



changeincompensation

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This page is used to change the position(s) and compensation amount(s) currently assigned to an employee. Existing positions can be added or removed from employees, and existing supplements can be added or removed from existing employees. The page can also be used to fill a position with a new employee or to add an additional position to an existing employee.



When a change in compensation (CIC) transaction is approved, the previous job record will be updated with the payoff amounts and information, and a new job record will be inserted with the associated distributions. If the CIC is for a new hire, only the new information is inserted.

Create a CIC transaction record:




Field	Description
Pay Frequency	Click  to select a pay frequency.
Employee	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, and click Retrieve. Or, click  to perform a search in the Employees directory.</p> <p>Type the desired data in the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click Cancel.</p>
Effective Dt	Type the effective date of the change in compensation in MMDDYYYY format.
Action Reason	Select the reason for the change in compensation.
TRS Status	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

Click **Next**.

Under **Current Positions**, click **+Add** to a new row.

Position Number	Click  to select a new position.
Position Description	This field displays the description of the selected position number.
Billet	This field is automatically populated with the associated billet number of the selected position; however, it can be modified. Click  to select a billet number.
Sch YR	Displays the current school year.
Job Code	Displays the job code associated with the selected position.
Status	Displays the position status.

Under **Occupant Information**:

Recalculate Position	Select if changes are made to an existing position and the position needs to be recalculated. Note: The field should be selected if the employee has received payroll payments for the position. This ensures that the correct contract balances are maintained upon approval of the change in position.
Vacate	Select to vacate the position currently displayed. Notes: When a position is vacated and the employee accrues for the job, ensure that the number of remaining payments, pay rate, contract balance, and payoff date is respective of how the remainder of the contract should be paid. If the job has several payments, Vacate is selected, and the pay date does not equal the payoff date, then the number of days earned should be zero for the job (regardless of the accrual calendar setting) when the payroll is processed, so that the pay will be withdrawn from accruals.
Effective Date	Type the effective date of the change in compensation in MMDDYYYY format.
As of First of Year	Select if the changes should take effect as of the first of the school year.
Primary Job	Select if this is the primary job for the employee. An employee may have only one primary job.
Percent Day Employed	Type the percent of the day that the employee is scheduled to work.
Percent Year Employed	Type the percent of the year that the employee is scheduled to work.
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 subschedule 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.
Begin Date	Type the beginning date for the calendar selected in the MMDDYYYY format.
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.
Max Days	Type the number of contract days which relate to the correct salary on the salary table.
Days Off	Type the number of days that the employee is eligible to take off.
Nbr Days	The Employed field displays the value from the # of Days Empld field from the Accrual Info section.
Hours Per Day	Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click Calculate . The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file.
Hourly/Daily Rate	Type the hourly rate of pay for pay type 2 employees only, or type the gross amount of pay due the employee on a per-day basis.
Actual Salary	Displays the actual salary associated with the selected position.

Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period.
Primary Campus	Displays the three-digit code for the campus to which the teacher is assigned.
Dept	Displays the one-digit code used by the district to further categorize the employee.
TRS Member Pos	Displays the one-digit code indicating the employee's classification.
Incr Pay Step	Select if the employee is eligible for an incremental pay step.
Ignore Pct of Day for Salary Calcs	



Back Cover