



modify_pmis_position

Table of Contents

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

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 Position Management

Save

Position Number: PTEACHER Position Description: TEACHER Retrieve

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
	00000	2024	TEACHER	V	F					
	00100	2024	ARTS	V	F					
	00102	2024	ARTS & FLORAL	A	F	001179				
	00103	2024	ARTS	A	F	001185				
	00104	2024	ARTS	A	F	000791				
	00105	2024	SCIENCE HALF TIME	A	F	001190				

First 1 / 6 Last

POSITION RECORD DISTRIBUTION DATE BUDGET

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 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.

Verify the **New Employee** field and update as needed. This field indicates a new employee record and is only displayed 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.

[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.

The screenshot shows a web interface with a navigation bar at the top containing the tabs: POSITION RECORD, DISTRIBUTION, DATE, and BUDGET. The BUDGET tab is selected and highlighted in green, with a black arrow pointing to it from the right. Below the navigation bar is a section titled "Vacancy/Budget Information" with a light gray background. This section contains several input fields: "Pay Grade" with a dropdown menu showing "5D", "Pay Step/State Step" with an empty checkbox, "Non-Contracted emp" with an empty checkbox, and "FTE" with a text input field containing "1.0". Below these are "Midpoint Base" with a dropdown menu showing "D - Midpoint" and "Plus Percent of Midpoint" with a text input field containing "0.00". At the bottom of the section are "Unemployment Eligible" with a checked checkbox, "FICA/Medicare Eligible" with a dropdown menu showing "M - Subject to medicare", and "TRS Status" with a dropdown menu showing "5 - Retired". The "TRS Status" dropdown menu is highlighted with a black rectangular box.



Back Cover