ED45 Contract and Position Adjustment

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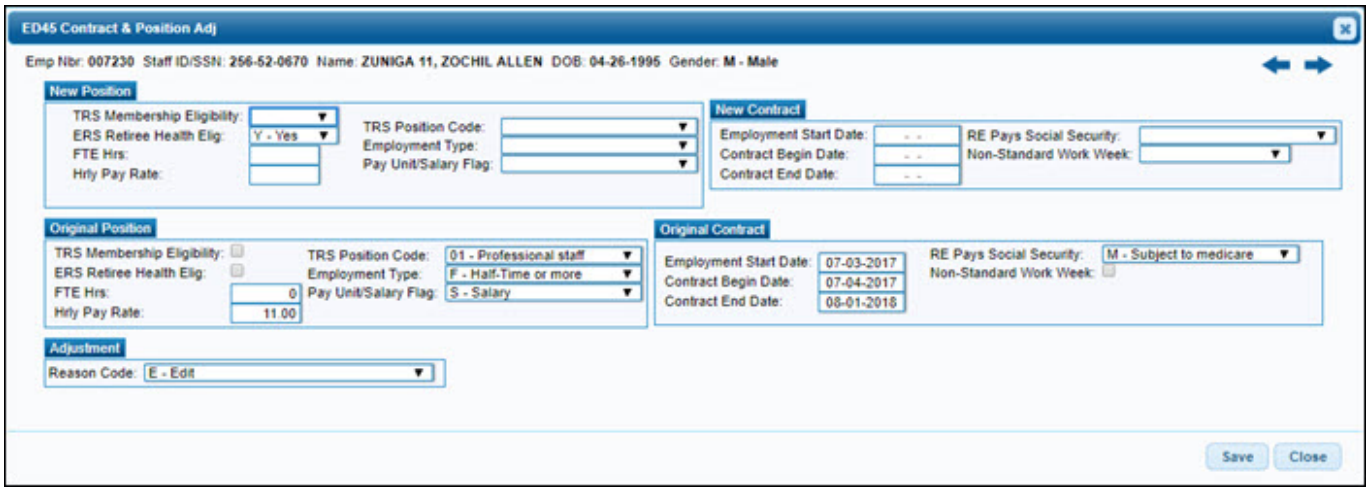
The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

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 *Hourly*. 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* *09 - Summer School*

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 *Hourly* 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 *Hourly*. Type the employee's originally submitted hourly pay rate.
TRS Position Code	