



modify_pmis_position

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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.

The screenshot displays the 'Position Record' tab of the PMIS Position Modify interface. At the top, there is a 'Save' button and search fields for 'Position Number' (PTEACHER) and 'Position Description' (TEACHER) with a 'Retrieve' button. Below this is a table listing position details:

| 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 | | | | |

Below the table are navigation buttons: 'First', '<', '1 / 6', '>', and 'Last'. The 'Occupant' section includes fields for 'Employee Nbr: 001185', 'Employee Name', 'Primary Job: ', and 'Increase Eligible: '. Other fields include '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: ', 'Status: A - Active', 'Frequency: F - Monthly NYR', 'School Year: 2024', 'Calculate Salary' button, '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', and 'Ignore Pct of Day for Salary Calcs' and 'Ignore Pct of Yr for Salary Calcs' checkboxes.

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.

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 |
|-----------------------|--------|--------|-------------------|--------|------|---------|------------|-------------|-----------|-----|
| <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 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 | | | | |

First 1 / 6 Last

POSITION RECORD DISTRIBUTION DATE BUDGET

Occupant

Primary Job: Increase Eligible New 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: 359.158 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: 510 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 EROC 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:

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.

[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:



Back Cover