



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>	<p>Type the effective date for the change in compensation in MMDDYYYY format.</p> <p>For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.</p>
<b>Early Contract Payoff</b>	Select to indicate if the change is an early contract payoff.
<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.