



changeinposition

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Human Resources > Maintenance > PMIS Change in Position > Change in Compensation

This page is used to change the position(s) and compensation amount(s) that are currently assigned to an employee. Existing positions and supplements can be added or removed from existing employees. This 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 is updated with the payoff amounts and information, and a new job record is inserted with the associated distributions. If the CIC is for a new hire, only the new information is inserted.

Complete the following fields:

| Field | Description |
|----------------------|--|
| Pay Frequency | Click ▼ to select a pay frequency. |
| Employee | Begin typing the employee name or number that was generated on the Staff Demo page. 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 new employee's start date 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 **Retrieve**. The retrieved page is blank since the employee is a new hire and is not currently assigned to a position.

Click **Notes** to enter any CIC details. The notes can be used as a form of communication between the personnel and payroll departments. The notes are displayed on the Human Resources > Maintenance > Approve CIP Transaction page under **CIP Notes**.

Click **Next**. The New Positions page is displayed allowing you to assign an employee to a vacant position. Be sure to have the new employee's pay grade, pay step, end date, and payoff date

available before updating this tab.

Click **+Add**.

Click next to the position number. A list of the LEA's vacant positions is displayed. Select the position to be assigned to the employee.

Note: If a vacant position at the LEA is not displayed in the list, verify that the distribution code (fiscal year), pay grade, etc. for the position is correct. Positions with incorrect information are not displayed in the list.

Complete the following fields:

| | |
|--------------------|--|
| Primary Job | Select if this is the primary job for the employee. An employee may have only one primary job. |
| 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 subschedule 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. |
| 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. |
| Remaining Payments | Type the number of payments remaining to be made to the employee during the current contract period. |

Click **Calculate** to calculate the employee's salary. The reflected salary is calculated as if the employee worked the full year. The pro-rated salary is reflected on the salary letter in the following steps.

TIP: It is only necessary to populate the **Hourly/Daily Rate** if the employee is tied to a midpoint table. The field is automatically calculated and populated for employees with a **Local Annual** or **Hourly/Daily** salary schedule.

Click **Next**. The Current Supplements page is displayed with a list of the employee's current supplements; however, the page is blank since the employee is a new hire.

Click **Next**. The New Supplements page is displayed. You can add supplements on this page.

Click **+Add**.

Click the next to the position number. A list of the LEA's vacant supplement positions is displayed.

Select the supplement to be added to the employee's record.

| | |
|---------------------------|--|
| Remaining Payments | Type the number of payments remaining to be made to the employee during the current contract period. |
|---------------------------|--|

Notes:

- The supplement amount is divided by the number of pay periods in a year and that amount is multiplied by the remaining payments to calculate the annual amount for employees who start late in the year. The **Supplement Pay Amount** on this page can be modified, if needed.
- If the supplement is a G account type in the extra duty table, contact your regional ESC consultant for assistance before proceeding.

Click **Execute**. The Change in Position - Change in Compensation Report is displayed. Verify the report for accuracy. You can use the report as a salary letter and review it with the employee.

The TRS eligibility status comes from the Budget tab on the position. If the employee is not TRS-eligible or is retired and the report reflects otherwise, cancel the process and change the **TRS Status** on the Budget tab for the position.

