body

Table of Contents

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 the desired employee and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in 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**.
Effective Dt	Type the effective date for 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.
Early Contract Payoff	Select to indicate if the change is an early contract payoff.
Action Reason	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.