ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER - Position Management: Perform Non-Comp Funding Changes

Table of Contents

ASCENDER - Position Management: Perform Non-Comp Funding Changes i
ASCENDER - Position Management: Perform Non-Comp Funding Changes 1

ASCENDER - Position Management: 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 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

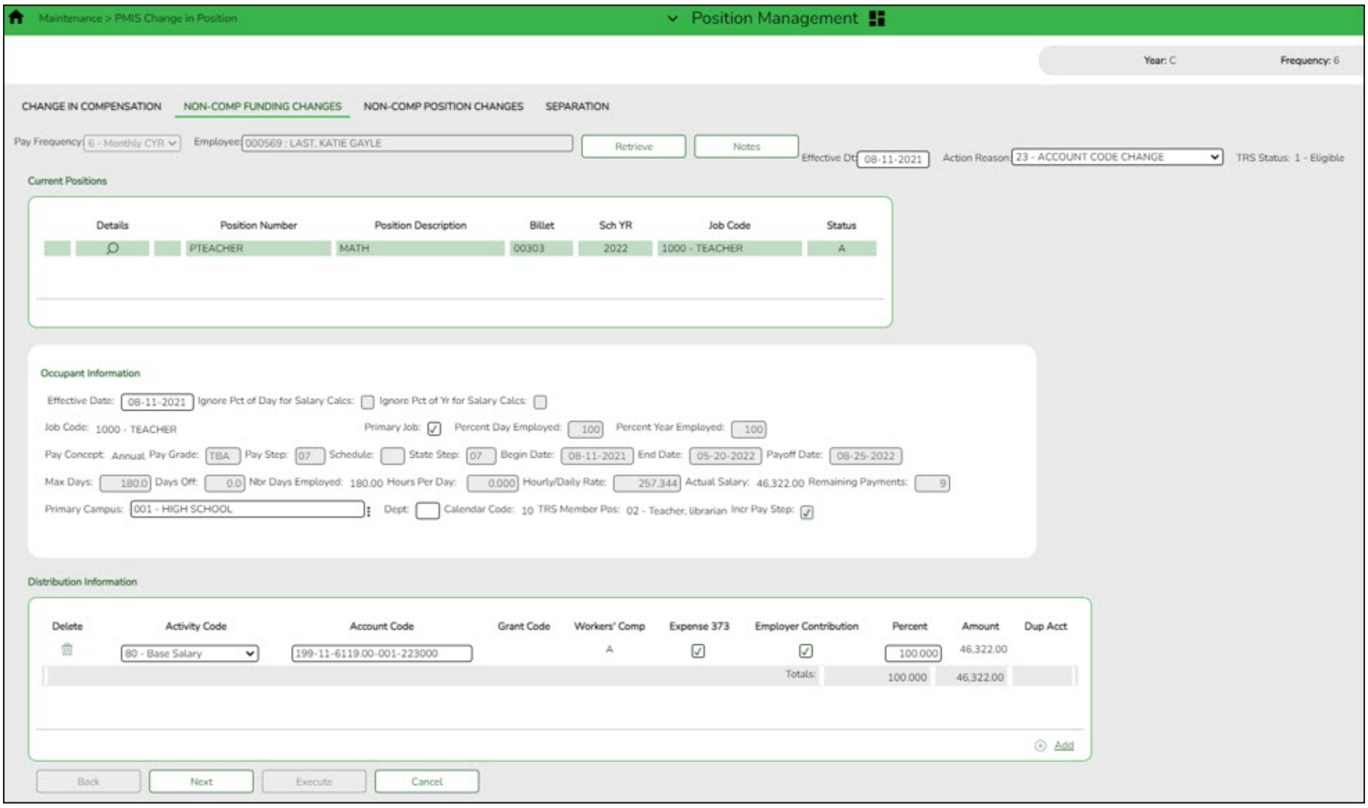
Complete the following fields:

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 11, 2021 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.


Maintenance > PMIS Change in Position
Position Management
CHANGE IN COMPENSATION
NON-COMP FUNDING CHANGES
NON-COMP POSITION CHANGES
SEPARATION
Retrieve
Notes
Add
Back
Next
Execute
Cancel

Year: C Frequency: 6

Pay Frequency: 6 - Monthly CYR Employee: 000569 : LAST, KATIE GAYLE Effective Dt: 08-11-2021 Action Reason: 23 - ACCOUNT CODE CHANGE TRS Status: 1 - Eligible

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
⚲	PTEACHER	MATH	00303	2022	1000 - TEACHER	A

