



## changeinposition



## Table of Contents



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. In addition, you can assign an existing position to a new employee or 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
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	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 <b>Retrieve</b> . Or, click  to perform a search in the Employees directory.  Type the desired data in the search fields.  Click <b>Search</b> . A list of data that matches the search criteria is displayed.  Select an employee name from the list. Otherwise, click <b>Cancel</b> .
<b>Effective Dt</b>	Type the new employee's start date in the MMDDYYYY format.
<b>Action Reason</b>	Select an action reason. The action reasons are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> 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 when updating this tab.

Maintenance > PMIS Change in Position

SessionTimer: 59 min and 56 sec

Change in Compensation Non-Comp Funding Changes Non-Comp Position Changes Separation

Pay Frequency: 6 - Monthly CYR Employee: 000966 : LAWRENCE, JENNIFER A. Retrieve Notes

Effective Dt: 04-01-2019 Annualized Pay Dt: Action Reason: 22 - NEW HIRE TRS Status:

New Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	PTEACHER	ENGLISH	00208	2019	1000 - TEACHER	V

+ Add

Occupant Information

Effective Date: 04-01-2019 As of First of Year:  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 Calculate

Pay Concept: Annual Pay Grade: TMA Pay Step: 03 Schedule: State Step: 03 Begin Date: 04-01-2019 End Date: 05-24-2019 Payoff Date: 08-23-2019

Max Days: 182.0 Days Off: 0.0 Nbr Days Employed: 39.00 Hours Per Day: 0.000 Hourly/Daily Rate: 203.022 Actual Salary: 36,950.00 Remaining Payments: 5

Primary Campus: 001 - TEXAS 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	199-11-6119.00-001-911000		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	87.500	32,331.25	
	80 - Base Salary	199-11-6119.00-001-924824		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12.500	4,618.75	
							Totals:	100.000	36,950.00

+ Add

Back Next Execute Cancel

Click **+Add** to add a position to the employee's record. 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:

<b>Primary Job</b>	Select if this is the primary job for the employee. An employee may have only one primary job.
<b>Pay Grade</b>	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.
<b>Pay Step</b>	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.
<b>Schedule</b>	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.
<b>State Step</b>	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
<b>End Date</b>	Type the ending date for the calendar selected in the MMDDYYYY format.
<b>Payoff Date</b>	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.

<b>Remaining Payments</b>	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. If applicable, 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.

<b>Remaining Payments</b>	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. This report can be used as the salary letter and reviewed 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				
City Dist: ISD										
Frequency: 6	Emp Nbr: 000966	Employee Name: LAWRENCE, JENNIFER A								
Pos Sch Yr: 2019	Action Reason: 22					User ID: 64-01-2019				
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:										
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	Contract Date Begin: 04-01-2019	Vacate: <input type="checkbox"/>								
Pay Grade: TMA	Contract Date End: 05-24-2019	Primary Job: <input checked="" type="checkbox"/>								
Pay Step: 03	Payoff Date: 08-23-2019	Ovtm Elig: <input type="checkbox"/>								
Pay Sched: Job Pot Assngd:	Days Earned Adjustment: 0.00	Ovtm Rate: 0.00								
St Step: 03	Nbr Mos In Contr: 10									
Pay Rate: 1,583.570	Nbr Ann Pymts: 12	State Basic Days: 187								
Hrly/Dly Rate: 203.022	Nbr Rem Pymts: 5	Nbr Days Empld: 39								
Hrly Rate: 0.000	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	Pot Day Empld: 100.00 %	Ovtm Elig: <input type="checkbox"/> Rate: 0.00								
Hrly Rate: 0.000	Pot Yr Empld: 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: 1,583.570	X Nbr Rem Pymts: 5 = Adj Contract Balance: 7,917.86									
Annualized 1 Time Pay Date: <input type="checkbox"/>	Amt: 0.00	Recalculate Position: <input type="checkbox"/> Supplement Recalculate: <input type="checkbox"/>								
Ign Pot Day for Salary Calcs: <input type="checkbox"/>		Ign Pot Yr for Salary Calcs: <input type="checkbox"/>								
Distribution Information:										
Xmtal	Account Code	Acty	WIC	TRS Grt Cd	Extra Dty Cd	Exp 373	Empir Contrib	Acct Type	Pot	Amt
<input type="checkbox"/>	199-11-0119.00-001-91000	80	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	87.500 %	6,928.13
<input type="checkbox"/>	199-11-0119.00-001-924824	80	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	12.500 %	669.73
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:	Contract Date Begin: 04-01-2019	Vacate: <input type="checkbox"/>								
Pay Grade:	Contract Date End:	Primary Job: <input type="checkbox"/>								
Pay Step:	Payoff Date:	Ovtm Elig: <input type="checkbox"/>								
Pay Sched:	Days Earned Adjustment: 0.00	Ovtm Rate: 0.00								
St Step:	Nbr Mos In Contr: 10									
Pay Rate: 166.670	Nbr Ann Pymts: 12	State Basic Days: 0								
Hrly/Dly Rate: 0.000	Nbr Rem Pymts: 5	Nbr Days Empld: 0								
Hrly Rate: 0.000	Contr Amt: 2,000.00	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				Page: 2 of 2					
Cnty Dist:		ISD									
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 Empld: 0.00 %	Ovtm Elig:	Dept: Type: S - Supplemental pay								
Hrly Rate: 0.000	Pct Yr Empld: 100.00 %										
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"/>		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.																	
Change in Compensation <input type="button" value="Non-Comp Funding Changes"/> <input type="button" value="Non-Comp Position Changes"/> <input type="button" value="Separation"/>																	
Pay Frequency: <input type="button" value="▼"/> Employee: <input type="button" value="..."/>		<input type="button" value="Retrieve"/> <input type="button" value="Notes"/>															
Effective Dt: 04-01-2019 Annualized Pay Dt: <input type="button" value="..."/> Action Reason: <input type="button" value="..."/> TRS Status: <input type="button" value="..."/>																	
Current Positions																	
<table border="1"> <thead> <tr> <th>Details</th> <th>Position Number</th> <th>Position Description</th> <th>Billet</th> <th>Sch YR</th> <th>Job Code</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="7">No Rows</td> </tr> </tbody> </table>				Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status	No Rows						
Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status											
No Rows																	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/>																	



## Back Cover