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changeinposition

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Position Management > 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:

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. Additionally, be sure to review the current year first pay date codes on the District Administration > Tables > PMIS > First Pay Date > Current Year tab for accuracy. 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.

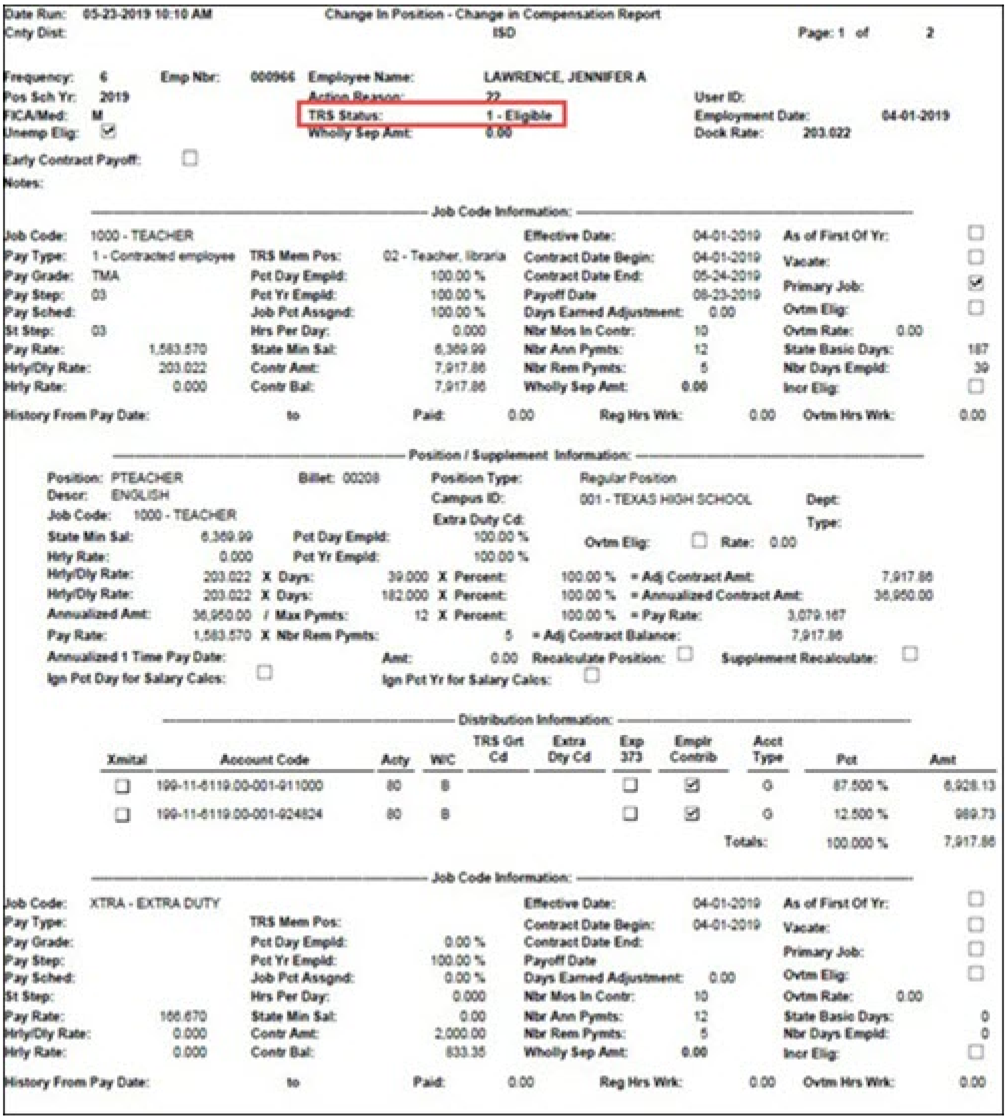
Notes:

- 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.

