



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 displays the 'Position Record' section of the PMIS Position Modify form. It includes a table of position details and an 'Occupant' section with various fields and checkboxes.

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				

Occupant
 Employee Nbr: 001185 Employee Name: _____
 Primary Job: Increase Eligible: Employee:
 Pay Grade: TMA Pay Step: 06 Schedule: _____ 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 Exclude Days for TEA:

Position
 Accept Changes: Status: A - Active Frequency: F - Monthly NYR School Year: 2024 Calculate Salary
 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: Ignore Pct of Yr for Salary Calcs:

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.

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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