



## Non-Comp Funding Changes - HRS6140



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# Non-Comp Funding Changes - HRS6140

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

This page is 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 will be removed for the job code, and the new accounts will be inserted.

### Create a non-compensation funding change transaction record:

Field	Description
<b>Pay Frequency</b>	Click ▼ to select a pay frequency.
<b>Employee</b>	<p>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 <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>

☐ Under **Current Positions**, the following information is displayed for the employee's current position(s):

- **Position Number**
- **Position Description**
- **Billet Sch YR**
- **Job Code**
- **Status**

☐ Complete the following information for the change:

<b>Effective Dt</b>	Type the effective date of the change in compensation in the MM-DD-YYYY format.
<b>Action Reason</b>	Click ▼ to select the reason for the change in compensation.
<b>TRS Status</b>	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

☐ Click **Execute** to process the non-compensation position changes.