



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 screenshot shows the 'ED45 Contract & Position Adj' window. At the top, it displays the employee's information: Emp Nbr: 007230, Staff ID/SSN: 256-52-0670, Name: ZUNIGA 11, ZOCHIL ALLEN, DOB: 04-26-1995, Gender: M - Male. The window is divided into several sections:

- New Position:** Contains fields for TRS Membership Eligibility (Y - Yes), ERS Retiree Health Elig (Y - Yes), FTE Hrs (0), and Hrly Pay Rate (11.00). It also includes dropdowns for TRS Position Code (01 - Professional staff), Employment Type (F - Half-Time or more), and Pay Unit/Salary Flag (S - Salary).
- New Contract:** Contains fields for Employment Start Date (07-03-2017), Contract Begin Date (07-04-2017), Contract End Date (08-01-2018), RE Pays Social Security (M - Subject to medicare), and Non-Standard Work Week.
- Original Position:** Contains fields for TRS Membership Eligibility (N), ERS Retiree Health Elig (N), FTE Hrs (0), and Hrly Pay Rate (11.00). It also includes dropdowns for TRS Position Code (01 - Professional staff), Employment Type (F - Half-Time or more), and Pay Unit/Salary Flag (S - Salary).
- Original Contract:** Contains fields for Employment Start Date (07-03-2017), Contract Begin Date (07-04-2017), Contract End Date (08-01-2018), RE Pays Social Security (M - Subject to medicare), and Non-Standard Work Week.
- Adjustment:** Contains a dropdown for Reason Code (E - Edit).

At the bottom right are 'Save' and 'Close' buttons.

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 ▼ to select the employee's corrected position code. <i>01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker 09 - Summer School</i>

Field	Description
Employment Type	Click  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  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.
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	