changeinposition

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Human Resources > Maintenance > PMIS Change in Position > Change in Compensation

This page is used to change the position(s) and compensation amount(s) that are currently assigned to an employee. Existing positions and supplements can be added or removed from existing employees. In addition, you can assign an existing position to a new employee or add an additional position to an existing employee.

When a Change in Compensation (CIC) transaction is approved, the previous job record is updated with the payoff amounts and information, and a new job record is inserted with the associated distributions. If the CIC is for a new hire, only the new information is inserted.

Complete the following fields:

Field	Description
Pay Frequency	Click ∨ to select a pay frequency.
Employee	Begin typing the employee name or number that was generated on the Staff Demo page. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.
Effective Dt	Type the new employee's start date in the MMDDYYYY format.
Action Reason	Select an action reason. The action reasons are maintained on the District Administration > Tables > PMIS > Action Reason page.

Click **Retrieve**. The retrieved page is blank since the employee is a new hire and is not currently assigned to a position.

Click **Notes** to enter any CIC details. The notes can be used as a form of communication between the personnel and payroll departments. The notes are displayed on the Human Resources > Maintenance > Approve CIP Transaction page under **CIP Notes**.

Click **Next**. The New Positions page is displayed allowing you to assign an employee to a vacant position. Be sure to have the new employee's pay grade, pay step, end date, and payoff date

available when updating this tab.

Click **+Add** to add a position to the employee's record. Click ⋮ next to the position number. A list of the LEA's vacant positions is displayed. Select the position to be assigned to the employee.

Note: If a vacant position at the LEA is not displayed in the list, verify that the distribution code (fiscal year), pay grade, etc. for the position is correct. Positions with incorrect information are not displayed in the list.

Complete the following fields:

Primary Job	Select if this is the primary job for the employee. An employee may have only one primary job.
Pay Grade	Click ⋮ to select the pay grade at which the employee is paid. The field is used to identify the correct salary amount on the salary table.
Pay Step	Click ⋮ select the pay step at which the employee is paid. The field is used to identify the correct salary amount on the salary table.
Schedule	Click ⋮ select the local subschedule of the employee's pay grade and step. The field is used to identify the correct salary amount on the salary table.
State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
End Date	Type the ending date for the calendar selected in the MMDDYYYY format.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.

Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.

Click **Calculate** to calculate the employee's salary. The reflected salary is calculated as if the employee worked the full year. The pro-rated salary is reflected on the salary letter in the following steps.

TIP: It is only necessary to populate the **Hourly/Daily Rate** if the employee is tied to a midpoint table. The field is automatically calculated and populated for employees with a **Local Annual** or **Hourly/Daily** salary schedule.

Click **Next**. The Current Supplements page is displayed with a list of the employee's current supplements; however, the page is blank since the employee is a new hire.

Click **Next**. The New Supplements page is displayed. If applicable, add supplements on this page.

Click **+Add** to add a supplement. Click the ⋮ next to the position number. A list of the LEA's vacant supplement positions is displayed. Select the supplement to be added to the employee's record.

Remaining Payments	Type the number of remaining payments to be made to the employee during the current contract period.

Notes:

- The supplement amount is divided by the number of pay periods in a year and that amount is multiplied by the remaining payments to calculate the annual amount for employees who start late in the year. The **Supplement Pay Amount** on this page can be modified, if needed.
- If the supplement is a G account type in the extra duty table, contact your regional ESC consultant for assistance before proceeding.

Click **Execute**. The Change in Position - Change in Compensation Report is displayed. Verify the report for accuracy. This report can be used as the salary letter and reviewed with the employee.

The TRS eligibility status comes from the Budget tab on the position. If the employee is not TRS-eligible or is retired and the report reflects otherwise, cancel the process and change the **TRS Status** on the Budget tab for the position.

Primary Position

Supplement Position

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Date Run:   05-24-2019 1:13 PM              Change In Position - Change in Compensation Report
Cnty Dist:                                                   ISD                              Page: 2  of        2


Frequency:    6      Emp Nbr:    000966  Employee Name:      LAWRENCE, JENNIFER A
Pos Sch Yr:   2019                       Action Reason:      22                    User ID:
FICA/Med:     M                          TRS Status:         1 - Eligible          Employment Date:      04-01-2019
Unemp Elig:   ☑                          Wholly Sep Amt:     0.00                  Dock Rate:     203.022
Early Contract Payoff:    ☐
Notes:


                    ---------------------------------------- Position / Supplement  Information: ----------------------------------------
    Position: ATHLETICS            Billet: 00494      Position Type:     Supplement Position
    Descr:    COACHING                                Campus ID:         001 - TEXAS HIGH SCHOOL        Dept:
    Job Code:   XTRA - EXTRA DUTY                      Extra Duty Cd:    T2 - COACHING                  Type: S - Supplemental pay
    State Min Sal:          0.00    Pct Day Empld:        0.00 %      Ovtm Elig:   ☐   Rate:  0.00
    Hrly Rate:             0.000    Pct Yr Empld:       100.00 %
    Hrly/Dly Rate:        0.000  X Days:          0.000  X Percent:       0.00 %  = Adj Contract Amt:           2,000.00
    Hrly/Dly Rate:        0.000  X Days:        187.000  X Percent:       0.00 %  = Annualized Contract Amt:        0.00
    Annualized Amt:    2,000.00  / Max Pymts:        12  X Percent:       0.00 %  = Pay Rate:                     166.667
    Pay Rate:          166.670  X Nbr Rem Pymts:         5         = Adj Contract Balance:                833.35
    Suppl 1 Time Pay Date:                 Amt:           0.00  Recalculate Position: ☐    Supplement Recalculate:  ☐
    Ign Pct Day for Salary Calcs:   ☐       Ign Pct Yr for Salary Calcs:  ☐


                    ---------------------------------------- Distribution Information: ----------------------------------------
                                                    TRS Grt   Extra    Exp   Emplr   Acct
         Xmital       Account Code         Acty  W/C   Cd    Dty Cd   373  Contrib  Type     Pct         Amt
          ☐     199-36-6119.31-001-991000   02    A           T2    ☐     ☐       S   100.000 %    2,000.00
                                                                               Totals:   100.000 %    2,000.00

End of Report
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Messages similar to the below are displayed if the current year position was updated and the next year position was not updated. If the new employee should be added to the next year PMIS, change to the next year payroll frequency and add the new employee to the position.