



# **modify\_pmis\_position**



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If necessary, update the **Increase Eligible** field to identify the employees who are eligible to receive a salary increase for the new school year when running simulations. Only the employees with this field selected will receive a salary increase.

## Image

The screenshot displays the 'Maintenance > PMIS Position Modify' interface. At the top, it shows 'SessionTimer: 59 min and 55 sec'. Below the title bar are tabs for 'Position Record', 'Distribution', 'Date', and 'Budget'. The 'Occupant' section contains the following fields: Employee Nbr: 000034, Employee Name: ANGELA A BAULOS, Primary Job: Increase Eligible (checked and circled in red), Pay Grade: TBA, Pay Step: 18, Schedule: [empty], State Step: 18, Begin Date: 08-09, End Date: 05-29, Payoff Date: 08-24, Days Off: 0.0, Nbr Days Employed: 187.00, Hourly/Daily Rate: 265.241, Salary: 49,600.00, Remaining Payments: 12. The 'Position' section includes: Accept Changes: checked, Status: A - Active, Frequency: F - Monthly NYR, School Year: 20, a 'Calculate Salary' button, Category: [empty], Supplement Attached: [empty], Job Code: 1000 - TEACHER, 1st Pay Date Code: S10, Calendar Code: 10, Primary Campus: 101 - 101 School, Dept: [empty], Hours Per Day: 0.000, Percent Day Employed: 100, Percent Year Employed: 100, State Minimum Days: 187 - Valid basic days in contract, Pay Concept: Annual, EEOC: Workers' Comp: A, TRS Member Pos: 02 - Teacher, librarian, Max Days: 187.0, Max Payments: 12, Overtime Eligible: [empty], Supervisor: Position: [empty], Billet: [empty], Employee Number/Name: [empty].

Clear the **Increase Eligible** field for new employees who are not entitled to a salary increase. Remember that the next year PMIS pay step reflects the same current year PMIS pay step.

[Human Resources > Maintenance > PMIS Position Modify > Budget](#)

For 10-month employees, if there are retirees who work in the LEA, confirm that the **TRS Status** field is set to 5 - *Retired*. If the TRS status is incorrect, there is a possibility that the status will be incorrect (TRS-eligible) when the employee is moved to the current year payroll.