



# **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  |
|-----------------------------|--|
| <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>   |
| <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> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p> |

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

|                      |  |
|----------------------|--|
| <b>Billet Number</b> | 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:**

|   |   |
|---|---|
|  | <p><a href="#">Delete a row.</a><br/>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> |
|---|---|



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