



modify_pmis_position

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

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 navigation tabs (Position Record, Distribution, Date, 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: []
- 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 contains the following fields:

- Accept Changes:
- Status: A - Active
- Frequency: F - Monthly NYR
- School Year: 20
- Calculate Salary button
- Category: []
- Supplement Attached:
- Job Code: 1000 - TEACHER
- 1st Pay Date Code: S10
- Calendar Code: 10
- Primary Campus: 101 - 101 School
- Dept: []
- 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:
- Supervisor: Position: []
- Billet: []
- Employee Number/Name: []

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, and the step is increased in the salary simulations if the **Increase Eligible** field is selected.

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

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.