



# 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 shows the 'Position Record' tab in the PMIS Position Modify interface. The 'Occupant' section includes fields for Employee Nbr (001185), Employee Name, Primary Job (checked), Increase Eligible (checked), Employee (unchecked), 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), and Remaining Payments (12). The 'Position' section includes Accept Changes (checked), Status (A - Active), Frequency (F - Monthly NYR), School Year (2024), Calculate Salary button, Category, Supplement Attached (unchecked), 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 (unchecked), Supervisor Position, Billet, Employee Number/Name, and Ignore Pct of Day for Salary Calcs (unchecked).

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.

If necessary, update the **New Employee** field to identify new employees. If an employee is not new, clear this field. 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.

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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.

The screenshot shows the 'BUDGET' tab selected in the PMIS Position Modify interface. A black arrow points to the 'BUDGET' tab label. Below the tabs is the 'Vacancy/Budget Information' section. The 'Pay Grade' is set to '5D', 'Pay Step/State Step' is an empty checkbox, 'Non-Contracted emp' is an empty checkbox, and 'FTE' is '1.0'. 'Midpoint Base' is 'D - Midpoint' and 'Plus Percent of Midpoint' is '0.00'. 'Unemployment Eligible' is checked, and 'FICA/Medicare Eligible' is 'M - Subject to medicare'. The 'TRS Status' dropdown menu is highlighted with a black box and is set to '5 - Retired'.



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