



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



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# 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:

|                      |  |
|----------------------|--|
| <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 SessionTimer: 59 min and 57 sec

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

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

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

| 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:  Ignore Pct of Yr for Salary Calcs:

Job Code: 1000 - TEACHER Primary Job:  Percent Day Employed: 100 Percent Year Employed: 100

Pay Concept: Annual Pay Grade: TBA Pay Step: 25 Schedule: State Step: 20 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: 182.00 Hours Per Day: 0.000 Hourly/Daily Rate: 301,489 Actual Salary: 54,871.00 Remaining Payments: 5

Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept: Calendar Code: 10 TRS Member Pos: 02 - Teacher, librarian Incr Pay Step:

Distribution Information

| Delete                   | Activity Code    | Account Code              | Grant Code | Workers' Comp | Expense 373                         | Employer Contribution               | Percent | Amount    | Dup Acct |
|--------------------------|------------------|---------------------------|------------|---------------|-------------------------------------|-------------------------------------|---------|-----------|----------|
| <input type="checkbox"/> | 80 - Base Salary | 199-11-6119.00-101-923000 |            | B             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 100.000 | 54,871.00 |          |
| Totals:                  |                  |                           |            |               |                                     |                                     | 100.000 | 54,871.00 |          |

+ Add

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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="checkbox"/> | 80 - Base Salary | 199-12-6129.00-101-999000 |            | B             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 100.000 | 54,871.00 |          |
| Totals:                  |                  |                           |            |               |                                     |                                     | 100.000 | 54,871.00 |          |

+ Add

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Type the new account code over the existing account code to complete the fields with the new account code. If necessary, 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, can make changes at this time.

Maintenance > PMIS Change in Position SessionTimer: 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](#)

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Click **Execute**. A report is displayed with the proposed changes.



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

Approve CIP Transaction

Employee Number: 000100 : BROVHLEE, 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 Pos: 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             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.