



# **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.

| 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  |            |             |           |     |

The 'Occupant' section shows the following details:

- Employee Nbr: 001185
- Employee Name: [Redacted]
- Primary Job:  Increase Eligible:
- Pay Grade: TMA, Pay Step: 06, Schedule: [Redacted], 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:

The 'Position' section shows the following details:

- Accept Changes:  Status: A - Active, Frequency: F - Monthly NYR, School Year: 2024
- Category: [Redacted], Supplement Attached:
- Job Code: 1000 - TEACHER, 1st Pay Date Code: S30, Calendar Code: 10, Primary Campus: 001 - 001 School, Dept: [Redacted]
- 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: [Redacted], Workers' Comp: A, TRS Member Pos: 02 - Teacher, Librarian, Max Days: 183.0, Max Payments: 12, Overtime Eligible:
- Supervisor: Position: [Redacted], Billet: [Redacted], Employee Number/Name: [Redacted]
- 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 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.

[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:

Verify whether or not the **New Employee** field should be selected.



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