



# **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 shows a web-based form for 'Personnel > Employment Info'. The 'EMPLOYMENT INFO' section contains the following fields:

- Employee Status: 1 Active professional
- Highest Degree: 2 Master's
- Percent Day Employed: 100% (highlighted with a red circle)
- Original Emp. Date: 05-27-2014
- Latest Re-Employ Date: 00-00-0000
- Retirement Date: 00-00-0000
- Sub Type: (empty)
- Employment Type: F Half-Time or more
- Retiree Employment Type: (empty)
- PEIMS Auxiliary Role ID: (empty)
- Highly Qualified: (checkbox)
- Paraprofessional Certification: (checkbox)

Other sections include:

- Years Experience:** Professional Total: 18, Non-Professional Total: 00, In District: 03.
- Contract Information:** Class, Term, Year (dropdowns).
- Extended Leave:** Begin, End (dates).
- Termination:** Date, Reason, Full Semester (dropdowns).
- Grade(s) Taught:** (text field).
- Unemployment Eligibility:** Grid with checkboxes for Qtr 1-4 (1-12).
- Fingerprint Information:** Status: N Not extracted, Extract Date, Fingerprint Date (dates).
- Estimated Annual Salary:** Budget Code (Activity, Fund, Func, Obj, Org, Prog) and Amount (0).

Maintenance > Staff Job/Pay Data Payroll

Save

Employee:  Retrieve Directory Documents

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

Pay Status:  Tax Exempt:   
Pay Campus:  Unemployment Elig:   
Pay Dept:  RICA Eligibility:   
Dock Rate:  W4 Marital Status: Married  
Nbr of Exemptions: 6

**W-4 Withholding Certificate**  
1. Filing Status:   
2. Multi-Jobs:   
3. Children under 17:   
3. Other Dependents:   
3. Other Exemptions:   
4a. Other Income:   
4b. Other Deductions:

**TRS**  
Status:   
Begin Date:   
End 90 Day Period:

**FSP Staff Salary Data**  
Health Ins Code:   
FSP Staff Data Code:

**Totals**  
State Min. Salary: 45,510.00  
Extra Duty: 0.00  
Contract Amt: 81,370.00  
Contract Balance: 81,370.00

**Extra Duty Pay**

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
No Rows					

Refresh Type/Amount

**Bank Info**

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt
<input type="checkbox"/>	...	...	...	<input type="checkbox"/>	...

Maintenance > Staff Job/Pay Data Payroll

Save

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"/>	1158 - TECHNOLOGY TECHNICIANS	<input checked="" type="checkbox"/>	100%	Non-contracted emp

Primary Campus: 701 701 School  
Dept:

Rows: 1 of 1 Add

**Contract Info**

Pay Type: 2 Non-contracted emp Pay Grade: PG4 Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 28,306.00 Balance: 28,306.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

# of Months in Contract: 12 State Min Days: 000 TRS - Non contract Base Annual: 25,651.00 Calculate

Daily Rate: 125.248 = Contract Total: 28,306.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job:

Pay Rate: 1179.42 = Contract Total: 28,306.00 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hly Rate: 0.00 Exempt Status:  EELC: 15 Clerical/Sec staff

**State Info**

State Step:  Yrs in Career Ladd:  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: 226

**Calendar/Local Info**

Calendar/Local Options: CO - 226 STAFF Begin Date: 07-01-2021 End Date: 06-30-2022 # of Days Empld: 226

Years Job Exp:  Local Contract Days: 0

**Workers' Comp Info**

WC Code: B 8868-PROF/AIDES/ADMS 0.002436 WC Ann Pymts: 24 WC Remain: 24

**Accrual Info**

Code:  Accrual Rate: 0.000 = Total: 28,306.00 / # of Days Empld: 226

Maintenance > Staff Job/Pay Data Payroll

Save

Employee:  Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		1158 - TECHNOLOGY TECHNICIANS		G	199-53-6129.00-995-299000	28,306.00	100.000%
Total:						28,306.00	100.000%

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

Job Code:

Extra Duty Code:

Account Type:

Account Code:

Description:

Amount:  out of 28,306.00

Percent: 100.000%

Activity Code:  Re-sort

TRS Grant Code:

Worker's Comp Code: 8868-PROF/AIDES/ADMS

Expense 373:

Employer Contribution:

Performance Pay: