



## **ASCENDER - Position Management: Perform Non-Comp Funding Changes**



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# ASCENDER - Position Management: Perform Non-Comp Funding Changes

This guide provides users the necessary steps to process non-comp funding changes if an employee is not being correctly paid or if a particular grant ends. Non-Comp Funding Changes are 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 are removed from the job code and the new account codes are inserted.

**Note:** Changes made on this page do not change the amounts that were previously posted to the original distribution code. A Special Adjustment is necessary to move the amounts. The purpose of this page is to simultaneously update the distribution code on the employee distribution and position distribution pages in the current year PMIS.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

## Perform a Non-Comp Funding Change

[Position Management > Maintenance > PMIS Change in Position > Non-Comp Funding Changes](#)

Complete the following fields:

<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	<p>As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b>. Or, click  to perform a search in the Employees directory.</p> <p>Type data in one or more of 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>
<b>Effective Dt</b>	Type the effective date for the distribution changes 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 **Notes** to enter any specific details about the changes. The notes are displayed on the [Payroll > Maintenance > Approve CIP Transaction](#) page under **CIP Notes**.
- Click **Retrieve**.

Maintenance > PMIS Change in Position Session Timer: 59 min and 57 sec

Change in Compensation	Non-Comp Funding Changes	Non-Comp Position Changes	Separation
Pay Frequency: 6 - Monthly CYR	Employee: 000100 : BROWNLEE, BRENDA RAE	<input type="button" value="Retrieve"/> <input type="button" value="Notes"/>	
Effective Dt: 08-13-2018 Action Reason: 23 - ACCOUNT CODE CHANGE TRS Status: 1 - Eligible		<input type="button" value="Current Positions"/>	
Details	Position Number	Position Description	Billet
	P101TEACHER	SPED	00971
Sch YR	Job Code	Status	
2019	1000 - TEACHER	A	
Occupant Information			
Effective Date: 08-13-2018 Ignore Pct of Day for Salary Calcs: <input type="checkbox"/> Ignore Pct of Yr for Salary Calcs: <input type="checkbox"/> Job Code: 1000 - TEACHER Primary Job: <input checked="" type="checkbox"/> Percent Day Employed: <input type="text" value="100"/> Percent Year Employed: <input type="text" value="100"/> Pay Concept: Annual Pay Grade: TBA Pay Step: 25 Schedule: <input type="checkbox"/> State Step: 20 Begin Date: 08-13-2018 End Date: 05-24-2019 Payoff Date: 08-23-2019 Max Days: <input type="text" value="182.0"/> Days Off: <input type="text" value="0.0"/> Nbr Days Employed: 182.00 Hours Per Day: <input type="text" value="0.000"/> Hourly/Daily Rate: <input type="text" value="301.489"/> Actual Salary: 54,871.00 Remaining Payments: <input type="text" value="5"/>			
Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept: <input type="checkbox"/> Calendar Code: 10 TRS Member Pos: 02 - Teacher, librarian Incr Pay Step: <input type="checkbox"/>			
Distribution Information			
Delete	Activity Code	Account Code	Grant Code
<input type="button" value="Delete"/>	80 - Base Salary	199-11-6119.00-101-923000	B <input checked="" type="checkbox"/> Expense 373 <input checked="" type="checkbox"/> Employer Contribution <input checked="" type="checkbox"/>
<input type="text" value="100.000"/> Percent <input type="text" value="54,871.00"/> Amount <input type="checkbox"/> Dup Acct <input type="text" value="100.000"/> Totals: <input type="text" value="54,871.00"/>			
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/>			

In this example, the account code changes from function 11 to function 12, and the program intent code changes from 23 to 99. The effective date of August 13, 2018 indicates that this change is retroactive to the first of the year. Again, please note that a special adjustment is necessary to move the money that was already expensed.

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input type="button" value="Delete"/>	80 - Base Salary	199-12-6129.00-101-999000	B <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="100.000"/>	<input type="text" value="54,871.00"/>	<input type="checkbox"/>
<input type="text" value="100.000"/> Totals: <input type="text" value="54,871.00"/>									
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Execute"/> <input type="button" value="Cancel"/>									

- Type the new account code over the existing account code to complete the fields with the new account code. If necessary, add an account code at this time. If additional account codes are added, modify the **Percent**.
- Click **Next**. The Current Supplements page is displayed with a list of the employee's current supplements. If necessary, can make changes at this time.

Maintenance > PMIS Change in Position Session Timer: 59 min and 57 sec

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

Pay Frequency: 6 - Monthly CYR Employee: 000100 : BROWNLEE, BRENDA RAE Retrieve Notes

Effective Dt: 08-13-2018 Action Reason: 23 - ACCOUNT CODE CHANGE TRS Status: 1 - Eligible

Current Supplements

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	EXTRADUTY	EXTRA-BUS	00200	2019	XTRA - EXTRA DUTY	A
	EXTRADUTY	+25 LONGEVITY	00932	2019	XTRA - EXTRA DUTY	A

Occupant Information

Effective Date: 08-13-2018 As of First of Year:

Extra Duty Code: 49 - ADDL DUTY-BUS Type: S - Supplemental pay Primary Campus: 997 - 997 School  Dept:

Attached To Position:  Billet:  Emp Nbr/Name:

Pay Amount Based on Employee Pay:  Max Amount: 13,526.00 Supplement Pay Amount: 12,066.00 Percent Year Employed: 100 Supplement Recalculate:

One Time Supplement:  Pay Date:  Max Payments: 12 Remaining Payments: 2 Max Days: 0.0 Nbr Extra Days: 0.0  Calculate

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Percent	Amount	Dup Acct
	80 - Base Salary	199-34-6129.00-999-999000		A	<input type="checkbox"/>	100.000	12,066.00	
Totals: 100.000 12,066.00								

+ Add

Back Next Execute Cancel

Click **Execute**. A report is displayed with the proposed changes.

Change in Compensation

Non-Comp Funding Changes

Non-Comp Position Changes

Separation



[Print] [Back] [Forward] [Next]

Date Run: 07-11-2019 2:26 PM

## Change In Position - Non-Compensation Funding Change Report

Cnty Dist:

ISD

Page: 1 of 2

Frequency: 6  
Pos Sch Yr: 2019  
FICA/Med:Unemp Elig: Emp Nbr: 000100 Employee Name: BROWNLEE, BRENDA RAE  
Action Reason: 23  
TRS Status: 1 - Eligible  
Wholly Sep Amt: 0.00User ID: Employment Date: 08-13-2018  
Dock Rate: 306.120Early Contract Payoff: 

Notes:

## Job Code Information:

Job Code:	1000 - TEACHER	Effective Date:	08-13-2018	As of First Of Yr:	<input type="checkbox"/>		
Pay Type:	1 - Contracted employee	TRS Mem Pos:	02 - Teacher, Librarian	Contract Date Begin:	08-13-2018	Vacate:	<input type="checkbox"/>
Pay Grade:	TBA	Pct Day Empld:	100.00 %	Contract Date End:	05-24-2019	Primary Job:	<input checked="" type="checkbox"/>
Pay Step:	25	Pct Yr Empld:	200.00 %	Payoff Date:	08-23-2019	Ovtm Elig:	<input type="checkbox"/>
Pay Sched:		Job Pct Assgned:	100.00 %	Days Earned Adjustment:	0.00	Ovtm Rate:	<input type="checkbox"/>
St Step:	20	Hrs Per Day:	0.000	Nbr Mos In Contr:	10	State Basic Days:	187
Pay Rate:	4,642.750	State Min Sal:	45,261.40	Nbr Ann Pymts:	12	Nbr Days Empld:	182
Hrly/Dly Rate:	301.489	Contr Amt:	55,713.00	Nbr Rem Pymts:	2	Incr Elig:	<input type="checkbox"/>
Hrly Rate:	0.000	Contr Bal:	9,285.50	Wholly Sep Amt:			

History From Pay Date: 09-25-2018 to 06-25-2019 Paid: 45,726.07 Reg Hrs Wrk: 0.00 Ovtm Hrs Wrk: 0.00

