



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.

Maintenance > PMIS Position Modify SessionTimer: 59 min and 55 sec

Position Record **Distribution** Date Budget

Occupant

Employee Nbr: 000034 Employee Name: ANGELA A BAULOS

Primary Job: Increase Eligible:

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: 255.241 Salary: 49,600.00 Remaining Payments: 12

Position

Accept Changes: Status: A - Active Frequency: F - Monthly NYR School Year: 20 **Calculate Salary**

Category: Supplement Attached:

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: Employee Number/Name:

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, and the step is increased in the salary simulations if the **Increase Eligible** field is selected.

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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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