



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:

The screenshot shows the 'Position Management' interface for creating a report. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The report parameters are set to 'Year: C' and 'Frequency: 6'. Below this, there are input fields for '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', 'PMIS Position Distribution', and 'Employee Demo'. In the 'PMIS Position Control' section, the following fields are checked: 'Position Nbr', 'Billet Nbr', 'Position Type', 'Position Status', 'Nbr Remain Payments', and 'Increase Elig'. In the 'PMIS Position Distribution' section, the following fields are checked: 'Job Code', 'Function', 'Ed Span', 'Expense 373', 'Sub Object', 'Account Amount', 'Organization', 'Account Percent', 'Fiscal Year', 'TRIS Grant Code', and 'Extra Duty Code'. In the 'Employee Demo' section, 'First Name' and 'Last Name' are checked.

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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