



ASCENDER GUIDES




**body**



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| Field                | Description  |
|----------------------|--|
| <b>Pay Frequency</b> | Click  to select a pay frequency.   |
| <b>Employee</b>      | 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 <a href="#">Directory</a> to perform a search in the Employees directory. |
| <b>Effective Dt</b>  | Type the effective date for the change in compensation in MMDDYYYY format.<br><br>For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.                     |

Be sure to click **Retrieve** to view and update the next few fields. If not retrieved, payoff dates are not available in the **Payoff Dt** drop-down field.

|                              |  |
|------------------------------|--|
| <b>Payoff Dt</b>             | Type the payoff date, which is typically the date of the final check.  |
| <b>Termination Date</b>      | Type the date on which the employee will terminate employment.<br><br><b>Note:</b> 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. |
| <b>Early Contract Payoff</b> | Select to indicate that the change is for an early contract payoff.  |
| <b>Action Reason</b>         | Select the reason for separation from the position. The action reasons are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.  |
| <b>TRS Status</b>            | 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 related to the separation. The notes can be used as a form of communication between the personnel 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** under **Occupant Information** are updated. 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.