



# **moving\_10month\_employees\_cyr\_payroll\_ste p16**



# Table of Contents

**moving\_10month\_employees\_cyr\_payroll\_step16** ..... i



**Log on to the current year.**

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

Employee: 000370 : HOOK, JENNIFER R Retrieve Directory

**Employment Info** | Pay Info | Job Info | Distributions | Deductions | Leave Balance

Pay Status: 1 Active | FICA Eligibility: M Subject to medicare  
 Pay Campus: 990 990 School | Tax Exempt:  | W4 Marital Status: M Married  
 Pay Dept:  | Unemployment Elig:  | Nbr of Exemptions: 0  
 Dock Rate: 154.787 | EIC Code: 1 Not eligible

**TRS** | **FSP Staff Salary Data** | **Totals**

Status: 1 Eligible | Health Ins Code: W Eligible Health Insur | State Min. Salary: 0.00  
 Begin Date: 05-05-2008 | FSP Staff Data Code: F Full-Time | Extra Duty: 8,560.90  
 End 90 Day Period: 08-02-2008 | Contract Amt: 33,279.00  
 Contract Balance: 33,279.00

**Extra Duty Pay**

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
	27 - CELL PHONE	B	300.00	300.00	12
	28 - CAMPUS TRAVEL	B	1,000.00	1,000.00	12
	49 - ADDL DUTY-BUS	S	11,890.00	11,890.00	12

Refresh Type/Amount + Add

**Bank Info**

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt
	002 - 311981614 EDUCATIONAL ECU	6722143448.999999	2 Checking account	<input type="checkbox"/>	0.00

Employee: 000370 : HOOK, JENNIFER R Retrieve Directory

**Employment Info** | Pay Info | Job Info | Distributions | Deductions | Leave Balance

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	4500 - TECHNOLOGY TECHNICIAN	<input checked="" type="checkbox"/>	100%	Non-contracted emp
	<input checked="" type="checkbox"/>	XTRA - EXTRA DUTY	<input type="checkbox"/>	100%	Contracted employee

Primary Campus: 990 990 School  
Dept:

**Contract Info**

Pay Type: 2 Non-contracted emp | Pay Grade: CTS | Pay Step: | Sched: | Max Days: | Hrs Per Day: 0.000 | Incr Pay Step:

Total: 33,279.00 | Balance: 33,279.00 | # of Annual Pymts: 12 | Remaining Pymts: 12 | Concept: Use midpoint table

# of Months in Contract: 11 | State Min Payer: 000 TRS - Non contract | Base Annual: 30,102.15

Calculate

Daily Rate: 154.787 = Contract Total: 33,279.00 / # of Days Empld: 215 | # Days Off: 0 | Vacant Job:   
 Pay Rate: 2,773.25 = Contract Total: 33,279.00 / # Annual Pymts: 12 | Payoff Date: 06-25-2019 | Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 | OVTM Elig:  | OVTM Rate: 0.00 | Hrly Rate: 0.00 | Exempt Status:  0000

**State Info**

State Step:  | Yrs in Career Ladder: | TRS Year:  | TRS Member Pos: 03 Support staff | Wholly Sep Amt: 0.00  
 State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 0

**Calendar/Local Info**

Calendar/Local Options: EP - EL PRIN & TECH(2) | Begin Date: 07-23-2018 | End Date: 06-20-2019 | # of Days Empld: 215  
 Years Job Exp:  | Local Contract Days: 0

**Workers' Comp Info**

WC Code: A PROFESSIONAL EMPL 0.005000 | WC Ann Pymts: 11 | WC Remain: 11

**Accrual Info**

Code:  | Accrual Rate: 0.000 | Total: 33,279.00 / # of Days Empld: 215

Save

Employee: 000370 : HOOK, JENNIFER R

Retrieve

Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		4500 - TECHNOLOGY TECHNICIAN	27 - CELL PHONE	B	199-11-6135.00-999-999000	300.00	23.077%
					<b>Total:</b>	<b>300.00</b>	<b>23.077%</b>
		4500 - TECHNOLOGY TECHNICIAN	28 - CAMPUS TRAVEL	B	199-11-6139.00-999-999000	1,000.00	76.923%
					<b>Total:</b>	<b>1,000.00</b>	<b>76.923%</b>
		4500 - TECHNOLOGY TECHNICIAN		G	199-11-6129.03-001-999000	11,092.89	33.333%
		4500 - TECHNOLOGY TECHNICIAN		G	199-11-6129.03-041-999000	11,092.89	33.333%
		4500 - TECHNOLOGY TECHNICIAN		G	199-11-6129.03-101-999000	11,093.22	33.334%
					<b>Total:</b>	<b>33,279.00</b>	<b>100.000%</b>
		XTRA - EXTRA DUTY	49 - ADDL DUTY-BUS	S	199-34-6129.00-999-999000	11,890.00	100.000%
					<b>Total:</b>	<b>11,890.00</b>	<b>100.000%</b>

Rows: 1 of 6 Refresh Totals

+ Add

Job Code: 4500 - TECHNOLOGY TECHNICIA

Extra Duty Code: 27 CELL PHONE B

Account Type: B Non-TRS taxable bus allow

Account Code: 199-11-6135.00-999-999000

Description: Account Code not in Finance

Amount: 300.00 out of 300.00

Percent: 23.077%

Activity Code: 79 Other Supplemental

TR5 Grant Code:

Worker's Comp Code: A PROFESSIONAL EMPL 0.005000

Expense 373: N Account not used in ASB distr

Employer Contribution:

Performance Pay:

Re-sort