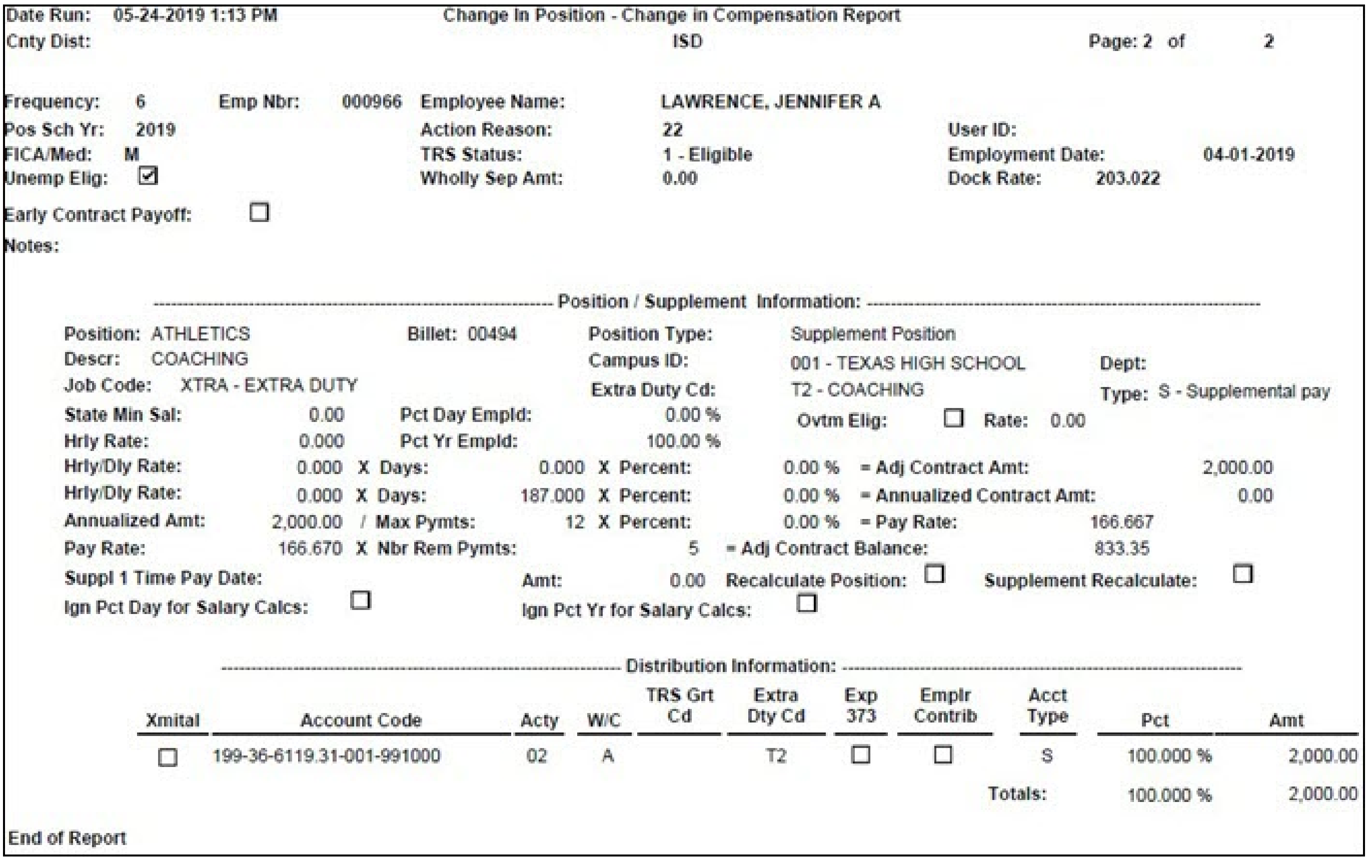
The TRS eligibility status comes from the Budget tab on the position. If the employee is not TRS-eligible or is retired and the report reflects otherwise, cancel the process and change the **TRS Status** on the Budget tab for the position.

Primary Position



```
Date Run:  05-23-2019 10:10 AM              Change In Position - Change in Compensation Report
Cnty Dist:                                                ISD                         Page: 1   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:  ☑                         Wholly Sep Amt:        0.00                Dock Rate:   203.022

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                      Pct Day Empld:      100.00 %  Contract Date End:       05-24-2019  Primary Job:          ☑
Pay Step:    03                       Pct Yr Empld:       100.00 %  Payoff Date              08-23-2019  Ovtm Elig:            ☐
Pay Sched:                            Job Pct Assgnd:     100.00 %  Days Earned Adjustment:  0.00
St Step:     03                       Hrs Per Day:          0.000   Nbr Mos In Contr:        10          Ovtm Rate:     0.00
Pay Rate:           1,583.570         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 Empld:        39
Hrly Rate:              0.000         Contr Bal:         7,917.86   Wholly Sep Amt:       0.00           Incr Elig:            ☐
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 Empld:      100.00 %     Ovtm Elig:    ☐   Rate:   0.00
     Hrly Rate:               0.000   Pct 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:                     Amt:          0.00   Recalculate Position:  ☐   Supplement Recalculate:  ☐
     Ign Pct Day for Salary Calcs:    ☐              Ign Pct Yr for Salary Calcs:     ☐

                    ---------------------------- Distribution Information: ----------------------------
                                                  TRS Grt   Extra    Exp    Emplr     Acct
          Xmital       Account Code       Acty  W/C    Cd     Dty Cd    373   Contrib   Type       Pct           Amt
            ☐     199-11-6119.00-001-911000   80    8                    ☐       ☑        0       87.500 %       6,928.13
            ☐     199-11-6119.00-001-924824   80    8                    ☐       ☑        0       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:                            Pct Day Empld:        0.00 %  Contract Date End:                    Primary Job:          ☐
Pay Step:                             Pct Yr Empld:       100.00 %  Payoff Date
Pay Sched:                            Job Pct Assgnd:       0.00 %  Days Earned Adjustment:  0.00        Ovtm Elig:            ☐
St Step:                              Hrs Per Day:          0.000   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 Empld:         0
Hrly Rate:              0.000         Contr Bal:           833.35   Wholly Sep Amt:       0.00           Incr Elig:            ☐
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: ☑ 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
☐	199-36-6119.31-001-991000	02	A		T2	☐	☐	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.

New Screen Shot?

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