



# ED45 (Contract and Position Adjustment)



# Table of Contents

<b>ED45 (Contract and Position Adjustment)</b> .....	i
<b>ED45 (Contract and Position Adjustment)</b> .....	1



# 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.

Access the [TEAM Report Formatting Guide - ISDs, Charters, and ESCs](#) for additional reporting information and complete file record layouts.

## Create an ED45 contract and position adjustment record:

- The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only for saved records.
- You can edit the data fields in the free-form area.

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.  <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>
<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>	Click <input type="button" value="v"/> to select the employee's originally submitted 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>
<b>Employment Type</b>	Click <input type="button" value="v"/> 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>
<b>Pay Unit/Salary Flag</b>	Click <input type="button" value="v"/> 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 **Adjustment**:

<b>Reason Code</b>	Click <input type="button" value="v"/> to select the reason for the adjustment.  <i>E - Edit</i> <i>N - End Contract/Position Record</i> <i>D - Delete</i>
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Under **New Contract**:

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MMDDYYYY format.
<b>Contract Begin Date</b>	Type the corrected date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the corrected date that the contract ends in the MMDDYYYY format.
<b>RE Pays Social Security</b>	Click <input type="button" value="v"/> 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>

<b>Non-Standard Work Week</b>	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.
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Under **Original Contract**:

<b>Employment Start Date</b>	Type the employee's originally submitted employment start date in the MMDDYYYY format.
<b>Contract Begin Date</b>	Type the originally submitted date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the originally submitted date that the contract ends in the MMDDYYYY format.
<b>RE Pays Social Security</b>	Click <input type="checkbox"/> to select the originally submitted response to indicate if social security is paid by the reporting entity.  Y - Yes M - Medicare Only N - No
<b>Non-Standard Work Week</b>	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.

**If adding a record**, complete the applicable fields and click **Add** to save the record, and then click **Close** to close the maintenance page. Otherwise, click **Close** to close the maintenance page without making any changes.

**If updating a record**, click **Save** to save the changes, and then click **Close** to close the page. Otherwise, click **Close** to close the maintenance page without making any changes.