



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.

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 'PMIS Position/Distribution Export File Auto Select Options' interface. It includes input fields for 'Employee Nbr' and 'Position Nbr'. Below these are two main sections: 'PMIS Position Control' and 'PMIS Position Distribution'. In the 'PMIS Position Control' section, the following fields are checked: Position Nbr, Billet Nbr, Position Type, Position Status, Increase Elig, and Nbr Remain Payments. Other visible fields include Contract Beg Date, Contract End Date, Payoff Date, Nbr Days Off, Act Hrly Dly Rate, Salary Amount, Job Category, Job Code, 1st Pay Date Code, Calendar Code, Campus ID, Dept, Hrs Per Day, Day Empld Pct, Pct of Year, Pay Concept, EEOC Code, Workers' Comp, TRS Position Code, Max Days, Max Payments, Ovtm Elig Flg, State Minimum Days, Spvsr Position Nbr, Spvsr Billet Nbr, Supplement Extra Days, Suppl to Pos Nbr, and Suppl to Pos Billet. The 'PMIS Position Distribution' section includes fields like Job Code, Account Type, Pay Activity, Workers' Comp, File ID, Fund, Function, Object, Sub Object, Organization, Fiscal Year, Program Intent, Ed Span, Project Detail, Account Amount, Account Percent, TRS Grant Code, and Extra Duty Code. At the bottom, the 'Employee Demo' section has 'First Name' and 'Last Name' checked.

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.