



# **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:

Position Nbr:

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

PMIS Position Control  PMIS Position Distribution

**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.