



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.

The screenshot displays the 'Position Management' interface for 'Maintenance > PMIS Position Modify'. At the top, there is a 'Save' button and search fields for 'Position Number' (PTEACHER) and 'Position Description' (TEACHER), with a 'Retrieve' button. Below this is a table of position records:

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
<input type="radio"/>	00000	2024	TEACHER	V	F					
<input type="radio"/>	00100	2024	ARTS	V	F					
<input type="radio"/>	00102	2024	ARTS & FLORAL	A	F	001179				
<input checked="" type="radio"/>	00103	2024	ARTS	A	F	001185				
<input type="radio"/>	00104	2024	ARTS	A	F	000791				
<input type="radio"/>	00105	2024	SCIENCE HALF TIME	A	F	001190				

Below the table are navigation buttons: 'First', '1 / 6', and 'Last'. The 'POSITION RECORD' tab is selected, with other tabs being 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'Occupant' section shows 'Employee Nbr: 001185' and 'Employee Name:'. The 'Primary Job' section has 'Increase Eligible' checked. Other fields include 'Pay Grade: TMA', 'Pay Step: 06', 'Schedule: 06', '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 'Accept Changes: checked', 'Status: A - Active', 'Frequency: F - Monthly NYR', 'School Year: 2024', 'Calculate Salary' button, 'Category: 1000 - TEACHER', 'Supplement Attached: unchecked', 'Job Code: 1000 - TEACHER', '1st Pay Date Code: S30', 'Calendar Code: 10', 'Primary Campus: 001 - 001 School', 'Dept: 001', '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: 001', 'Billet: 001', 'Employee Number/Name: 001185', and 'Ignore Pct of Day for Salary Calcs: unchecked', 'Ignore Pct of Yr 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 Position Management pay step reflects the same current year Position Management pay step, and the step is increased in the salary simulations if the **Increase Eligible** field is selected.

If necessary, update the **New Employee** field to identify new employees. If an employee is not new, clear this field. This field indicates a new employee record and is only displayed on forecast position records. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records.

Notes:

This field is not displayed on supplemental position records.

If the position is changed to any status other than **Active**, the field is disabled.

[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.

The screenshot shows a web interface with a navigation bar at the top containing the tabs: POSITION RECORD, DISTRIBUTION, DATE, and BUDGET. The BUDGET tab is selected and highlighted in green, with a black arrow pointing to it from the right. Below the navigation bar is a section titled "Vacancy/Budget Information" containing several input fields and checkboxes. The fields include: Pay Grade (5D), Pay Step/State Step (checkbox), Non-Contracted emp (checkbox), FTE (1.0), Midpoint Base (D - Midpoint), Plus Percent of Midpoint (0.00), Unemployment Eligible (checked), FICA/Medicare Eligible (M - Subject to medicare), and TRS Status (5 - Retired). The TRS Status field is enclosed in a black rectangular box.