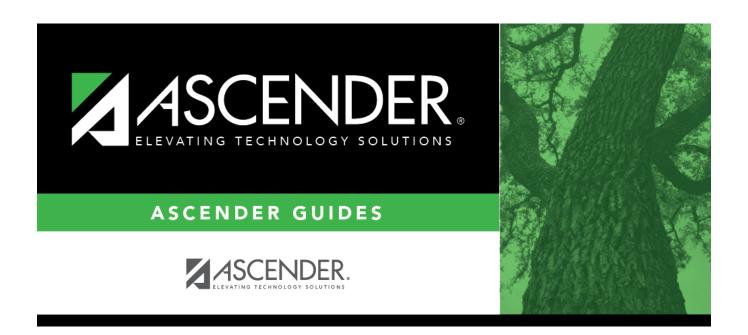
Click Add Position to add position history. A dialog box with three tabs (Position Record, Distribution, and Date) is displayed.

Other functions and features:



Delete a row.

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



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