



# **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' section of the PMIS Position Modify form. At the top, there is a 'Save' button and search fields for 'Position Number' (PTEACHER) and 'Position Description' (TEACHER). Below this is a table with columns: Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains several rows, with the row for Billet 00103 (ARTS) highlighted in green. Below the table are navigation buttons: First, 1 / 6, and Last.

The 'Occupant' section includes fields for Employee Nbr (001185), Employee Name, Primary Job (checked), Increase Eligible (checked), and Employee (unchecked). 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 fields for Accept Changes (checked), Status (A - Active), Frequency (F - Monthly NYR), School Year (2024), and a Calculate Salary button. Other fields include 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), 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 (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.

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 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				

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 on forecast position records. If an employee is not new, clear this field. 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:



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