



# ED45 Contract and Position Adjustment



# Table of Contents

**ED45 Contract and Position Adjustment** ..... i



## 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.

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

Under **New Position**:

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	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.
<b>Hrly Pay Rate</b>	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.
<b>TRS Position Code</b>	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 09 - Summer School

Field	Description
<b>Employment Type</b>	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>
<b>Pay Unit/Salary Flag</b>	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
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	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.
<b>Hrly Pay Rate</b>	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.
<b>TRS Position Code</b>	