



## **ASCENDER - Position Management: Perform Non-Comp Funding Changes**



## Table of Contents

<b>ASCENDER - Position Management: Perform Non-Comp Funding Changes</b> .....	i
<b>PMIS - Perform Non-Comp Funding Changes</b> .....	1



# PMIS - Perform Non-Comp Funding Changes

This guide provides users the necessary steps to process non-comp funding changes if an employee is not being correctly paid or if a particular grant ends. Non-Comp Funding Changes are used to change the account codes designated to an employee without changing the position and compensation amounts. When a non-compensation funding change transaction is approved, the previous account codes are removed from the job code and the new account codes are inserted.

**Note:** Changes made on this page do not change the amounts that were previously posted to the original distribution code. A Special Adjustment is necessary to move the amounts. The purpose of this page is to simultaneously update the distribution code on the employee distribution and position distribution pages in the current year PMIS.

This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the [TxEIS Business Overview](#) guide.

## Perform a Non-Comp Funding Change

[Human Resources > Maintenance > PMIS Change in Position > Non-Comp Funding Changes](#)

Complete the following fields:

Field	Description
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	<p>As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee and click <b>Retrieve</b>. Or, click  to perform a search in the Employees directory.</p> <p>Type the desired data in the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Effective Dt</b>	Type the effective date for the distribution changes in the MMDDYYYY format.
<b>Action Reason</b>	Select an action reason. The action reasons are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.

Click **Notes** to enter any specific details about the changes. The notes are displayed on the [Human Resources > Maintenance > Approve CIP Transaction](#) page under **CIP Notes**.

Click **Retrieve**.

Maintenance > PMIS Change in Position Session Timer: 59 min and 57 sec

Change in Compensation	Non-Comp Funding Changes	Non-Comp Position Changes	Separation														
Pay Frequency: 6 - Monthly CYR	Employee: 000100 : BROWNLEE, BRENDA RAE	<input type="button" value="Retrieve"/> <input type="button" value="Notes"/>															
Effective Dt: 08-13-2018 Action Reason: 23 - ACCOUNT CODE CHANGE		TRS Status: 1 - Eligible															
<table border="1"> <thead> <tr> <th>Details</th> <th>Position Number</th> <th>Position Description</th> <th>Billet</th> <th>Sch YR</th> <th>Job Code</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>P101TEACHER</td> <td>SPED</td> <td>00971</td> <td>2019</td> <td>1000 - TEACHER</td> <td>A</td> </tr> </tbody> </table>				Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status		P101TEACHER	SPED	00971	2019	1000 - TEACHER	A
Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status											
	P101TEACHER	SPED	00971	2019	1000 - TEACHER	A											
Occupant Information																	
Effective Date: 08-13-2018 Ignore Pct of Day for Salary Calcs: <input type="checkbox"/> Ignore Pct of Yr for Salary Calcs: <input type="checkbox"/> Job Code: 1000 - TEACHER Primary Job: <input checked="" type="checkbox"/> Percent Day Employed: <input type="text" value="100"/> Percent Year Employed: <input type="text" value="100"/> Pay Concept: Annual Pay Grade: TBA Pay Step: 25 Schedule: <input type="checkbox"/> State Step: 20 Begin Date: 08-13-2018 End Date: 05-24-2019 Payoff Date: 08-23-2019 Max Days: <input type="text" value="182.0"/> Days Off: <input type="text" value="0.0"/> Nbr Days Employed: 182.00 Hours Per Day: <input type="text" value="0.000"/> Hourly/Daily Rate: <input type="text" value="301.489"/> Actual Salary: 54,871.00 Remaining Payments: <input type="text" value="5"/>																	
Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept: <input type="checkbox"/> Calendar Code: 10 TRS Member Pos: 02 - Teacher, librarian Incr Pay Step: <input type="checkbox"/>																	
Distribution Information																	
Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct								
<input type="button" value="Delete"/>	80 - Base Salary	199-11-6119.00-101-923000	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="100.000"/>	54,871.00									
Totals: 100.000 54,871.00																	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/> <input type="button" value="+ Add"/>																	

In this example, the account code changes from function 11 to function 12, and the program intent code changes from 23 to 99. The effective date of August 13, 2018 indicates that this change is retroactive to the first of the year. Again, please note that a special adjustment is necessary to move the money that was already expensed.

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input type="button" value="Delete"/>	80 - Base Salary	199-12-6129.00-101-999000	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="100.000"/>	54,871.00	
Totals: 100.000 54,871.00									
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/> <input type="button" value="+ Add"/>									

Type the new account code over the existing account code to complete the fields with the new account code. If necessary, you can add an account code at this time. If additional account codes are added, modify the **Percent**.

