

ASCENDER - Position Management: Perform Non-Comp Funding Changes

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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 ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Perform a Non-Comp Funding Change

Position Management > Maintenance > PMIS Change in Position > Non-Comp Funding Changes

Complete the following fields:

Pay Frequency	Click to select a pay frequency.
Employee	As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click to perform a search in the Employees directory. Type data in one or more of 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 effective date for the distribution changes 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 **Notes** to enter any specific details about the changes. The notes are displayed on the Payroll > Maintenance > Approve CIP Transaction page under **CIP Notes**.

❑ Click **Retrieve**.

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.

Christi to send example

❑ 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.

❑ 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 Payroll > Maintenance > Approve CIP Transaction page, which is the final step before the employee record is updated on the **Payroll > Maintenance > Staff Job/Pay Data** page.

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 Payroll > Maintenance > Staff Job/Pay Data > Distribution fields 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 Position Management > 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.