



## **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 SessionTime: 59 min and 57 sec

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

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

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

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	P101TEACHER	SPED	00971	2019	1000 - TEACHER	A

Occupant Information

Effective Date: 08-13-2018 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

Pay Concept: Annual Pay Grade: TBA Pay Step: 25 Schedule: State Step: 20 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: 182.00 Hours Per Day: 0.000 Hourly/Daily Rate: 301,489 Actual Salary: 54,871.00 Remaining Payments: 5

Primary Campus: 101 - TEXAS ELEMENTARY 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
<input type="checkbox"/>	80 - Base Salary	199-11-6119.00-101-923000		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	54,871.00	
Totals:							100.000	54,871.00	

+ Add

Back Next Execute 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="checkbox"/>	80 - Base Salary	199-12-6129.00-101-999000		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	54,871.00	
Totals:							100.000	54,871.00	

+ Add

Back Next Execute 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 SessionTimer: 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.



Maintenance > PMIS Change in Position SessionTimer: 59 min and 56 se

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

Date Run: 07-11-2019 2:26 PM   **Change In Position - Non-Compensation Funding Change Report**   Page: 1 of 2

Cnty Dist:   ISD

Frequency: 6   Emp Nbr: 000100   Employee Name: BROWNLEE, BRENDA RAE   User ID:   Employment Date: 08-13-2018

Pos Sch Yr: 2019   Action Reason: 23   Dock Rate: 306.120

FICA/Med:   TRS Status: 1 - Eligible

Unemp Elig: ☒   Wholly Sep Amt: 0.00

Early Contract Payoff: ☐

Notes:

**Job Code Information:**

Job Code: 1000 - TEACHER   Effective Date: 08-13-2018   As of First Of Yr: ☐

Pay Type: 1 - Contracted employee   TRS Mem Pos: 02 - Teacher, librarians   Contract Date Begin: 08-13-2018   Vacate: ☐

Pay Grade: TBA   Pct Day Empld: 100.00 %   Contract Date End: 05-24-2019   Primary Job: ☒

Pay Step: 25   Pct Yr Empld: 200.00 %   Payoff Date: 08-23-2019   Ovtm Elig: ☐

Pay Sched:   Job Pct Assgnd: 100.00 %   Days Earned Adjustment: 0.00   Ovtm Rate: 0.00

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: ☐

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   Dept:   Type:

Descr: SPED   Campus ID:   Extra Duty Cd:   Rate: 0.00

Job Code: 1000 - TEACHER   Pct Day Empld: 100.00 %   Ovtm Elig: ☐

State Min Sal: 45,261.40   Pct Yr Empld: 100.00 %   Rate: 0.00

Hrly Rate: 0.000   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:   Amt: 0.00   Supplement Recalculate: ☒

Ign Pct Day for Salary Calcs: ☐   Ign Pct Yr for Salary Calcs: ☐

**Distribution Information:**

Xmtil	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
<b>Totals:</b>									<b>100.000 %</b>	<b>54,871.00</b>

**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 SessionTime: 59 min and 38 sec

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Approve CIP Transaction

Employee Number: 000100 : BROCKVILLE, BRENDA RAE Retrieve

Date Reviewed: -- Mark Reviewed Approve Reject Skip

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 Pos: 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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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