



moving_10month_employees_cyr_payroll_ste p16

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Log on to the current year.

Verify the current year data to confirm that the salaries are correct. The highlighted fields are updated:

The screenshot displays a web-based payroll system interface. At the top, there is a navigation bar with a home icon, the text 'Maintenance > Staff Job/Pay Data', and a 'Payroll' dropdown menu. Below this, a 'Save' button is on the left, and 'Year: C' and 'Frequency: 5' are in the center, with a 'Change' button on the right. An 'Employee:' input field is followed by 'Retrieve', 'Directory', and 'Documents' buttons. A horizontal menu includes 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE', with 'PAY INFO' selected. The main content area is divided into several sections: 'Pay Status' (1 Active), 'Pay Campus' (001 001 School), 'Pay Dept' (checkbox), and 'Dock Rate' (265.240). 'Tax Exempt' is a checkbox, 'Unemployment Elig.' is checked, 'FICA Eligibility' is 'M Subject to medicare', 'W4 Marital Status' is 'Single', 'Nbr of Exemptions' is '1', and 'IRS Lock-In Letter' is a checkbox. The 'W-4 Withholding Certificate' section includes '1: Filing Status', '2: Multi-Jobs' (checkbox), '3: Children under 17' (checkbox), '3: Other Dependents' (checkbox), '3: Other Exemptions' (0.00), '4a: Other Income' (0.00), and '4b: Other Deductions' (0.00). Below these are three summary boxes: 'TRS' (Status: 1 Eligible, Begin Date: 08-01-2018, End 90 Day Period: 10-29-2018), 'FSP Staff Salary Data' (Health Ins Code: Y Eligible participating, FSP Staff Data Code: F Full-Time), and 'Totals' (State Min. Salary: 35,100.00, Extra Duty: 0.00, Contract Amt: 49,600.00, Contract Balance: 47,533.33). At the bottom, an 'Extra Duty Pay' table is highlighted with a red border. The table has columns for 'Delete', 'Extra Duty Pay Code', 'Type', 'Amount', 'Remain Amt', and 'Remain Pymts', and currently shows 'No Rows'. A 'Refresh Type/Amount' link and an 'Add' button are at the bottom of the table.

Maintenance > Staff Job/Pay Data Payroll

Save Year: C Frequency: 5 Change

Employee: Retrieve Directory Documents

PAY INFO **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1402 - SEC TEACHER - MATH	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 [Add](#)

Primary Campus: 001 001 School
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: TCH Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 49,600.00 Balance: 47,533.33 # of Annual Pymts: 24 Remaining Pymts: 23 Concept: Use midpoint table

of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 43,010.00 [Calculate](#)

Daily Rate: 265.240 = Contract Total: 49,600.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 2,066.67 = Contract Total: 49,600.00 / # Annual Pymts: 24 Payoff Date: 08-30-2024 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig: OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: EEOC: 06 Scnd classrm teach

State Info

State Step: 02 Yrs in Career Ladder: TRS Year: TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 35,100.00 = Foundation Daily Rate: 187.701 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

Calendar/Local Info

Calendar Cd: TC - 187 Staff Begin Date: 07-31-2023 End Date: 05-24-2024 # of Days Empld: 187 Exclude Days for TEA:

Years Job Exp: Local Contract Days: 187

Workers' Comp Info

WC Code: B 8868-PROF/AIDES/ADMS 0,002436 WC Ann Pymts: 20 WC Remain: 19

Accrual Info

Code: A Accrual Rate: 265.240 = Total: 49,600.00 / # of Days Empld: 187

Maintenance > Staff Job/Pay Data Payroll

Save Year: C Frequency: 5 Change

Employee: Retrieve Directory Documents

PAY INFO JOB INFO **DISTRIBUTIONS** DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1402 - SEC TEACHER - MATH		G	199-11-6119.00-001-430000	49,600.00	100.000%
Total:						49,600.00	100.000%

Rows: 1 of 1 [Refresh Totals](#) [Add](#)

Job Code: 1402 - SEC TEACHER - MATH
Extra Duty Code:
Account Type: G Standard gross pay
Account Code: 199-11-6119.00-001-430000
Description: SALARIES/TEACHER & OTHER PROF.
Amount: 49,600.00 out of 49,600.00
Percent: 100.000%

Activity Code: 80 Base Salary [Re-sort](#)
TRS Grant Code:
Worker's Comp Code: 8868-PROF/AIDES/ADMS
Expense 373: Y Account used in ASB distr
Employer Contribution:
Performance Pay: