



# PMIS Staff Inquiry - HRS6410



# Table of Contents

**PMIS Staff Inquiry - HRS6410** ..... 1



# PMIS Staff Inquiry - HRS6410

## Human Resources > Inquiry > PMIS Staff Inquiry

This page is display only and is used to view position numbers and billet numbers by employee name, employee number, or payroll frequency. The page includes both primary and supplement position types.

### Run a staff 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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |

**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.

**Frequency** Type a payroll frequency (e.g., 5, 6).

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

- **Name**
- **Employee Number**
- **Position Type**
- **Position Number**
- **Billet**

Click



to display the employee detail information. The bottom section of the page displays the following fields for each employee:


- **Position Number**
- **Billet**
- **Position Description**
- **School Year**
- **Frequency**
- **Campus**
- **Dept**
- **Hrly/Dly Rate**
- **Nbr Days Empld**
- **Salary**
- **Pay**
- **Concept**
- **Grade**


- **Dates**
- **Authorization**
- **Filled**
- **Authorization End**

Click **Print** to print the staff information. The report opens in a new window.


[Review the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



## Back Cover