



Non-Comp Funding Changes - HRS6140

Table of Contents

Non-Comp Funding Changes - HRS6140 1



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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:

| 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> |

Under **Current Positions**, the following information is displayed for the employee's current position(s):

- **Position Number**
- **Position Description**
- **Billet Sch YR**
- **Job Code**
- **Status**

Complete the following information for the change:

| | |
|----------------------|--|
| Effective Dt | Type the effective date of the change in compensation in the MM-DD-YYYY format. |
| Action Reason | Click  to 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

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



Back Cover