



moving_12month_employees_cyr_payroll_ste p16

Table of Contents

moving_12month_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:

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 dropdown)
- Employment Type: F Full-Time or more
- Retiree Employment Type: (empty dropdown)
- PEIMS Auxiliary Role ID: (empty dropdown)
- Highly Qualified:
- Paraprofessional Certification:
- W-2 Elec Consent: (empty dropdown)
- 1095 Elec Consent: (empty dropdown)
- NY Take Retiree Surcharge:
- NY Take Retiree Surcharge:
- Year Round:
- ERS Retiree Health Elig:
- NY ERS Retiree Health Elig:

Below the main form are several summary boxes:

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