Primary Position

| | | | | | | | | |
|--|---|---|--|--------------------------|-------------------------------------|---------------|-------------------|--|
| Date Run: 05-23-2019 10:10 AM | | Change In Position - Change in Compensation Report | | | | Page: 1 of 2 | | |
| Cnty Dist: ISD | | | | | | | | |
| Frequency: 6 | Emp Nbr: 000966 | Employee Name: LAWRENCE, JENNIFER A | | | | | | |
| Pos Sch Yr: 2019 | Action Reason: 22 | TRIS Status: 1 - Eligible | | | | | | |
| FICA/Med: M | Wholly Sep Amt: 0.00 | User ID: Employment Date: 04-01-2019 | | | | | | |
| Unemp Elig: <input checked="" type="checkbox"/> | Dock Rate: 203.022 | | | | | | | |
| Early Contract Payoff: <input type="checkbox"/> | | | | | | | | |
| Notes: | | | | | | | | |
| Job Code Information: | | | | | | | | |
| Job Code: 1000 - TEACHER | Effective Date: 04-01-2019 | As of First Of Yr: <input type="checkbox"/> | | | | | | |
| Pay Type: 1 - Contracted employee | TRIS Mem Pos: 02 - Teacher, libaria | Contract Date Begin: 04-01-2019 | Vacate: <input type="checkbox"/> | | | | | |
| Pay Grade: TMA | Pct Day Empid: 100.00 % | Contract Date End: 05-24-2019 | Primary Job: <input checked="" type="checkbox"/> | | | | | |
| Pay Step: 03 | Pct Yr Empid: 100.00 % | Payoff Date: 08-23-2019 | Ovtm Elig: <input type="checkbox"/> | | | | | |
| Pay Sched: | Job Pct Assgnd: 100.00 % | Days Earned Adjustment: 0.00 | Ovtm Rate: 0.00 | | | | | |
| St Step: 03 | Hrs Per Day: 0.00 | Nbr Mos In Contr: 10 | Ovtm Rate: 0.00 | | | | | |
| Pay Rate: 1,563.570 | State Min Sal: 6,369.99 | Nbr Ann Pymts: 12 | State Basic Days: 187 | | | | | |
| Hrly/Dly Rate: 203.022 | Contr Amt: 7,917.86 | Nbr Rem Pymts: 5 | Nbr Days Empid: 39 | | | | | |
| Hrly Rate: 0.000 | Contr Bal: 7,917.86 | Wholly Sep Amt: 0.00 | Incr Elig: <input type="checkbox"/> | | | | | |
| History From Pay Date: to | | Paid: 0.00 | Reg Hrs Wrk: 0.00 | Ovtm Hrs Wrk: 0.00 | | | | |
| Position / Supplement Information: | | | | | | | | |
| Position: PTEACHER | Billet: 00208 | Position Type: Regular Position | | | | | | |
| Descr: ENGLISH | | Campus ID: 001 - TEXAS HIGH SCHOOL | Dept: | | | | | |
| Job Code: 1000 - TEACHER | | Extra Duty Cd: | Type: | | | | | |
| State Min Sal: 6,369.99 | Pct Day Empid: 100.00 % | Ovtm Elig: <input type="checkbox"/> | Rate: 0.00 | | | | | |
| Hrly Rate: 0.000 | Pct Yr Empid: 100.00 % | | | | | | | |
| Hrly/Dly Rate: 203.022 | X Days: 39.000 X Percent: 100.00 % = Adj Contract Amt: 7,917.86 | | | | | | | |
| Hrly/Dly Rate: 203.022 | X Days: 182.000 X Percent: 100.00 % = Annualized Contract Amt: 36,950.00 | | | | | | | |
| Annualized Amt: 36,950.00 | / Max Pymts: 12 X Percent: 100.00 % = Pay Rate: 3,079.167 | | | | | | | |
| Pay Rate: 1,563.570 | X Nbr Rem Pymts: 5 = Adj Contract Balance: 7,917.86 | | | | | | | |
| Annualized 1 Time Pay Date: | Amt: 0.00 Recalculate Position: <input type="checkbox"/> Supplement Recalculate: <input type="checkbox"/> | | | | | | | |
| Ign Pct Day for Salary Calcs: <input type="checkbox"/> | | Ign Pct Yr for Salary Calcs: <input type="checkbox"/> | | | | | | |
| Distribution Information: | | | | | | | | |
| Xmtal | Account Code | Acty | TRIS Gft Cd | Extra Dty Cd | Exp 373 | Empir Contrib | Acct Type | |
| <input type="checkbox"/> | 199-11-6119.00-001-011000 | 80 | B | <input type="checkbox"/> | <input checked="" type="checkbox"/> | G | 87.500 % 6,928.13 | |
| <input type="checkbox"/> | 199-11-6119.00-001-024824 | 80 | B | <input type="checkbox"/> | <input checked="" type="checkbox"/> | G | 12.500 % 989.73 | |
| Totals: | | | | | | 100.000 % | 7,917.86 | |
| Job Code Information: | | | | | | | | |
| Job Code: XTRA - EXTRA DUTY | Effective Date: 04-01-2019 | As of First Of Yr: <input type="checkbox"/> | | | | | | |
| Pay Type: | TRIS Mem Pos: | Contract Date Begin: 04-01-2019 | Vacate: <input type="checkbox"/> | | | | | |
| Pay Grade: | Pct Day Empid: 0.00 % | Contract Date End: | Primary Job: <input type="checkbox"/> | | | | | |
| Pay Step: | Pct Yr Empid: 100.00 % | Payoff Date: | Ovtm Elig: <input type="checkbox"/> | | | | | |
| Pay Sched: | Job Pct Assgnd: 0.00 % | Days Earned Adjustment: 0.00 | Ovtm Rate: 0.00 | | | | | |
| St Step: | Hrs Per Day: 0.00 | Nbr Mos In Contr: 10 | Ovtm Rate: 0.00 | | | | | |
| Pay Rate: 166.670 | State Min Sal: 0.00 | Nbr Ann Pymts: 12 | State Basic Days: 0 | | | | | |
| Hrly/Dly Rate: 0.000 | Contr Amt: 2,000.00 | Nbr Rem Pymts: 5 | Nbr Days Empid: 0 | | | | | |
| Hrly Rate: 0.000 | Contr Bal: 833.35 | Wholly Sep Amt: 0.00 | Incr Elig: <input type="checkbox"/> | | | | | |
| History From Pay Date: to | | Paid: 0.00 | Reg Hrs Wrk: 0.00 | Ovtm Hrs Wrk: 0.00 | | | | |

Supplement Position

| | | | | | | | | | | | |
|--|---|--|--|------------|--------------------------|--------------------------|--------------------------|-----------|-----------|-----------|----------|
| Date Run: 05-24-2019 1:13 PM | | Change in Position - Change in Compensation Report | | | | | | | | | |
| Cnty Dist: ISD | | Page: 2 of 2 | | | | | | | | | |
| Frequency: 6 | Emp Nbr: 000966 | Employee Name: LAWRENCE, JENNIFER A | | | | | | | | | |
| Pos Sch Yr: 2019 | Action Reason: 22 | User ID: | | | | | | | | | |
| FICA/Med: M | TRS Status: 1 - Eligible | Employment Date: 04-01-2019 | | | | | | | | | |
| Unemp Elig: <input checked="" type="checkbox"/> | Wholly Sep Amt: 0.00 | Dock Rate: 203.022 | | | | | | | | | |
| Early Contract Payoff: <input type="checkbox"/> | | | | | | | | | | | |
| Notes: | | | | | | | | | | | |
| Position / Supplement Information: | | | | | | | | | | | |
| Position: ATHLETICS | Billet: 00494 | Position Type: | Supplement Position | | | | | | | | |
| Descr: COACHING | | Campus ID: | 001 - TEXAS HIGH SCHOOL | | | | | | | | |
| Job Code: XTRA - EXTRA DUTY | | Extra Duty Cd: | T2 - COACHING | | | | | | | | |
| State Min Sal: 0.00 | Pct Day EmpId: 0.00 % | Ovtm Elig: <input type="checkbox"/> | Dept: Type: S - Supplemental pay | | | | | | | | |
| Hrly Rate: 0.000 | Pct Yr EmpId: 100.00 % | Rate: 0.00 | | | | | | | | | |
| Hrly/Dly Rate: 0.000 X Days: 0.000 X Percent: 0.00 % | = Adj Contract Amt: 2,000.00 | | | | | | | | | | |
| Hrly/Dly Rate: 0.000 X Days: 187.000 X Percent: 0.00 % | = Annualized Contract Amt: 0.00 | | | | | | | | | | |
| Annualized Amt: 2,000.00 / Max Pymts: 12 X Percent: 0.00 % | = Pay Rate: 166.667 | | | | | | | | | | |
| Pay Rate: 166.670 X Nbr Rem Pymts: 5 | = Adj Contract Balance: 833.35 | | | | | | | | | | |
| Suppl 1 Time Pay Date: | Amt: 0.00 | Recalculate Position: <input type="checkbox"/> | Supplement Recalculate: <input type="checkbox"/> | | | | | | | | |
| Ign Pct Day for Salary Calcs: <input type="checkbox"/> | Ign Pct Yr for Salary Calcs: <input type="checkbox"/> | | | | | | | | | | |
| Distribution Information: | | | | | | | | | | | |
| Xmtal | Account Code | Acty | W/C | TRS Grt Cd | Extra Dty Cd | Exp 373 | Emplr Contrib | Acct Type | Pct | Amt | |
| <input type="checkbox"/> | 199-36-6119.31-001-991000 | 02 | A | T2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | S | 100.000 % | 2,000.00 | |
| Totals: | | | | | | | | | | 100.000 % | 2,000.00 |
| End of Report | | | | | | | | | | | |

Messages similar to the below are displayed if the current year position was updated and the next year position was not updated. If the new employee should be added to the next year PMIS, switch to the next year payroll frequency and add the new employee to the position.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------------------|---|------------------------|--------------------------|---------------------------|------------|-------------------------------------|--------------------------------|------------------------------------|---|--------------------------|---|-------------------------------------|----------------------------------|-------------------|--|--|--|---------|-----------------|----------------------|--------|--|--|---------|--------|--|--|--|----------|--|--|--|--------|
| Maintenance > PMIS Change in Position | | SessionTimer: 58 min and 57 sec | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change in Position processed successfully. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Tab - Billet 00208: Forecast Employee Number has been changed - forecast record not updated. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Tab - Billet 00208: Forecast Occupant Pay Grade has been changed - forecast record not updated. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Tab - Billet 00208: Forecast Occupant Pay Step has been changed - forecast record not updated. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Change in Compensation</td> <td>Non-Comp Funding Changes</td> <td>Non-Comp Position Changes</td> <td>Separation</td> </tr> <tr> <td>Pay Frequency: <input type="text"/></td> <td>Employee: <input type="text"/></td> <td><input type="button" value="..."/></td> <td><input type="button" value="Retrieve"/></td> </tr> <tr> <td>Effective Dt: 04-01-2019</td> <td>Annualized Pay Dt: <input type="text"/></td> <td>Action Reason: <input type="text"/></td> <td>TRS Status: <input type="text"/></td> </tr> <tr> <td colspan="4">Current Positions</td> </tr> <tr> <td>Details</td> <td>Position Number</td> <td>Position Description</td> <td>Billet</td> </tr> <tr> <td></td> <td></td> <td>No Rows</td> <td>Sch YR</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Job Code</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Status</td> </tr> </table> | | | | Change in Compensation | Non-Comp Funding Changes | Non-Comp Position Changes | Separation | Pay Frequency: <input type="text"/> | Employee: <input type="text"/> | <input type="button" value="..."/> | <input type="button" value="Retrieve"/> | Effective Dt: 04-01-2019 | Annualized Pay Dt: <input type="text"/> | Action Reason: <input type="text"/> | TRS Status: <input type="text"/> | Current Positions | | | | Details | Position Number | Position Description | Billet | | | No Rows | Sch YR | | | | Job Code | | | | Status |
| Change in Compensation | Non-Comp Funding Changes | Non-Comp Position Changes | Separation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Frequency: <input type="text"/> | Employee: <input type="text"/> | <input type="button" value="..."/> | <input type="button" value="Retrieve"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effective Dt: 04-01-2019 | Annualized Pay Dt: <input type="text"/> | Action Reason: <input type="text"/> | TRS Status: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Positions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details | Position Number | Position Description | Billet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | No Rows | Sch YR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Job Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Back Cover