



verify_increase_eligible_positions

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Position Management > 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:

The screenshot shows the 'Position Management' configuration page for a 'CJR/NYR Positions' report. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The 'Year' is set to 'C' and 'Frequency' is '6'. Below these are input fields for 'Employee Nbr' and 'Position Nbr'. A section titled 'PMIS Position/Distribution Export File Auto Select Options' contains checkboxes for 'PMIS Position Control' and 'PMIS Position Distribution'. The main area is divided into three sections:

- PMIS Position Control:** A grid of checkboxes. Several are checked and highlighted with red boxes: 'Position Nbr', 'Billet Nbr', 'Position Type', 'Position Status', 'Nbr Remain Payments', and 'Increase Elig'.
- PMIS Position Distribution:** A grid of checkboxes, none of which are checked.
- Employee Demo:** A row of checkboxes. 'First Name' and 'Last Name' are checked and highlighted with red boxes.

Click **Create Report**. The report is displayed. 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, make the necessary position corrections.