



# **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.

Note: The number of remaining payments reflected on the report is displayed on the Job Info tab as the number of annual payments and the number of remaining payments for the employee for any P position type. If the LEA uses S acct types or business allowances for extra duties, S position types on this report should reflect the correct number of remaining payments. Prior to continuing the process, make the necessary position corrections.

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' tab is active, showing employee details for ANGELA A. BAULOS (Employee Nbr: 000034). The 'Primary Job' dropdown is set to 'Increase Eligible' and is circled in red. Other fields include 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), and Remaining Payments (12). The 'Position' tab is also visible, showing fields for 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, 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), Max Days (187.0), Max Payments (12), and Overtime Eligible.

Select **Increase Eligible** 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.

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.