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Field	Description
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	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 <b>Retrieve</b> . Or, click <a href="#">Directory</a> to perform a search in the Employees directory.
<b>Effective Dt</b>	Type the effective date for the change in compensation in MMDDYYYY format.  For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.

Be sure to click **Retrieve** to view and update the next few fields. If not retrieved, payoff dates are not available in the **Payoff Dt** drop-down field.

<b>Payoff Dt</b>	Type the payoff date, which is typically the date of the final check.
<b>Termination Date</b>	Type the date on which the employee will terminate employment.  <b>Note:</b> This field can be left blank if the employee is on a leave of absence and is being paid off for now, but will be returning to the LEA at a later date. Or, if the employee is being paid off for one contract to begin a new contract with the LEA.
<b>Early Contract Payoff</b>	Select to indicate that the change is for an early contract payoff.
<b>Action Reason</b>	Select the reason for separation from the position. The action reason codes are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.
<b>TRS Status</b>	This field displays the employee's TRS status. The field is populated based on the employee's payroll record.

Click **Notes** to enter any details related to the separation. 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 **Retrieve**. The **Remaining Payments** and **Payoff Date** under **Occupant Information** are updated. If the payoff amount is equivalent to the standard gross of two or three regular pay periods, manually update the number in the **Remaining Payments** field to 2 or 3 in order to correctly calculate the income tax and State Min 373 amounts.

Maintenance > PMIS Change in Position Position Management 

Year: C

**CHANGE IN COMPENSATION** **NON-COMP FUNDING CHANGES** **NON-COMP POSITION CHANGES** **SEPARATION**

Pay Frequency:  Employee:

Effective Dt:  Payoff Dt:  Termination Dt:  Early Contract Payoff:  Action Reason:  TRS Status:

**Current Positions**

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
 	<input type="text" value="PAUXILIARY"/>	<input type="text" value="MAINTENANCE WORKER"/>	<input type="text" value="00701"/>	<input type="text" value="2022"/>	<input type="text" value="5300 - MAINTENANCE WORKER"/>	<input type="text" value="A"/>

**Occupant Information**

Recalculate Position:  Vacate:  Effective Date:  Worked 1 Day:  Ignore Pct of Day for Salary Calcs:  Ignore Pct of Yr for Salary Calcs:

Job Code:  Primary Job:  Percent Day Employed:  Percent Year Employed:

Pay Concept: Midpoint Pay Grade:  Non-Contracted emp State Step:  Begin Date:  End Date:  Payoff Date:

Max Days:  Days Off:  Nbr Days Employed:  Hours Per Day:  Hourly/Daily Rate:  Actual Salary:  Remaining Payments:

Primary Campus:  Dept:  Calendar Code:  TRS Member Pos:  Incr Pay Step:

**Distribution Information**

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
	<input type="text" value="80 - Base Salary"/>	<input type="text" value="199-51-6129 51-999-299000"/>	<input type="text" value="C"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="100.000"/>	<input type="text" value="37,491.20"/>		



Click **Next**. The Supplements page is displayed.



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