



employee_setup_by_pay_type_paytype1

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Pay Type 1 (Contracted Employee)

Below are samples of the employee setup tabs for a pay type 1 employee.

Personnel > Maintenance > Employment Info:

The screenshot displays the 'Employment Info' tab for a contracted employee. The interface includes a 'Save' button at the top left and a breadcrumb trail 'Maintenance > Employment Info'. The employee's name 'ARANDA, ALEXIS' is shown in a search bar with '000036' as the ID. Below this are buttons for 'Retrieve', 'Directory', and 'Documents'. The main content area is titled 'EMPLOYMENT INFO' and 'Employed'. It features several sections: 'Employment Dates' with fields for Original, Latest Re-Employ, and Termination dates; 'Employment Types' with dropdowns for Employment Type, Sub Type, and Highest Degree; 'Retiree Information' with fields for Retirement Date and Retiree Employment Type; 'Years Experience' with sub-sections for Professional and Non-Professional; 'Electronic Consent' with W-2 and 1095 dropdowns; 'Service Record' with Full Semester and Grades Taught fields; 'Contract Information' with Class, Term, and Year dropdowns; 'Extended Leave' with Begin and End date fields; 'Fingerprint Information' with Status, Extract Date, and Fingerprint Date fields; and 'ERG Retiree Health' with Current and Next Year Eligibility checkboxes. At the bottom, there are two tables for 'Auxiliary Role ID' and 'Paraprofessional Certification', each with columns for Delete, ID, Begin Date, and End Date, and an 'Add' button.

Pay Info:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000036 : ARANDA, ALEXIS Retrieve Directory Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 1 Active

Pay Campus: 001 001 School ISD

Pay Dept:

Dock Rate: 354.100

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 1

W-4 Withholding Certificate

1: Filing Status: M Married filing jointly

2: Multi-Jobs:

3: Children under 17:

3: Other Dependents:

3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

TRS

Status: 1 Eligible

Begin Date: 08-01-1981

End 90 Day Period: 00-00-0000

FSP Staff Salary Data

Health Ins Code: W Eligible Health Ins

FSP Staff Data Code:

Totals

State Min. Salary: 0.00

Extra Duty: 6,000.00

Contract Amt: 66,217.00

Contract Balance: 24,831.40

Extra Duty Pay

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
<input type="button" value="x"/>	MS - Math Stipend	S	6,000.00	0.00	0

[Refresh Type/Amount](#) Add

Bank Info

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt
<input type="button" value="x"/>	007 - SECURITY STATE BANK	14143836	2 Checking account <input type="button" value="v"/>	<input type="checkbox"/>	0.00

Add

Job Info:

Maintenance > Staff Job/Pay Data

Save

Employee: 000036 : ARANDA, ALEXIS Retrieve Directory Documents

PAY INFO **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1407 - SEC TEACHER - FOREIGN LANGUAGE	<input checked="" type="checkbox"/>	100%	Contracted employee
<input type="checkbox"/>	<input type="checkbox"/>	XTRA - EXTRA DUTY	<input type="checkbox"/>	0%	Contracted employee

Rows: 1 of 2 + [Add](#)

Primary Campus: 001 001 School ISD
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: TCH Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 66,217.00 Balance: 24,831.40 # of Annual Pymts: 24 Remaining Pymts: 9 Concept: Use midpoint table

of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 36,898.50 Calculate

Daily Rate: 354.100 = Contract Total: 66,217.00 / # of Days Empld: 170 # Days Off: 0.0 Vacant Job:

Pay Rate: 2,759.04 = Contract Total: 66,217.00 / # Annual Pymts: 24 Payoff Date: 08-30-2018 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: EEOC: 06 Scnd classrm teach

State Info

State Step: 20 Yrs in Career Ladder: TRS Year: TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 243.369 X % Assigned: 100% X # of days Empld: 170 Retiree Exception:

Calendar/Local Info

Calendar Cd: TC - 187 Staff Begin Date: 09-01-2017 End Date: 05-26-2018 # of Days Empld: 170 Exclude Days for TEA:

Years Job Exp: Local Contract Days: 187

Workers' Comp Info

WC Code: B 8868-PROF/AIDES/ADMS 0.002436 WC Ann Pymts: 20 WC Remain: 5

Accrual Info

Code: A Accrual Rate: 354.100 = Total: 66,217.00 / # of Days Empld: 170

Distributions:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: Retrieve Directory Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		1407 - SEC TEACHER - FOREIGN LANGUAGE		G	199-11-6119.00-001-811000	66,217.00	100.000%
Total:						66,217.00	100.000%

Rows: 1 of 1 [Refresh Totals](#) Add

Job Code: Activity Code: Re-sort

Extra Duty Code: TRS Grant Code:

Account Type: Worker's Comp Code:

Account Code: Expense 373:

Description: TEACHERS, REGULAR Employer Contribution:

Amount: out of 66,217.00 Performance Pay:

Percent: 100.000%