



# **verify\_increase\_eligible\_positions\_11mo**



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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.



**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**

The screenshot shows the 'Reports > User Created Reports > PMIS Report' configuration page. At the top, there are buttons for 'Save', 'Create Report' (highlighted with a red arrow), 'Delete', and 'Reset'. Below these are input fields for 'Report Template', 'Report Title', 'Employee Nbr', and 'Position Nbr'. A 'PMIS Position/Distribution Export File Auto Select Options' section contains checkboxes for 'PMIS Position Control' and 'PMIS Position Distribution'. The 'PMIS Position Control' section is expanded, showing a grid of fields. 'Increase Elig' and 'Nbr Remain Payments' are checked and circled in red. The 'Employee Demo' section at the bottom has 'First Name' and 'Last Name' checked and circled in red.

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.