

PMIS Position History - HRS6115

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This page is used to view historical position changes. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Each change in position (CIP), position maintenance, and forecast moves are displayed on this page. This information is helpful if CIP calculation results are not as expected. You can review all position history or specific billet history.

This data serves as a historical record and should not be modified.

Retrieve a historical position record:

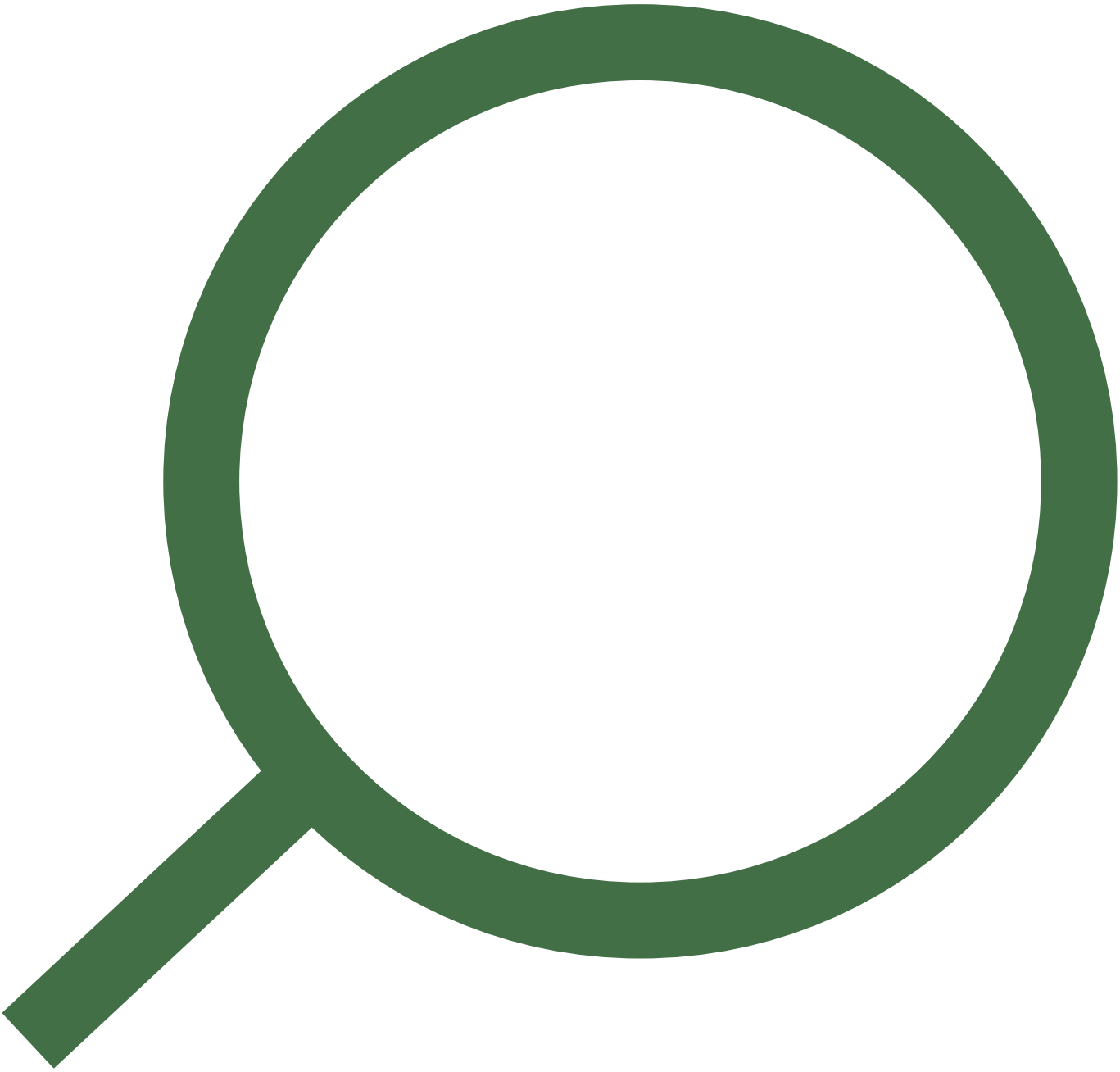
Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. 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**. A list of all employees who have held the position along with all of the associated billet numbers is displayed.

Billet Number	Type the specific billet number used to identify the various positions within the position number to narrow the search results. The field can be a maximum of five digits. Leading zeros are not required.

Click **Retrieve**. A list of all employees who have held the position with the specified billet number is displayed. The following details are displayed.

- **Billet**
- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**
- **Begin/End**
- **Freq**
- **Emp Nbr**
- **Name**

Click 

to view the position details at the date and time displayed under **Update Date**. Changes to the billet description are displayed on this page. A pop-up window with three tabs (Position Record, Distribution, and Date) is displayed.

Position Record

Under **Position**:

Freq	Click to select a payroll frequency. This is a required field.
School Yr	Type the school year in the YYYY format. This is a required field.
Job Code	Type a job code to identify the job, or click to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click to select the code designating the first pay date for the position. This is a required field.
Primary Campus	Type the code of the primary campus, or click to select a primary campus. This is a required field.
Dept	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
Hrs Per Day	Type the number of hours per day an employee would work in a day.
Pct Day Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Pct Year Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Pay Concept	Displays the method used to calculate the employee's pay.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Orig Type	Click to select the original transaction type.
Begin/End	Click to indicate the beginning and ending position history records.

Distribution

Activity Code	Click to select an activity code.
Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	Displays the grant code.
Workers' Comp	Displays workers' comp code.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Percent	Type the distribution percentage.
Amount	Displays the distribution amount.

Date

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.

Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Vacated	Indicates the date the position was vacated.
Vacated Reason	Indicates why the position was vacated. Click ⌄ to change the reason.

Click **Save**. This page does not include a print option.


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