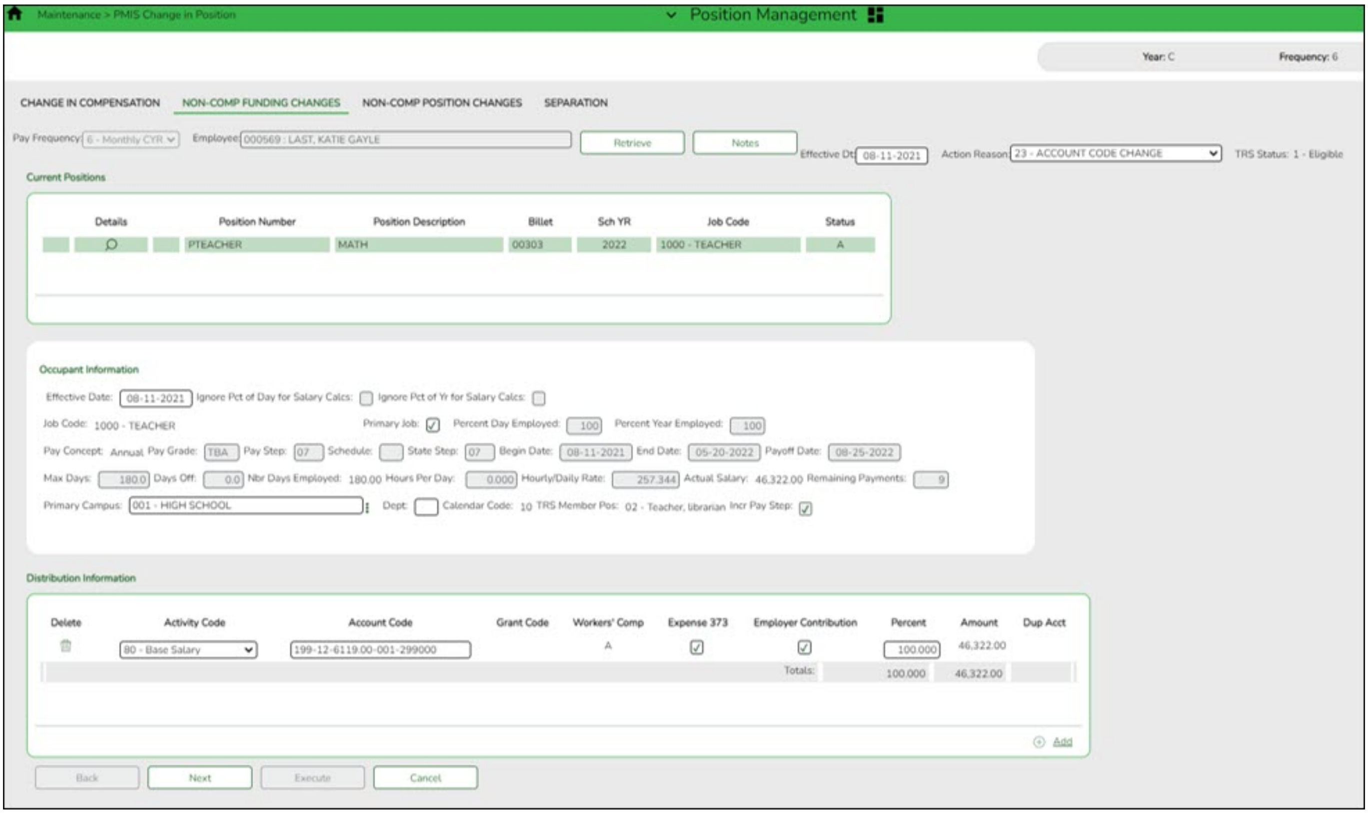
Occupant Information

Effective Date: 08-11-2021 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: 07 Schedule: State Step: 07 Begin Date: 08-11-2021 End Date: 05-20-2022 Payoff Date: 08-25-2022
Max Days: 180.0 Days Off: 0.0 Nbr Days Employed: 180.00 Hours Per Day: 0.000 Hourly/Daily Rate: 257.344 Actual Salary: 46,322.00 Remaining Payments: 9
Primary Campus: 001 - HIGH 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
🗑	80 - Base Salary	199-11-6119.00-001-223000		A	☑	☑	100.000	46,322.00	
						Totals:	100.000	46,322.00	

❑ 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**.


Maintenance > PMIS Change in Position
Position Management
CHANGE IN COMPENSATION
NON-COMP FUNDING CHANGES
NON-COMP POSITION CHANGES
SEPARATION
Retrieve
Notes
Add
Back
Next
Execute
Cancel

Year: C Frequency: 6

Pay Frequency: 6 - Monthly CYR Employee: 000569 : LAST, KATIE GAYLE Effective Dt: 08-11-2021 Action Reason: 23 - ACCOUNT CODE CHANGE TRS Status: 1 - Eligible

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
⚲	PTEACHER	MATH	00303	2022	1000 - TEACHER	A

Occupant Information

Effective Date: 08-11-2021 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: 07 Schedule: State Step: 07 Begin Date: 08-11-2021 End Date: 05-20-2022 Payoff Date: 08-25-2022
Max Days: 180.0 Days Off: 0.0 Nbr Days Employed: 180.00 Hours Per Day: 0.000 Hourly/Daily Rate: 257.344 Actual Salary: 46,322.00 Remaining Payments: 9
Primary Campus: 001 - HIGH 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
🗑	80 - Base Salary	199-12-6119.00-001-299000		A	☑	☑	100.000	46,322.00	
						Totals:	100.000	46,322.00	

❑ 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.