


# Change in Compensation - HRS6140

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***Position Management > Maintenance > PMIS Change in Position > Change in Compensation***

This tab 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.

CIP Report Notes

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

## Create a CIC transaction record:

| Field | Description |
|---|---|
| **Pay Frequency** | Click to select a pay frequency. |
| **Employee** | 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 **Retrieve**. Or, click to perform a search in the Employees directory.<br><br>Type data in one or more of the search fields.<br><br>Click **Search**. A list of data that matches the search criteria is displayed.<br><br>Select an employee name from the list. Otherwise, click **Cancel**. |
| **Effective Dt** | Type the effective date of the change in compensation in MMDDYYYY format. |
| **Annualized Pay Dt** | Type a pay date to be used for any transmittals that are created as a result of the CIP if you do not want to use the next available pay date. |
| **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**, update the applicable fields:

Click **+Add** to a new row.

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|---|---|
| **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**:

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|---|---|
| **Recalculate Position** | Select if changes are made to an existing position and the position needs to be recalculated.<br><br>**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.<br><br>**Notes**:<br>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.<br><br>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.<br><br>This field would not be used for new hires; however, it is helpful for data corrections. For example, if an employee's pay step is incorrect for two months, then use the current date as the effective date but backdate the pay step increase to the beginning of the contract. |
| **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. |

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|---|---|
| **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 sub schedule 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 two-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** | Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page. |
| **Ignore Pct of Yr for Salary Calcs** | Select to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day and Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page. |
| **Exclude from reporting to TEA** | Select to exclude the number of days employed for the selected job from state reporting. For example, this field would be used for an employee who performs two separate jobs on the same day. |

❑ Click **Calculate** to calculate the changes made to the position.

❑ Under **Distribution Information**, update the applicable fields.

Click **+Add** to a new row.

| | |
|---|---|
| **Activity Code** | Click to select an activity code. |
| **Account Code** | Type the account code used to pay for the activity indicated. |
| **Grant Code** | Displays the two-character TRS grant code. |
| **Workers' Comp** | Displays the one-digit workers' compensation code. |
| **Expense 373** | Select if the employee is eligible for the expense 373 state minimum expenditure. |
| **Employer Contribution** | Select to indicate that the amount is being paid by the employer. |
| **Percent** | Type the percent of the amount to be paid from the account code. |
| **Amount** | Displays the amount calculated based on the percent entered in the **Percent** field. |
| **Dup Acct** | Indicates if a duplicate account is entered. |

❑ Click **Next**.

❑ Under **New Positions**, update the applicable fields.

Click **+Add** to a new row.

❑ Click **Next**.

The **Current Supplements** section displays the employee's current supplement information.

❑ Click **Next**.

❑ Under **New Supplements**, update the applicable fields.

Click **+Add** to a new row.

**Note**: Annualized transmittals are created if the Max Payments is greater than Remaining Payments, and As of First Year and During CIC Calculation, Pay One-Time Supplement are selected on the Options > Position Management page in the District Administration application. The total amount of the transmittal(s) is calculated as follows: (maximum payments - remaining payments) x (maximum amount / maximum payments).

| | |
|---|---|
| **Position Number** | Click to select a new position. |
| **Position Description** | 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**:

| | |
|---|---|
| **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. |
| **Extra Duty Code** | Displays the two-character extra duty code. |
| **Type** | Displays the account type associated with the extra duty code on the Tables > Salaries > Extra Duty tab. |
| **Primary Campus** | Displays the three-digit code for the campus to which the employee is assigned. |
| **Dept** | Displays the one-digit code used by the district to further categorize the employee. |
| **Attached To Position** | Click ⋮ to attach another position. |
| **Billet** | Click ⋮ to select a billet number. |
| **Emp Nbr/Name** | Displays employee number and name. |
| **Pay Amount Based on Employee Pay** | Select to calculate the supplement pay based on the employee pay. |
| **Max Amount** | Displays the maximum supplement amount for the selected position. |
| **Supplement Pay Amount** | Type the amount of the supplement pay. |
| **One Time Supplement** | Select to generate a one-time supplement check based on the remaining payments. |
| **Pay Date** | Click ⋮ to select a pay date. |
| **Max Payments** | Type the number of maximum payments for the selected calendar code. |
| **Remaining Payments** | Type the number of payments remaining to be made to the employee during the current contract period. |
| **Max Days** | Type the number of contract days which relate to the correct salary on the salary table. |
| **Nbr Extra Days** | Type the number of extra days to be included in the calculation. |

❑ Click **Calculate** to calculate the changes made to the position.

❑ Click **Execute** to process the compensation changes.

## Other functions and features:

| | |
|---|---|
| **Back** | Click to go back a page. |
| **Cancel** | Click to cancel the process and return to the main page. |


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