



# Non-Comp Funding Changes - HRS6140



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## **Position Management > Maintenance > PMIS Change in Position > Non-Comp Funding Changes**

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:**

| <b>Field</b>         | <b>Description</b>   |
|----------------------|--|
| <b>Pay Frequency</b> | Click  to select a pay frequency.   |
| <b>Employee</b>      | <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 <b>Retrieve</b>. Or, click  to perform a search in the Employees directory.</p> <p>Type the desired data in the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click <b>Cancel</b>.</p> |
| <b>Effective Dt</b>  | Type the effective date of the change in compensation in MM-DD-YYYY format.  |
| <b>Action Reason</b> | Click  to select the reason for the change in compensation.   |
| <b>TRS Status</b>    | 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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