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.

Retrieve to view and update the next few fields. If not retrieved, payoff dates will not be available in the drop-down in the next field.

Payoff Dt	Type the payoff date, which is typically the date of the final check.
Termination Date	Type the date on which the employee will terminate employment. **Note**: This field can be left blank if the employee is on a leave of absence and is being paid off for now, but will be returning to the LEA at a later date. Or, if the employee is being paid off for one contract to begin a new contract with the LEA.
Early Contract Payoff	Select to indicate if the change is an early contract payoff.
Action Reason	Select the reason for separation from the position. This field can be defined on the District Administration > Tables > PMIS > Action Reason page.
TRS Status	This field displays the employee's TRS status. The field is populated based on the employee's payroll record.

Click **Notes** to enter any details. The notes can be used as a form of communication between the Human Resources and Payroll departments. The notes are displayed on the Human Resources > Maintenance > Approve CIP Transaction page under **CIP Notes**.

Click **Retrieve**. The **Remaining Payments** and **Payoff Date** are updated under **Occupant Information**. If the payoff amount is equivalent to the standard gross of two or three regular pay periods, manually update the number in the **Remaining Payments** field to 2 or 3 in order to correctly calculate the income tax and State Min 373 amounts.

Click **Next**. The Supplements page is displayed.