



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.

Image

The screenshot shows the 'Maintenance > PMIS Position Modify' interface. The 'Occupant' section includes fields for Employee Nbr (000034), Employee Name (ANGELA A BAULOS), Primary Job (Increase Eligible: checked), Pay Grade (TBA), Pay Step (18), Schedule, State Step (18), Begin Date (08-09), End Date (05-29), Payoff Date (08-24), Days Off (0.0), Nbr Days Employed (187.00), Hourly/Daily Rate (265.241), Salary (49,600.00), and Remaining Payments (12). The 'Position' section includes fields for Accept Changes (checked), Status (A - Active), Frequency (F - Monthly NYR), School Year (20), Job Code (1000 - TEACHER), 1st Pay Date Code (S10), Calendar Code (10), Primary Campus (101 - 101 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 (187.0), Max Payments (12), Overtime Eligible, Supervisor Position, Billet, and Employee Number/Name. A 'Calculate Salary' button is also visible.

Clear the **Increase Eligible** field for new employees who are not entitled to a salary increase. Remember that the next year PMIS pay step reflects the same current year PMIS pay step.

[Human Resources > 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.



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