



# **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:

The screenshot displays the 'Reports > User Created Reports > PMIS Report' configuration window. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are sections for 'Report Template', 'Report Title', 'Employee Nbr', and 'Position Nbr'. The 'PMIS Position/Distribution Export File Auto Select Options' section includes 'PMIS Position Control' and 'PMIS Position Distribution'. The 'PMIS Position Control' section contains a grid of checkboxes, with the following fields selected: 'Position Nbr', 'Billet Nbr', 'Position Type', 'Increase Elig', and 'Nbr Remain Payments'. The 'PMIS Position Distribution' section also contains a grid of checkboxes, with none selected. The 'Employee Demo' section at the bottom has 'First Name' and 'Last Name' selected. A red arrow points to the 'Create Report' button.

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