



# **moving\_11month\_confirmcyrsalaries**



# Table of Contents

**moving\_11month\_confirmcysalaries** ..... i



**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 application interface for 'Maintenance > Staff Job/Pay Data'. At the top right, there is a 'Payroll' menu icon. Below the header, there is a 'Save' button and an 'Employee' search field with 'Retrieve', 'Directory', and 'Documents' buttons. The main content area has tabs for 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. The 'PAY INFO' tab is active, displaying various fields: 'Pay Status' (1 Active), 'Pay Campus' (001.001 School), 'Pay Dept.' (empty), 'Dock Rate' (360.044), 'Tax Exempt' (checkbox), 'Unemployment Elig.' (checkbox checked), 'FICA Eligibility' (M Subject to medicare), 'W4 Marital Status' (Married), and 'Nbr of Exemptions' (6). To the right is a 'W-4 Withholding Certificate' section with fields for '1: Filing Status', '2: Multi-Jobs', '3: Children under 17', '3: Other Dependents', '3: Other Exemptions', '4a: Other Income', and '4b: Other Deductions'. Below these are three summary boxes: 'TRS' (Status: 1 Eligible, Begin Date: 07-01-2015, End 90 Day Period: 09-28-2015), 'FSP Staff Salary Data' (Health Ins Code, FSP Staff Data Code), and 'Totals' (State Min. Salary: 45,510.00, Extra Duty: 0.00, Contract Amt: 81,370.00, Contract Balance: 81,370.00). At the bottom, there is an 'Extra Duty Pay' table with columns for 'Delete', 'Extra Duty Pay Code', 'Type', 'Amount', 'Remain Amt', and 'Remain Pymts'. The table is currently empty, showing '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

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 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: 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: