



# **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:

Image

The screenshot shows the 'Reports > User Created Reports > PMIS Report' configuration page. At the top, there are buttons for 'Save', 'Create Report' (highlighted with a red arrow), 'Delete', and 'Reset'. Below these are input fields for 'Report Template', 'Report Title', 'Employee Nbr', and 'Position Nbr'. There are also checkboxes for 'Public', 'Retrieve', and 'Directory'. 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 fields with checkboxes. Several fields are circled in red: 'Cyr/NYR Flag', 'Position Nbr', 'Billet Nbr', 'Position Type', 'Nbr Remain Payments', and 'Increase Elig'. The 'PMIS Position Distribution' section is also expanded, showing a grid of fields with checkboxes. The 'Employee Demo' section at the bottom has checkboxes for 'First Name', 'Middle Name', 'Last Name', and 'Generation', with 'First Name' and 'Last Name' circled in red.

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.



## Back Cover