## Position / Supplement Information:

Position: P101TEACHER	Billet: 00971	Position Type: Regular Position	
Descr: SPED		Campus ID: <input type="checkbox"/>	Dept: <input type="checkbox"/>
Job Code: 1000 - TEACHER		Extra Duty Cd: <input type="checkbox"/>	Type: <input type="checkbox"/>
State Min Sal: 45,261.40	Pct Day Empld: 100.00 %	Ovtm Elig: <input type="checkbox"/>	Rate: 0.00
Hrly Rate: 0.000	Pct Yr Empld: 100.00 %		
Hrly/Dly Rate: 301.489	X Days: 182.000	X Percent: 100.00 %	= Adj Contract Amt: 54,871.00
Hrly/Dly Rate: 301.489	X Days: 182.000	X Percent: 100.00 %	= Annualized Contract Amt: 54,871.00
Annualized Amt: 54,871.00	/ Max Pymts: 12	X Percent: 100.00 %	= Pay Rate: 4,572.583
Pay Rate: 4,572.580	X Nbr Rem Pymts: 2	= Adj Contract Balance: 9,145.16	
Annualized 1 Time Pay Date:	Amnt: 0.00	<input type="checkbox"/>	Supplement Recalculate: <input checked="" 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"/>	199-12-6129.00-101-999000	80	A			<input type="checkbox"/>	<input checked="" type="checkbox"/>	G	100.000 %	54,871.00	
Totals:										100.000 %	54,871.00

**Process****Cancel**

Review the report for accuracy and click **Process**. A message is displayed indicating that the change in position was successfully processed.

After the Change In Position - Non-Compensation Funding Change Report is processed, the information is displayed on the [Payroll > Maintenance > Approve CIP Transaction](#) page, which is the final step before the employee record is updated on the Payroll > Maintenance > Staff Job/Pay Data page.

Maintenance > Approve CIP Transaction      SessionTimer: 59 min and 38 sec

Approve CIP Transaction

Employee Number: 000100 : BROHYLEE, BRENDA RAE .     

Date Reviewed:

Details	Position Type	Position Number	Position Description	Billet	Sch YR	Job Code	Begin Date	End Date	Status
	P	PCAMPUS	AIDE	00316	2019	1100	08-13-2018	05-24-2019	Active

CIP Notes:

**Occupant**

Vacate:  Effective Date: 08-13-2018

Job Code: 1100 Primary Job:  Percent Day Employed: 100.00%

Pay Concept: M Pay Grade: CT2 Pay Step: Schedule: State Step: Begin Date: 08-13-2018 End Date: 05-24-2019 Payoff Date: 08-23-2019

Max Days: 182.0 Days Off: 0.0 Nbr Days Employed: 182.0 Hours Per Day: 0.0 Hourly Rate: 0.000 Actual Salary: 18,734.00 Remaining Payments: 11

Primary Campus: 101 Dept: Calendar Code: AI TRS Member Post: 03 Suppl Pay Date: -- Days Earned Adj: 0.0

**Distributions**

Activity Code	Acct Code	Extra Duty Code	Acct Type	Grant Code	Workers' Comp	Expense 373	Emplr Contrib	One Time Suppl	Percent	Amount
80 - Base Salary	199-11-6129.00-101-911000		G	A					100%	18,734.00

If the LEA has a personnel and payroll department, it is possible that the personnel department submitted the information on the Change in Position - Non-Comp Funding tab. This step allows the payroll department to review the corrected distribution information and perform one of the following actions:

- **Mark Reviewed** - If the payroll department needs additional time to review the information before approving it, enter a date in the **Date Reviewed** field and click **Mark Reviewed**. This informs the personnel department that the payroll department is still reviewing the information.
- **Approve** - If you click **Approve**, the Staff Job/Pay Data > Distribution fields and the position distribution in the current year PMIS are updated. A message indicating that the transaction was approved is displayed.
- **Reject** - If the information is incorrect, click **Reject**. You are prompted to enter the rejection date and reason. Once an item is rejected, it must be reviewed on the Human Resources > Maintenance > PMIS Payroll Rejections page. If you need to reverse and remove it from a pending status, click **Rollback**. All changes from the initial Change in Position request are reversed.



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