



# **verify\_increase\_eligible\_positions**



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Position Management > Reports > User Created Reports > CYR/NYR Positions

Generate a PMIS user-created report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.

**It is recommended** to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report:

The screenshot shows the configuration interface for a PMIS report. The top navigation bar indicates the path: Reports > User Created Reports > CYR/NYR Positions. The main title is 'Position Management'. Below the title are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The 'Year' is set to 'C' and 'Frequency' is '6'. There are input fields for 'Employee Nbr.' and 'Position Nbr.'. A section titled 'PMIS Position/Distribution Export File Auto Select Options' contains checkboxes for 'PMIS Position Control' and 'PMIS Position Distribution'. The 'PMIS Position Control' section is expanded, showing a grid of checkboxes. Several checkboxes are checked and highlighted with red boxes: 'Position Nbr', 'Billet Nbr', 'Position Type', 'Position Status', 'Nbr Remain Payments', and 'Increase Elig'. The 'PMIS Position Distribution' section is also expanded, showing a grid of checkboxes, none of which are checked. The 'Employee Demo' section at the bottom has checkboxes for 'First Name', 'Middle Name', 'Last Name', and 'Generation', with 'Last Name' checked and highlighted with a red box.

Click **Create Report**. The report is displayed. Use the sort/filter functionality to group the applicable data.

**Note:** The number of remaining payments reflected on the report is displayed on the Job Info tab as the number of annual payments and the number of remaining payments for the employee for any P position type. If the LEA uses S acct types or business allowances for extra duties, S position types on this report should reflect the correct number of remaining payments. Prior to

continuing, make the necessary position corrections.



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