



verify_increase_eligible_positions

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[Human Resources > Reports > User Created Reports > PMIS Report](#)

Generate a PMIS User Created Report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.

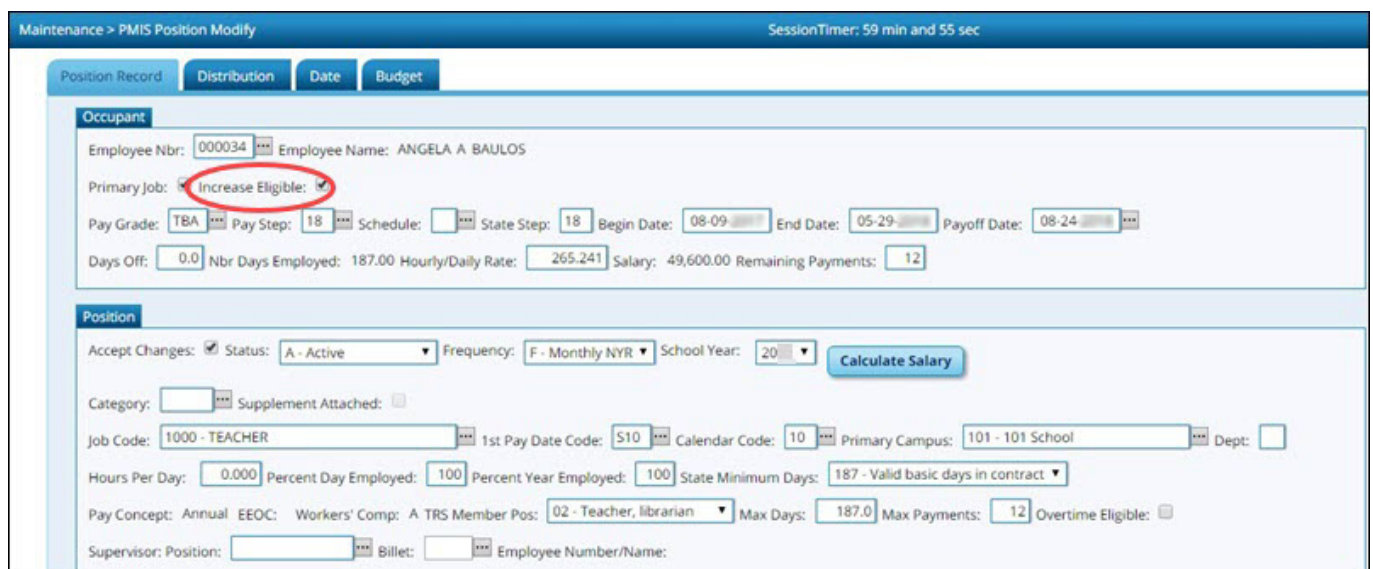
For 10- and 11-month employees, it is recommended to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report:

- **Position Nbr**
- **Billet Nbr**
- **Position Type**
- **First Name**
- **Last Name**
- **Increase Elig**
- **Nbr Remain Payments**

On the generated report, use the sort/filter functionality to group the applicable data.

If necessary, use the [Human Resources > Maintenance > PMIS Position Modify > Position Record](#) tab to update the employee record.

[Image](#)

The screenshot displays the 'Maintenance > PMIS Position Modify' interface. The 'Occupant' section shows the following details: Employee Nbr: 000034, Employee Name: ANGELA A BAULOS, Primary Job: Increase Eligible (checked), Pay Grade: TBA, Pay Step: 18, Schedule: [blank], 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, Job Code: 1000 - TEACHER, 1st Pay Date Code: S10, Calendar Code: 10, Primary Campus: 101 - 101 School, Dept: [blank], 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: [blank], Workers' Comp: A, TRS Member Pos: 02 - Teacher, librarian, Max Days: 187.0, Max Payments: 12, Overtime Eligible: [blank]. A red circle highlights the 'Increase Eligible' checkbox in the Primary Job field.

Select **Increase Eligible** for the employees who are eligible for an increase for the new school year when running simulations. Only the employees with the field selected will receive a salary increase.

Clear this field for new employees who are not entitled to an increase. Remember that the step in

next year PMIS reflects the same pay step that is reflected in the current year.