



verify_increase_eligible_positions

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Human Resources > Reports > User Created Reports > PMIS Report

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.

For 10- and 11-month employees, it is recommended to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report and use the sort/filter functionality to group the applicable data.

- **Position Nbr**
- **Billet Nbr**
- **Position Type**
- **First Name**
- **Last Name**
- **Increase Elig**
- **Nbr Remain Payments**

If necessary, use the [Human Resources > Maintenance > PMIS Position Modify > Position Record](#) tab to update the employee record.

Image

The screenshot shows the 'Maintenance > PMIS Position Modify' interface. The 'Occupant' section includes fields for Employee Nbr (000034), Employee Name (ANGELA A BAULOS), Primary Job (Increase Eligible: checked), Pay Grade (TBA), Pay Step (18), Schedule, State Step (18), Begin Date (08-09), End Date (05-29), Payoff Date (08-24), Days Off (0.0), Nbr Days Employed (187.00), Hourly/Daily Rate (265.241), Salary (49,600.00), and Remaining Payments (12). The 'Position' section includes fields for Accept Changes (checked), Status (A - Active), Frequency (F - Monthly NYR), School Year (20), Job Code (1000 - TEACHER), 1st Pay Date Code (S10), Calendar Code (10), Primary Campus (101 - 101 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 (187.0), Max Payments (12), Overtime Eligible, and Supervisor Position. A 'Calculate Salary' button is also visible.

Select **Increase Eligible** for the employees who are eligible for an increase for the new school year when running simulations. Only the employees with the field selected will receive a salary increase.

Clear this field for new employees who are not entitled to an increase. Remember that the step in next year PMIS reflects the same pay step that is reflected in the current year.



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