



# Non-Comp Position Changes - HRS6140



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

This page is used to change the position and/or the account codes designated to an employee without changing the compensation amounts.

When a non-compensation position change transaction is approved, the job code for each position must be the same. If the job accrues, the user will be expected to perform the accrual variance process to adjust any accrual amounts.

### **Create a non-compensation position 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 Retrieve. 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 MMDDYYYY format.
<b>Action Reason</b>	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 new positions.

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



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