




**body**



# Table of Contents



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: 6 - Monthly CYR
Employee: 000445 : HIGBEE, JEFFREY STEVEN
Retrieve
Notes

Effective Dt: 12-17-2021
Payoff Dt: 12-17-2021
Termination Dt: 12-17-2021
Early Contract Payoff:
Action Reason: 24 - TERMINATION
TRS Status: 1 - Eligible

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	PAUXILIARY	MAINTENANCE WORKER	00701	2022	5300 - MAINTENANCE WORKER	A

Occupant Information

Recalculate Position:
Vacate:
Effective Date: 12-17-2021
Worked 1 Day:
Ignore Pct of Day for Salary Calcs:
Ignore Pct of Yr for Salary Calcs:

Job Code: 5300 - MAINTENANCE WORKER
Primary Job:
Percent Day Employed: 100
Percent Year Employed: 100
Calculate

Pay Concept: Midpoint
Pay Grade: AX4
Non-Contracted emp
State Step:
Begin Date: 07-01-2021
End Date: 12-17-2021
Payoff Date: 12-17-2021

Max Days: 256.0
Days Off: 0.0
Nbr Days Employed: 256.00
Hours Per Day: 0.000
Hourly/Daily Rate: 146.450
Actual Salary: 37,491.20
Remaining Payments: 1

Primary Campus: 995 - 995 School
Dept:
Calendar Code: 12
TRS Member Pos: 03 - Support staff
Incr Pay Step:

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
	80 - Base Salary	199-51-6129 51-999-299000		C			100.000	37,491.20	
Totals:							100.000	37,491.20	

Add

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



## Back Cover