



modify_pmis_position

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If necessary, update the **Increase Eligible** field to identify the employees who are eligible to receive a salary increase for the new school year when running simulations. Only the employees with this field selected will receive a salary increase.

The screenshot shows the 'Position Record' tab of the 'PMIS Position Modify' form. At the top, there is a 'Save' button and search fields for 'Position Number' (PTEACHER) and 'Position Description' (TEACHER) with a 'Retrieve' button. Below is a table of position details:

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
<input type="radio"/>	00000	2024	TEACHER	V	F					
<input type="radio"/>	00100	2024	ARTS	V	F					
<input type="radio"/>	00102	2024	ARTS & FLORAL	A	F	001179				
<input checked="" type="radio"/>	00103	2024	ARTS	A	F	001185				
<input type="radio"/>	00104	2024	ARTS	A	F	000791				
<input type="radio"/>	00105	2024	SCIENCE HALF TIME	A	F	001190				

Below the table are navigation buttons: 'First', '<', '1 / 6', '>', 'Last'. The 'Occupant' section includes 'Employee Nbr: 001185', 'Employee Name', 'Primary Job: Increase Eligible: Employee: ', 'State Step: 06', 'Begin Date: 08-03-2023', 'End Date: 05-23-2024', 'Payoff Date: 08-23-2024', 'Days Off: 0.0', 'Nbr Days Employed: 183.00', 'Hourly/Daily Rate: 259.158', 'Salary: 47,426.00', 'Remaining Payments: 12', and 'Exclude Days for TEA: '. The 'Position' section includes 'Accept Changes: ', 'Status: A - Active', 'Frequency: F - Monthly NYR', 'School Year: 2024', 'Calculate Salary' button, 'Category: ', 'Supplement Attached: ', 'Job Code: 1000 - TEACHER', '1st Pay Date Code: S30', 'Calendar Code: 10', 'Primary Campus: 001 - 001 School', 'Dept: ', 'Hours Per Day: 0.000', 'Percent Day Employed: 100', 'Percent Year Employed: 100', 'State Minimum Days: 187 - Valid basic days in contract', 'Pay Concept: Annual EEOC', 'Workers' Comp: A TRS Member Pos: 02 - Teacher, librarian', 'Max Days: 183.0', 'Max Payments: 12', 'Overtime Eligible: ', 'Supervisor: Position: ', 'Billet: ', 'Employee Number/Name: ', 'Ignore Pct of Day for Salary Calcs: ', and 'Ignore Pct of Yr for Salary Calcs: '. The 'Increase Eligible' checkbox is highlighted with a red box.

Clear the **Increase Eligible** field for new employees who are not entitled to a salary increase. Remember that the next year Position Management pay step reflects the same current year Position Management pay step, and the step is increased in the salary simulations if the **Increase Eligible** field is selected.

If necessary, update the **New Employee** field to identify new employees on forecast position records. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records.

Notes:

This field is not displayed on supplemental position records.

If the position is changed to any status other than **Active**, the field is disabled.

Clear this field if an employee is no longer new to the LEA.

[Position Management > Maintenance > PMIS Position Modify > Budget](#)

If there are retirees who work in the LEA, confirm that the **TRS Status** field is set to 5 - *Retired*. If the TRS status is incorrect, there is a possibility that the status will be incorrect (TRS-eligible) when the

employee is moved to the current year payroll.

POSITION RECORD DISTRIBUTION DATE BUDGET ←

Vacancy/Budget Information

Pay Grade: ; Pay Step/State Step: Non-Contracted emp FTE:

Midpoint Base: Plus Percent of Midpoint:

Unemployment Eligible: FICA/Medicare Eligible: TRS Status:



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