



changeinposition


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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:

Pay Frequency	Click  to select a pay frequency.
Employee	Begin typing the employee name or number that was generated on the Staff Demo page. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees Directory.
Effective Dt	Type the new employee's start date in the MMDDYYYY format.
Action Reason	Select an action reason code. The action reasons codes 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 [Payroll > 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.

☐ 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:

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 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.
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 in 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** to add a supplement. 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 remaining payments to be made to the employee during the current contract period.
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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. A list of all of the fields that are updated after the changes are approved and processed is listed in step 3.

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: 150

Frequency: 6 Emp Nbr: 000966 Employee Name: LAWRENCE, JENNIFER A User ID: Employment Date: 04-01-2019
 Pos Sch Yr: 2019 Action Reason: 22 Dock Rate: 203.022
 FICA/Med: M TRS Status: 1 - Eligible
 Unemp Elig: ☒ Wholly Sep Amt: 0.00

Early Contract Payoff: ☐

Notes:

Job Code Information:

Job Code: 1000 - TEACHER Effective Date: 04-01-2019 As of First Of Yr: ☐
 Pay Type: 1 - Contracted employee TRS Mem Pos: 02 - Teacher, libraria Contract Date Begin: 04-01-2019 Vacate: ☐
 Pay Grade: TMA Pot Day Empld: 100.00 % Contract Date End: 05-24-2019 Primary Job: ☒
 Pay Step: 03 Pot Yr Empld: 100.00 % Payoff Date: 08-23-2019 Ovtm Elig: ☐
 Pay Sched: 03 Job Pot Assgnd: 100.00 % Days Earned Adjustment: 0.00 Ovtm Rate: 0.00
 St Step: 03 Hrs Per Day: 0.000 Nbr Mos In Contr: 10 State Basic Days: 187
 Pay Rate: 1,583.570 State Min Sal: 6,369.99 Nbr Ann Pymts: 12 Nbr Days Empld: 30
 Hry/Dly Rate: 203.022 Contr Amt: 7,917.86 Nbr Rem Pymts: 5 Incr Elig: ☐
 Hry Rate: 0.000 Contr Bal: 7,917.86 Wholly Sep Amt: 0.00

History From Pay Date: to Paid: 0.00 Reg Hrs Wrk: 0.00 Ovtm Hrs Wrk: 0.00

Position / Supplement Information:

Position: PTEACHER Billct: 00208 Position Type: Regular Position Dept: Type: Rate: 0.00
 Descr: ENGLISH Campus ID: 001 - TEXAS HIGH SCHOOL
 Job Code: 1000 - TEACHER Extra Duty Cd: Ovtm Elig: ☐
 State Min Sal: 6,369.99 Pot Day Empld: 100.00 % Ovtm Rate: 0.00
 Hry Rate: 0.000 Pot Yr Empld: 100.00 %
 Hry/Dly Rate: 203.022 X Days: 39.000 X Percent: 100.00 % = Adj Contract Amt: 7,917.86
 Hry/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: Amt: 0.00 Recalculate Position: ☐ Supplement Recalculate: ☐
 Ign Pot Day for Salary Calcs: ☐ Ign Pot Yr for Salary Calcs: ☐

Distribution Information:

Xmital	Account Code	Acty	W/C	TRS Grt Cd	Extra Dty Cd	Exp 373	Emplr Contrib	Acct Type	Pct	Amt
<input type="checkbox"/>	199-11-6119.00-001-911000	80	8			<input type="checkbox"/>	<input checked="" type="checkbox"/>	G	87.500 %	6,928.13
<input type="checkbox"/>	199-11-6119.00-001-924824	80	8			<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: ☐
 Pay Type: TRS Mem Pos: Contract Date Begin: 04-01-2019 Vacate: ☐
 Pay Grade: Pot Day Empld: 0.00 % Contract Date End: Primary Job: ☐
 Pay Step: Pot Yr Empld: 100.00 % Payoff Date: Ovtm Elig: ☐
 Pay Sched: Job Pot Assgnd: 0.00 % Days Earned Adjustment: 0.00 Ovtm Rate: 0.00
 St Step: Hrs Per Day: 0.000 Nbr Mos In Contr: 10 State Basic Days: 0
 Pay Rate: 166.670 State Min Sal: 0.00 Nbr Ann Pymts: 12 Nbr Days Empld: 0
 Hry/Dly Rate: 0.000 Contr Amt: 2,000.00 Nbr Rem Pymts: 5 Incr Elig: ☐
 Hry Rate: 0.000 Contr Bal: 833.35 Wholly Sep Amt: 0.00

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: ☒ Wholly Sep Amt: 0.00 Dock Rate: 203.022
 Early Contract Payoff: ☐

Notes:

----- Position / Supplement Information: -----

Position: ATHLETICS Billet: 00494 Position Type: Supplement Position
 Descr: COACHING Campus ID: 001 - TEXAS HIGH SCHOOL Dept:
 Job Code: XTRA - EXTRA DUTY Extra Duty Cd: T2 - COACHING Type: S - Supplemental pay
 State Min Sal: 0.00 Pct Day Empld: 0.00 % Ovtm Elig: ☐ Rate: 0.00
 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: ☐ Supplement Recalculate: ☐
 Ign Pct Day for Salary Calcs: ☐ Ign Pct Yr for Salary Calcs: ☐

----- Distribution Information: -----

Xmital	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, change to the next year payroll frequency and add the new employee to the position.



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