



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



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Position Management > 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.

**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 configuration interface for a PMIS report. The top navigation bar indicates the path: Reports > User Created Reports > CYR/NYR Positions > Position Management. Below the navigation are buttons for 'Save', 'Create Report', 'Delete', and 'Reset', along with 'Year: C' and 'Frequency: 6'. The main area is titled 'PMIS Position/Distribution Export File Auto Select Options' and contains several sections of checkboxes. The 'PMIS Position Control' section has checkboxes for 'Position Nbr', 'Billet Nbr', 'Position Type', 'Position Status', 'Nbr Remain Payments', and 'Increase Elig', all of which are checked and highlighted with red boxes. Other sections include 'PMIS Position Distribution' and 'Employee Demo'.

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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