

Change in Compensation - HRS6140

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This page is used to change the position(s) and compensation amount(s) currently assigned to an employee. Existing positions can be added or removed from employees, and existing supplements can be added or removed from existing employees. The page can also be used to fill a position with a new employee or to add an additional position to an existing employee.

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

Create a CIC transaction record:

Field	Description
Pay Frequency	Click ⌄ to select a pay frequency.
Employee	Begin typing the employee name or number. 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 effective date of the change in compensation in MMDDYYYY format.
Annualized Pay Dt	Type a pay date to be used for any transmittals that are created as a result of the CIP if you do not want to use the next available pay date.
Action Reason	Select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

❑ Click **Next**.

❑ Under **Current Positions**, click **+Add** to a new row.

Position Number	Click ⋮ to select a new position.
Position Description	This field displays the description of the selected position number.
Billet	This field is automatically populated with the associated billet number of the selected position; however, it can be modified. Click ⋮ to select a billet number.
Sch YR	Displays the current school year.
Job Code	Displays the job code associated with the selected position.

Status	Displays the position status.

❑ Under **Occupant Information**:

Recalculate Position	Select if changes are made to an existing position and the position needs to be recalculated. **Note**: The field should be selected if the employee has received payroll payments for the position. This ensures that the correct contract balances are maintained upon approval of the change in position.
Vacate	Select to vacate the position currently displayed. **Notes**: When a position is vacated and the employee accrues for the job, ensure that the number of remaining payments, pay rate, contract balance, and payoff date is respective of how the remainder of the contract should be paid. If the job has several payments, **Vacate** is selected, and the pay date does not equal the payoff date, then the number of days earned should be zero for the job (regardless of the accrual calendar setting) when the payroll is processed so that the pay will be withdrawn from accruals.
Effective Date	Type the effective date of the change in compensation in MMDDYYYY format.
As of First of Year	Select if the changes should take effect as of the first of the school year. This field would not be used for new hires; however, it is helpful for data corrections. For example, if an employee's pay step is incorrect for two months, then use the current date as the effective date but backdate the pay step increase to the beginning of the contract.
Primary Job	Select if this is the primary job for the employee. An employee may have only one primary job.
Percent Day Employed	Type the percent of the day that the employee is scheduled to work.
Percent Year Employed	Type the percent of the year that the employee is scheduled to work.
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 sub schedule 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.
Begin Date	Type the beginning date for the calendar selected in the MMDDYYYY format.
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.
Max Days	Type the number of contract days which relate to the correct salary on the salary table.
Days Off	Type the number of days that the employee is eligible to take off.
Nbr Days	The **Employed** field displays the value from the **# of Days Empld** field from the Accrual Info section.

Hours Per Day	Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click **Calculate**. The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file.
Hourly/Daily Rate	Type the hourly rate of pay for pay type 2 employees only, or type the gross amount of pay due the employee on a per-day basis.
Actual Salary	Displays the actual salary associated with the selected position.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.
Primary Campus	Displays the three-digit code for the campus to which the teacher is assigned.
Dept	Displays the one-digit code used by the district to further categorize the employee.
TRS Member Pos	Displays the two-digit code indicating the employee's classification.
Incr Pay Step	Select if the employee is eligible for an incremental pay step.
Ignore Pct of Day for Salary Calcs	Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.
Ignore Pct of Yr for Salary Calcs	Select to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > PMIS District Options page.

❑ Click **Calculate** to calculate the changes made to the position.

❑ Under **Distribution Information**, click **+Add** to a new row.

Activity Code	Click ⌄ to select an activity code.
Account Code	Type the account code used to pay for the activity indicated.
Grant Code	Displays the two-character TRS grant code.
Workers' Comp	Displays the one-digit workers' compensation code.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure.
Employer Contribution	Select to indicate that the amount is being paid by the employer.
Percent	Type the percent of the amount to be paid from the account code.
Amount	Displays the amount calculated based on the percent entered in the **Percent** field.
Dup Acct	Indicates if a duplicate account is entered.

❑ Click **Next**.

❑ Under **New Positions**, click **+Add** to add a new row and enter data in the applicable fields.

❑ Click **Next**.

The **Current Supplements** section displays the employee's current supplement information.

❑ Click **Next**.

❑ Under **New Supplements**, click **+Add** to add a new row.

Note: Annualized transmittals are created if the Max Payments is greater than Remaining Payments, and As of First Year and During CIC Calculation, Pay One-Time Supplement are selected on the Options > PMIS District Options page in the District Administration application. The total amount of the transmittal(s) is calculated as follows: (maximum payments - remaining payments) x (maximum amount / maximum payments).

Position Number	Click ⋮ to select a new position.
Position Description	Displays the description of the selected position number.
Billet	This field is automatically populated with the associated billet number of the selected position; however, it can be modified. Click ⋮ to select a billet number.
Sch YR	Displays the current school year.
Job Code	Displays the job code associated with the selected position.
Status	Displays the position status.

❑ Under **Occupant Information**:

Effective Date	Type the effective date of the change in compensation in MMDDYYYY format.
As of First of Year	Select if the changes should take effect as of the first of the school year.
Extra Duty Code	Displays the two-character extra duty code.
Type	Displays the account type associated with the extra duty code on the Tables > Salaries > Extra Duty tab.
Primary Campus	Displays the three-digit code for the campus to which the employee is assigned.
Dept	Displays the one-digit code used by the district to further categorize the employee.
Attached To Position	Click ⋮ to attach another position.
Billet	Click ⋮ to select a billet number.
Emp Nbr/Name	Displays employee number and name.
Pay Amount Based on Employee Pay	Select to calculate the supplement pay based on the employee pay.
Max Amount	Displays the maximum supplement amount for the selected position.
Supplement Pay Amount	Type the amount of the supplement pay.
One Time Supplement	Select to generate a one-time supplement check based on the remaining payments.
Pay Date	Click ⋮ to select a pay date.
Max Payments	Type the number of maximum payments for the selected calendar code.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.
Max Days	Type the number of contract days which relate to the correct salary on the salary table.

Nbr Extra Days	Type the number of extra days to be included in the calculation.

❑ Click **Calculate** to calculate the changes made to the position.

❑ Click **Execute** to process the compensation changes.