

# **ED45 Contract and Position Adjustment**

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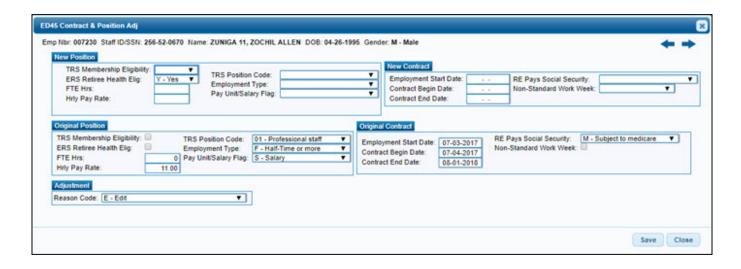
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### **ED45 Contract and Position Adjustment**

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.

#### **Image**



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 <b>Pay Unit</b> field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.
TRS Position Code	Click to select the employee's corrected 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

Field	Description
Employment Type	Click * to select the employee's corrected 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 corrected pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> 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.
Hrly Pay Rate	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click to select the employee's originally submitted 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 originally submitted 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 originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

# Under **New Contract**:

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MM-DD-YYYYformat.
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 * to select a corrected response 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.

#### Under **Original Contract**:

<b>Employment Start Date</b>	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	Click to select the originally submitted response 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.

#### Under **Adjustment**:

∣Reason
Code

Click  $\checkmark$  to select the reason for the adjustment.

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**.

- D Delete
- E Edit
- N End Contract/Position Record