



# **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:

The screenshot displays the 'Reports > User Created Reports > PMIS Report' configuration window. 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'. A section titled 'PMIS Position/Distribution Export File Auto Select Options' contains checkboxes for 'PMIS Position Control' and 'PMIS Position Distribution'. The main area is divided into three sections:

- PMIS Position Control:** A grid of checkboxes. Circled in red are: Position Nbr, Billet Nbr, Position Type, Increase Elig, and Nbr Remain Payments.
- PMIS Position Distribution:** A grid of checkboxes. A box is drawn around this section.
- Employee Demo:** A row of checkboxes. Circled in red are: First Name and Last Name.

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.



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