



ED45 Contract and Position Adjustment

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The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

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

Under **New 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 only corrections to 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 <i>Hourly</i> . Type only corrections to the employee's hourly pay rate. |
| TRS Position Code | Click <input type="button" value="v"/> to select the employee's corrected position code. <i>01 - Professional staff</i> <i>02 - Teacher, librarian</i> <i>03 - Support staff</i> <i>04 - Bus driver</i> <i>05 - FT nurse/Counselor</i> <i>06 - Peace Officers</i> <i>07 - Food service worker</i> <i>09 - Summer School</i> |
| Employment Type | Click <input type="button" value="v"/> to select the employee's corrected employment type code. <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i> |
| Pay Unit/Salary Flag | Click <input type="button" value="v"/> to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required. |

Under **Original 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 originally submitted 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. |

| Field | Description |
|-----------------------------|---|
| Hrly Pay Rate | This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate. |
| TRS Position Code | Click <input type="checkbox"/> to select the employee's corrected position code. <i>01 - Professional staff</i> <i>02 - Teacher, librarian</i> <i>03 - Support staff</i> <i>04 - Bus driver</i> <i>05 - FT nurse/Counselor</i> <i>06 - Peace Officers</i> <i>07 - Food service worker</i> <i>09 - Summer School</i> |
| Employment Type | Click <input type="checkbox"/> to select the employee's originally submitted employment type code. <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i> |
| Pay Unit/Salary Flag | Click <input type="checkbox"/> to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required. |

Under **New Contract**:

| | |
|--------------------------------|--|
| Employment Start Date | Type the employee's corrected most recent employment start date in the MM-DD-YYYY format. |
| Contract Begin Date | Type the corrected date that the contract began in the MM-DD-YYYY format. |
| Contract End Date | Type the corrected date that the contract ends in the MM-DD-YYYY format. |
| RE Pays Social Security | Click <input type="checkbox"/> to select a corrected response to indicate if social security is paid by the reporting entity. <i>Y - Yes</i> <i>M - Medicare Only</i> <i>N - No</i> |
| 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. |

Under **Original Contract**:

| | |
|------------------------------|--|
| Employment Start Date | Type the employee's originally submitted employment start date in the MM-DD-YYYY format. |
| Contract Begin Date | Type the originally submitted date that the contract began in the MM-DD-YYYY format. |
| Contract End Date | Type the originally submitted date that the contract ends in the MM-DD-YYYY format. |

| | |
|--------------------------------|---|
| RE Pays Social Security | <p>Click <input type="checkbox"/> to select the originally submitted response to indicate if social security is paid by the reporting entity.</p> <p>Y - Yes M - Medicare Only N - No</p> |
| Non-Standard Work Week | <p>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.</p> |

Under **Adjustment:**

| | |
|--------------------|--|
| Reason Code | <p>Click <input type="checkbox"/> to select the reason for the adjustment.</p> <p>A - End/Add Contract/Position Record - If selected, all New Position and Contract fields that are required on the ED40 are required. If the FTE Hours and Hourly Pay Rate fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the Pay Units/Salary Flag.</p> <ul style="list-style-type: none"> • D - Delete • E - Edit • N - End Contract/Position Record |
|--------------------|--|