



# **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

Save
Create Report
Delete
Reset

**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**

|  |                                      |   |                                     |
|--|--------------------------------------|---|-------------------------------------|
| <input checked="" type="checkbox"/> First Name | <input type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Last Name | <input type="checkbox"/> 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.