



# verify\_increase\_eligible\_positions



# Table of Contents



[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:

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

Click **Create Report**. The requested 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 the process, make the necessary position corrections.

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

[Image](#)

Maintenance > PMIS Position Modify SessionTimer: 59 min and 55 sec

Position Record **Distribution** Date Budget

**Occupant**

Employee Nbr: 000034 Employee Name: ANGELA A BAULOS

Primary Job:  Increase Eligible

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 Remaining Payments: 12

**Position**

Accept Changes:  Status: A - Active Frequency: F - Monthly NYR School Year: 20 **Calculate Salary**

Category: Supplement Attached:

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:

Supervisor: Position: Billet: Employee Number/Name:

Select **Increase Eligible** 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.

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.



## Back Cover