ED40 Contract and Position

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The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time. The report submittal differs for July, August, and September, as shown below:

- The July record type 40 reports all employees who have a contract or work agreement beginning in July. It lists the amount of their July salary that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for July must be all zeros.
- The August record type 40 reports all employees who have a contract or work agreement beginning in August. It lists the amount of their August salary, if any, that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for August must be all zeros.
- The July and August record type 40 may contain a combination of July and August contracts and work agreements. These two months affect the employee's annual statement because they are notice to TRS of money that needs to be moved to the new year. Therefore, these records must be submitted before TRS begins year-end processing. The employee annual statements are generated as a part of year-end processing.
- The September record type 40 reports all employee's who have standard (September through August) contracts or work agreements. There is no salary field for September because that money is automatically in the new year. Report the remainder of the employees in September.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

Image

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed are displayed and cannot be changed.

Under **Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's new hourly pay rate.
TRS Position Code	Click ⌄ to select the employee's new position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker*
Employment Type	Click ⌄ to select the employee's new employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's new pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

Under **Contract**:

Employment Start Date	Type the employee's most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.