



ASCENDER GUIDES





**body**



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| Field                | Description   |
|----------------------|---|
| <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 MMDDYYYY format. For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.  |
| <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.  |