



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



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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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