

Non-Comp Funding Changes - HRS6140

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This page is 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 will be removed for the job code, and the new accounts will be inserted.

Create a non-compensation funding change 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 the desired employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.
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** to view the current supplements.

Click **Execute** to process the non-compensation position changes.


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