



verify_increase_eligible_positions_11mo

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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.



TIP: 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:

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

Reports > User Created Reports > CYR/NYR Positions
Position Management

Report Title

Employee Nbr:

PMIS Position/Distribution Export File Auto Select Options
 PMIS Position Control
 PMIS Position Distribution

Position Nbr:

PMIS Position Control

| | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> CYR/NYR Flag | <input type="checkbox"/> Contract Beg Date | <input type="checkbox"/> Day Empld Pct | <input type="checkbox"/> Extra Duty Code | <input type="checkbox"/> Inactive Reason Code | <input type="checkbox"/> Occ Pay Type |
| <input checked="" type="checkbox"/> Position Nbr | <input type="checkbox"/> Contract End Date | <input type="checkbox"/> Pct of Year | <input type="checkbox"/> Supplement Type | <input type="checkbox"/> Vacate Reason | <input type="checkbox"/> Suppl Recalculate |
| <input checked="" type="checkbox"/> Billet Nbr | <input type="checkbox"/> Payoff Date | <input type="checkbox"/> Pay Concept | <input type="checkbox"/> Supplement Max Amt | <input type="checkbox"/> Pay Grade | <input type="checkbox"/> Ign Pct Day For Sal Calcs |
| <input checked="" type="checkbox"/> Position Type | <input type="checkbox"/> Nbr Days Off | <input type="checkbox"/> EEOC Code | <input type="checkbox"/> Base Suppl On Dly Rate | <input type="checkbox"/> Pay Step | <input type="checkbox"/> Ign Pct Yr For Sal Calcs |
| <input type="checkbox"/> Position Description | <input type="checkbox"/> Act Hrlly Dly Rate | <input type="checkbox"/> Workers' Comp | <input type="checkbox"/> Supplement Pay 1 Time | <input type="checkbox"/> Pay Schedule | <input type="checkbox"/> New Employee |
| <input checked="" type="checkbox"/> Position Status | <input type="checkbox"/> Salary Amount | <input type="checkbox"/> TRS Position Code | <input type="checkbox"/> Date Supplement 1 Time | <input type="checkbox"/> FTE - Equiv Units | |
| <input type="checkbox"/> Position School Year | <input checked="" type="checkbox"/> Nbr Remain Payments | <input type="checkbox"/> Max Days | <input type="checkbox"/> Accept Change | <input type="checkbox"/> Midpoint Base | |
| <input type="checkbox"/> Frequency | <input type="checkbox"/> Job Category | <input type="checkbox"/> Max Payments | <input type="checkbox"/> Date Create/Update | <input type="checkbox"/> Percent of Midpoint | |
| <input type="checkbox"/> Occ Employee Nbr | <input type="checkbox"/> Supplement Attached | <input type="checkbox"/> Ovtm Elig Flg | <input type="checkbox"/> Date Fill | <input type="checkbox"/> Unemployment Elig Flag | |
| <input type="checkbox"/> Primary Job | <input type="checkbox"/> Job Code | <input type="checkbox"/> State Minimum Days | <input type="checkbox"/> Fill Position Reason | <input type="checkbox"/> FICA Elig | |
| <input checked="" type="checkbox"/> Increase Elig | <input type="checkbox"/> 1st Pay Date Code | <input type="checkbox"/> Spvsr Position Nbr | <input type="checkbox"/> Date Criteria | <input type="checkbox"/> TRS Status Code | |
| <input type="checkbox"/> Occ Pay Grade | <input type="checkbox"/> Calendar Code | <input type="checkbox"/> Spvsr Billet Nbr | <input type="checkbox"/> Date Authorization | <input type="checkbox"/> Budget Amount | |
| <input type="checkbox"/> Occ Pay Step | <input type="checkbox"/> Campus ID | <input type="checkbox"/> Supplement Extra Days | <input type="checkbox"/> Date Authorization End | <input type="checkbox"/> Budget Salary Override | |
| <input type="checkbox"/> Occ Pay Schedule | <input type="checkbox"/> Dept | <input type="checkbox"/> Suppl to Pos Nbr | <input type="checkbox"/> Date Entry | <input type="checkbox"/> Actual/Budget Ind | |
| <input type="checkbox"/> State Step | <input type="checkbox"/> Hrs Per Day | <input type="checkbox"/> Suppl to Pos Billet | <input type="checkbox"/> Date Inactive | <input type="checkbox"/> Pay Type | |

PMIS Position Distribution

| | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> CYR/NYR Flag | <input type="checkbox"/> Job Code | <input type="checkbox"/> Function | <input type="checkbox"/> Ed Span | <input type="checkbox"/> Expense 373 |
| <input type="checkbox"/> Position Nbr | <input type="checkbox"/> Account Type | <input type="checkbox"/> Object | <input type="checkbox"/> Project Detail | <input type="checkbox"/> Contrib Acct Flag |
| <input type="checkbox"/> Billet Nbr | <input type="checkbox"/> Pay Activity | <input type="checkbox"/> Sub Object | <input type="checkbox"/> Account Amount | |
| <input type="checkbox"/> Position Type | <input type="checkbox"/> Workers' Comp | <input type="checkbox"/> Organization | <input type="checkbox"/> Account Percent | |
| <input type="checkbox"/> Distribution Sequence | <input type="checkbox"/> File ID | <input type="checkbox"/> Fiscal Year | <input type="checkbox"/> TRS Grant Code | |
| <input type="checkbox"/> Frequency | <input type="checkbox"/> Fund | <input type="checkbox"/> Program Intent | <input type="checkbox"/> Extra Duty Code | |

Employee Demo

First Name
 Middle Name
 Last Name
 Generation

Click **Create Report**. The requested report is displayed. Use the sort/filter functionality to group the applicable data.

Note: Only positions with the **Increase Elig** field set to Y will receive a salary increase. The number of remaining payments reflected on this report is the number of annual payments and the number of remaining payments for the employee on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab. Perform any position corrections prior to continuing the process.