Non-Comp Position Changes - HRS6140

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

This tab 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.

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 non-compensation position 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 an employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type data in one or more of 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**.

❏ 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 🔍 to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

❑ Under **Occupant Information**, update the applicable fields:

- **Effective Date**
- **Change to Pos Nbr**
- **Billet Nbr**
- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calc**s
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Pay Concept**
- **Pay Grade**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly/Daily Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept**
- **Calendar Code**
- **TRS Member Pos**
- **Incr Pay Step**

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

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

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**

- **Percent**
- **Amount**
- **Dup Acct**

❏ Click **Next**. Review the changes.

❏ Click **Execute** to execute the 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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