


# pmissupplementhistory

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# PMIS Supplement History - HRS6135

***Human Resources > Maintenance > PMIS Supplement History***

This page is used to view historical records of data changed on the Maintenance > Supplement Admin or Maintenance > Supplement Modify pages. Since each change made to a supplement 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 supplement 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.<br>If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions.<br><br>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.<br><br>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.<br>If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions.<br><br>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.<br><br>Select a position number from the list. Otherwise, click **Cancel**.<br><br>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.<br>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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