Click **Next**. The Current Supplements page is displayed with a list of the employee's current supplements. If necessary, you can make changes at this time. In this example, the employee does not have any supplements.

Maintenance > PMIS Change in Position Session Timer: 59 min and 57 sec

Change in Compensation Non-Comp Funding Changes Non-Comp Position Changes Separation

Pay Frequency: 6 - Monthly CYR Employee: 000100 : BROWNLEE, BRENDA RAE Retrieve Notes

Effective Dt: 08-13-2018 Action Reason: 23 - ACCOUNT CODE CHANGE TRS Status: 1 - Eligible

Current Supplements

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	EXTRADUTY	EXTRA-BUS	00200	2019	XTRA - EXTRA DUTY	A
	EXTRADUTY	+25 LONGEVITY	00932	2019	XTRA - EXTRA DUTY	A

Occupant Information

Effective Date: 08-13-2018 As of First of Year:

Extra Duty Code: 49 - ADDL DUTY-BUS Type: S - Supplemental pay Primary Campus: 997 - 997 School  Dept:

Attached To Position:  Billet:  Emp Nbr/Name:

Pay Amount Based on Employee Pay:  Max Amount: 13,526.00 Supplement Pay Amount: 12,066.00 Percent Year Employed: 100 Supplement Recalculate:

One Time Supplement:  Pay Date:  Max Payments: 12 Remaining Payments: 2 Max Days: 0.0 Nbr Extra Days: 0.0  Calculate

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Percent	Amount	Dup Acct
	80 - Base Salary	199-34-6129.00-999-999000		A	<input type="checkbox"/>	100.000	12,066.00	
Totals: 100.000 12,066.00								

+ Add

Back Next Execute Cancel

Click **Execute**. A report is displayed with the proposed changes. Review the report for accuracy and click **Process**. A message is displayed indicating that the change in position was successfully processed.

After the Change In Position – Non-Compensation Funding Change Report is processed, the information is displayed on the [Human Resources > Maintenance > Approve CIP Transaction](#) page, which is the final step before the employee record is updated on the [Human Resources > Maintenance > Staff Job/Pay Data](#) page.

Maintenance > Approve CIP Transaction      SessionTimer: 59 min and 38 sec

Approve CIP Transaction

Employee Number: 000100 : BROHYLEE, BRENDA RAE .     

Date Reviewed:

Details	Position Type	Position Number	Position Description	Billet	Sch YR	Job Code	Begin Date	End Date	Status
	P	PCAMPUS	AIDE	00316	2019	1100	08-13-2018	05-24-2019	Active

CIP Notes:

**Occupant**

Vacate:  Effective Date: 08-13-2018

Job Code: 1100 Primary Job:  Percent Day Employed: 100.00%

Pay Concept: M Pay Grade: CT2 Pay Step: Schedule: State Step: Begin Date: 08-13-2018 End Date: 05-24-2019 Payoff Date: 08-23-2019

Max Days: 182.0 Days Off: 0.0 Nbr Days Employed: 182.0 Hours Per Day: 0.0 Hourly Rate: 0.000 Actual Salary: 18,734.00 Remaining Payments: 11

Primary Campus: 101 Dept: Calendar Code: AI TRS Member Post: 03 Suppl Pay Date: -- Days Earned Adj: 0.0

**Distributions**

Activity Code	Acct Code	Extra Duty Code	Acct Type	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	One Time Suppl	Percent	Amount
80 - Base Salary	199-11-6129.00-101-911000		G	A					100%	18,734.00

If the LEA has a personnel and payroll department, it is possible that the personnel department submitted the information on the Change in Position - Non-Comp Funding tab. This step allows the payroll department to review the corrected distribution information and perform one of the following actions:

- **Mark Reviewed** - If the payroll department needs additional time to review the information before approving it, enter a date in the **Date Reviewed** field and click **Mark Reviewed**. This informs the personnel department that the payroll department is still reviewing the information.
- **Approve** - If you click **Approve**, the Staff Job/Pay Data > Distribution fields and the position distribution in the current year PMIS are updated. A message indicating that the transaction was approved is displayed.
- **Reject** - If the information is incorrect, click **Reject**. You are prompted to enter the rejection date and reason. Once an item is rejected, it must be reviewed on the Human Resources > Maintenance > PMIS Payroll Rejections page. If you need to reverse and remove it from a pending status, click **Rollback**. All changes from the initial Change in Position request are reversed.