



moving_12month_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 following fields are updated:

The screenshot shows a web-based form for 'Employment Info' under the 'Personnel' menu. The form is divided into several sections:

- EMPLOYMENT INFO:** Contains fields for Employee Status (Active professional), Highest Degree (Master's), Percent Day Employed (100%), Original Emp. Date (05-27-2014), Latest Re-Employ Date (00-00-0000), Retirement Date (00-00-0000), Sub Type, Employment Type (Half-Time or more), Retiree Employment Type, PEIMS Auxiliary Role ID, Eligible for Re-hire, W-2 Elec Consent, 1095 Elec Consent, Take Retiree Surcharge, NY Take Retiree Surcharge, Year Round, ERS Retiree Health Elig, NY ERS Retiree Health Elig, Highly Qualified, and Paraprofessional Certification.
- Years Experience:** Includes fields for Professional and Non-Professional total and in-district counts.
- Contract Information:** Includes Class, Term, and Year dropdowns.
- Extended Leave:** Includes Begin and End date fields.
- Termination:** Includes Date, Reason, and Full Semester checkboxes.
- Grade(s) Taught:** Includes a text input field.
- Unemployment Eligibility:** A grid of checkboxes for quarters 1 through 12.
- Fingerprint Information:** Includes Status (Not extracted), Extract Date, and Fingerprint Date fields.
- Estimated Annual Salary (Hourly Employees Only):** Includes Budget Code fields for Activity, Fund, Func, Obj, Org, and Prog, along with an Amount field.

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: FICA 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](#) Add

Bank Info

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt

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

Rows: 1 of 1 Add

Primary Campus: 701 701 School
Dept:

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: