



modify_pmis_position

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[Position Management > 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.

The screenshot displays the 'Position Record' tab of the PMIS Position Modify form. At the top, there is a 'Save' button and a 'Retrieve' button next to input fields for 'Position Number' (PTEACHER) and 'Position Description' (TEACHER). Below this is a table with columns: Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains six rows of data, with the row for Billet 00103 (ARTS) highlighted in green. Below the table are navigation buttons: First, 1 / 6, and Last. Underneath the table are tabs for POSITION RECORD, DISTRIBUTION, DATE, and BUDGET. The 'Occupant' section includes fields for Employee Nbr (001185), Employee Name, Primary Job (checked), Increase Eligible (checked), Employee (unchecked), Pay Grade (TMA), Pay Step (06), Schedule, State Step (06), Begin Date (08-03-2023), End Date (05-23-2024), Payoff Date (08-23-2024), Days Off (0.0), Nbr Days Employed (183.00), Hourly/Daily Rate (259.158), Salary (47,426.00), and Remaining Payments (12). The 'Position' section includes fields for Accept Changes (checked), Status (A - Active), Frequency (F - Monthly NYR), School Year (2024), Calculate Salary button, Category, Supplement Attached (unchecked), Job Code (1000 - TEACHER), 1st Pay Date Code (S30), Calendar Code (10), Primary Campus (001 - 001 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 (183.0), Max Payments (12), Overtime Eligible (unchecked), Supervisor Position, Billet, Employee Number/Name, and Ignore Pct of Day for Salary Calcs (unchecked).

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.

[Position Management > 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.

POSITION RECORD DISTRIBUTION DATE BUDGET



Vacancy/Budget Information

Pay Grade: ; Pay Step/State Step: Non-Contracted emp FTE:

Midpoint Base: Plus Percent of Midpoint:

Unemployment Eligible: FICA/Medicare Eligible: TRS Status: