



# paytypes



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# Sample Staff Job/Pay Data Images by Pay Type

## Pay Type 1 (Contracted Employee)

Below are samples of the employee setup tabs for a pay type 1 employee.

### Personnel > Maintenance > Employment Info:

The screenshot shows a web application interface for 'Maintenance > Employment Info'. At the top, there is a 'Save' button and a breadcrumb trail 'Personnel > Maintenance > Employment Info'. Below this is an 'Employee:' field with a 'Retrieve' and 'Directory' button. The main section is titled 'EMPLOYMENT INFO' and contains several data entry panels:

- Employee Status:** 1 Active professional (dropdown)
- Employed:** Do Not Report Staff for TSOS:
- Employment Dates:** Original Emp Date: 08-03-2022; Latest Re-Employ Date: 00-00-0000; Termination Date: 00-00-0000; Termination Reason: (dropdown); Eligible for Re-hire: ; Percent Day Employed: 100%; Pct Day Employed Effective Date: 08-03-2022.
- Employment Types:** Employment Type: F Half-Time or more (dropdown); Sub Type: (dropdown); Highly Qualified: ; Year Round: ; Extract ID: (dropdown); Highest Degree: 1 Bachelor's (dropdown).
- Retiree Information:** Retirement Date: 00-00-0000; Retiree Employment Type: (dropdown); Take Retiree Surcharge: ; NY Take Retiree Surcharge: .
- Years Experience:** --Professional-- Total: 03; In District: 03; --Non-Professional-- Total: ; In District: ; Prior Teaching: ; TIA Creditable Year of Service: 0.
- Electronic Consent:** W-2: Y Yes (dropdown); 1095: (dropdown).
- Service Record:** Full Semester: ; Grades Taught: (input).
- Contract Information:** Class: P PROBATIONARY (dropdown); Term: 1 ONE YEAR TERM (dropdown); Year: 2 SECOND YEAR (dropdown).
- Extended Leave:** Begin: 00-00-0000; End: 00-00-0000.
- Fingerprint Information:** Status: N Not extracted (dropdown); Extract Date: 00-00-0000; Fingerprint Date: 00-00-0000.
- ERS Retiree Health:** Current Year Elig: ; Next Year Elig: .
- TRA Years Experience:** TRA Teaching Experience: 3; TRA Eligibility: .
- Auxiliary Role ID:** Table with columns: Delete, Auxiliary Role ID, Begin Date, End Date. Includes an 'Add' button.
- Paraprofessional Certification:** Table with columns: Delete, Para Cert, Begin Date, End Date. Includes an 'Add' button.

# Pay Info:

Maintenance > Staff Job/Pay Data Payroll

Save

Employee:  Retrieve Directory

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

Pay Status:  Tax Exempt:

Pay Campus:  Unemployment Elig:

Pay Dept:  FICA Eligibility:

Deck Rate:  W4 Marital Status: Single

Nbr of Exemptions: 0

IRS Lock-In Letter:

**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: 36,150.00

Extra Duty: 0.00

Contract Amt: 62,025.00

Contract Balance: 46,518.75

**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
<input type="checkbox"/>	015 - WELLS FARGO (FKA PRIME BANK)	53169659963	2 Checking account	<input type="checkbox"/>	0.00

Add

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paytypes

Job Info:

Maintenance > Staff Job/Pay Data Payroll

Save

Employee:  Retrieve Directory

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

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	T545 - HISTORY	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 001 001 School  
Dept: 0

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: 00 Pay Step: 03 Sched: B Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 62,025.00 Balance: 46,518.75 # of Annual Pymts: 12 Remaining Pymts: 9 Concept: Use hourly/daily rate table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 62,024.16 Calculate

Daily Rate: 331.684 = Contract Total: 62,025.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 5,168.75 = Contract Total: 62,025.00 / # Annual Pymts: 12 Payoff Date: 08-14-2026 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC:

**State Info**

State Step: 03 Yrs in Career Ladder:  TRS Year:  TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 36,150.00 = Foundation Daily Rate: 193,316 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: 00 - PROF 187 days S Begin Date: 08-04-2025 End Date: 05-29-2026 # of Days Empld: 187 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 187

**Workers' Comp Info**

WC Code: A Professionals 0.005880 WC Ann Pymts: 10 WC Remain: 7

**Accrual Info**

Code: B Accrual Rate: 331.684 = Total: 62,025.00 / # of Days Empld: 187

### Distributions:

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
		T545 - HISTORY		G	199-11-6119.90-001-611000	62,025.00	100.000%
Total:						62,025.00	100.000%

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

  

Job Code:  Activity Code:  Re-sort

Extra Duty Code:

Account Type:

Account Code:    TR5 Grant Code:

Description: BASE PROFESSIONAL SALARY   Worker's Comp Code: Professionals

Amount:  out of 62,025.00   Expense 373:

Percent: 100.000%   Employer Contribution:

Performance Pay:

## Pay Type 2 (Non-contracted Employee)

Below are samples of the employee setup tabs for a pay type 2 employee.

### Personnel > Maintenance > Employment Info:

Save

Employee:  Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 2 Active auxiliary per

**Employed** Do Not Report Staff for TSDS:

**Employment Dates**  
Original Emp Date: 12-05-2019  
Latest Re-Employ Date: 00-00-0000  
Termination Date: 00-00-0000  
Termination Reason:   
Eligible for Re-hire:   
Percent Day Employed: 100%  
Pct Day Employed Effective Date: 12-05-2019

**Employment Types**  
Employment Type: F Half-Time or more  
Sub Type:   
Highly Qualified:   
Year Round:   
Extract ID:   
Highest Degree: 0 No Bachelor's

**Retiree Information**  
Retirement Date: 00-00-0000  
Retiree Employment Type:   
Take Retiree Surcharge:   
NY Take Retiree Surcharge:

**Years Experience**  
--Professional-- Total:   
--Non-Professional-- Total: 09  
In District:  In District: 06  
Prior Teaching:   
TIA Creditable Year of Service:

**Electronic Consent**  
W-2: Y Yes  
1095:

**Service Record**  
Full Semester:   
Grades Taught:

**Contract Information**  
Class:   
Term:   
Year:

**Extended Leave**  
Begin: 00-00-0000  
End: 00-00-0000

**Fingerprint Information**  
Status: B FP not needed  
Extract Date: 00-00-0000  
Fingerprint Date: 00-00-0000

**ERS Retiree Health**  
Current Year Elig:   
Next Year Elig:

**TRA Years Experience**  
TRA Teaching Experience:   
TRA Eligibility:

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
<input type="checkbox"/>	202 - Campus Office	07-18-2022	--
<input type="checkbox"/>	<input type="text"/>	--	--

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	--	--
<input type="checkbox"/>	<input type="checkbox"/>	--	--

### Pay Info:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 001032 : STRECKER, SILMA Retrieve Directory Documents

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

Pay Status: 1 Active   Tax Exempt:   
Pay Campus: 704 704 School   Unemployment Elig:   
Pay Dept:    FICA Eligibility: M Subject to medicare  
Dock Rate: 9.850   W4 Marital Status: Single  
Nbr of Exemptions: 0

**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: 1 Eligible  
Begin Date: 11-23-2015  
End 90 Day Period: 02-20-2016

**FSP Staff Salary Data**

Health Ins Code: W Eligible Health Ins  
FSP Staff Data Code: F Full-Time

**Totals**

State Min. Salary: 0.00  
Extra Duty: 0.00  
Contract Amt: 13,076.00  
Contract Balance: 4,903.55

**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
<input type="checkbox"/>	023 - JOURDANTON STATE BANK	35358974	2 Checking account	<input type="checkbox"/>	0.00

Add

Job Info:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 001032 : STRECKER, SILMA 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"/>	1602 - FOOD SERVICE COOK	<input checked="" type="checkbox"/>	100%	Non-contracted emp

Rows: 1 of 1 Add

Primary Campus: 704 704 School   
 Dept:

**Contract Info**

Pay Type: 2 Non-contracted emp Pay Grade: 1PG Pay Step: Sched Max Days: Hrs Per Day: 7.500 Incr Pay Step:

Total: 13,076.00 Balance: 4,903.55 # of Annual Pymts: 24 Remaining Pymts: 9 Concept: Use midpoint table

# of Months in Contract: 10 State Min Days: 000 TRS - Non contract Base Annual: 0.00 Calculate

Daily Rate: 73.875 = Contract Total: 13,076.00 / # of Days Empld: 177 # Days Off: 0.0 Vacant Job:

Pay Rate: 544.83 = Contract Total: 13,076.00 / # Annual Pymts: 24 Payoff Date: 08-30-2018 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 14.78 Hrly Rate: 9.85 Exempt Status:  EEOC: 16 Service workers

**State Info**

State Step:  Yrs in Career Ladder:  TRS Year:  TRS Member Pos: 07 Food service worker Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 177 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: FS - Food Service Begin Date: 08-21-2017 End Date: 05-26-2018 # of Days Empld: 177 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 0

**Workers' Comp Info**

WC Code: A 9101-MAINT/CAFE 0.023622 WC Ann Pymts: 20 WC Remain: 5

**Accrual Info**

Code: E Accrual Rate: 73.875 = Total: 13,076.00 / # of Days Empld: 177

Distributions:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 001032 : STRECKER, SILMA Retrieve Directory Documents

PAY INFO   JOB INFO   DISTRIBUTIONS   DEDUCTIONS   LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		1602 - FOOD SERVICE COOK		G	240-35-6129.02-999-899000	13,076.00	100.000%
Total:						13,076.00	100.000%

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

  

Job Code: 1602 - FOOD SERVICE COOK

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 240-35-6129.02-999-899000

Description: CHIEF COOK/COOKS/DISHWASHERS

Amount: 13,076.00 out of 13,076.00

Percent: 100.000%

Activity Code: 80 Base Salary Re-sort

TRIS Grant Code:

Worker's Comp Code: 9101-MAINT/CAFE

Expense 373: N Account not used in ASB distr

Employer Contribution:

Performance Pay:

# Pay Type 3 (Hourly Employee)

Below are samples of the employee setup tabs for a pay type 3 employee.

## Personnel > Maintenance > Employment Info:

**EMPLOYMENT INFO**

Employee Status: 2 Active auxiliary per

**Employed** Do Not Report Staff for TSDs:

**Employment Dates**  
Original Emp Date: 11-17-2017  
Latest Re-Employ Date: 00-00-0000  
Termination Date: 00-00-0000  
Termination Reason:   
Eligible for Re-hire:   
Percent Day Employed: 100%  
Pct Day Employed Effective Date: 01-16-2025

**Employment Types**  
Employment Type: F Half-Time or more  
Sub Type:   
Highly Qualified:   
Year Round:   
Extract ID:   
Highest Degree: 0 No Bachelor's

**Retiree Information**  
Retirement Date: 00-00-0000  
Retiree Employment Type:   
Take Retiree Surcharge:   
NY Take Retiree Surcharge:

**Years Experience**  
--Professional-- Total:   
--Non-Professional-- Total: 12  
In District:  In District: 08  
Prior Teaching:   
TIA Creditable Year of Service:

**Electronic Consent**  
W-2:   
1095:

**Service Record**  
Full Semester:   
Grades Taught:

**Contract Information**  
Class:   
Term:   
Year:

**Extended Leave**  
Begin: 00-00-0000  
End: 00-00-0000

**Fingerprint Information**  
Status: B FP not needed  
Extract Date: 00-00-0000  
Fingerprint Date: 00-00-0000

**ERS Retiree Health**  
Current Year Elig:   
Next Year Elig:

**TRA Years Experience**  
TRA Teaching Experience:   
TRA Eligibility:

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
<input type="checkbox"/>	213 - Custodial-Au	09-01-2022	--
<input type="checkbox"/>		--	--

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	--	--
<input type="checkbox"/>		--	--

## Pay Info:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000303 : EGUJIA, E L Retrieve Directory Documents

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

Pay Status: 1 Active   Tax Exempt:   
Pay Campus: 705 705 School   Unemployment Elig:   
Pay Dept: 2   FICA Eligibility: M Subject to medicare  
Dock Rate: 9.850   W4 Marital Status: Married  
Nbr of Exemptions: 4

**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: 1 Eligible  
Begin Date: 07-31-2017  
End 90 Day Period: 10-28-2017

**FSP Staff Salary Data**

Health Ins Code: Y Eligible participating  
FSP Staff Data Code: F Full-Time

**Totals**

State Min. Salary: 0.00  
Extra Duty: 0.00  
Contract Amt: 20,488.00  
Contract Balance: 20,488.00

**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
<input type="checkbox"/>	002 - DILLEY STATE BANK	1612835	2 Checking account	<input type="checkbox"/>	0.00

[Add](#)

**Job Info:**

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000303 : EGLUIA, E L 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"/>	1504 - CUSTODIAL STAFF	<input checked="" type="checkbox"/>	100%	Hourly employee

Rows: 1 of 1 Add

Primary Campus: 001 001 School ISD  
Dept:

**Contract Info**

Pay Type: 3 Hourly employee Pay Grade: 1PG Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step:

Total: 20,488.00 Balance: 20,488.00 # of Annual Pymts: 24 Remaining Pymts: 9 Concept: Use midpoint table

# of Months in Contract: 12 State Min Days: 000 TRS - Non contract Base Annual: 24,960.00 Calculate

Daily Rate: 78.800 = Contract Total: 20,488.00 / # of Days Empld: 260 # Days Off: 0.0 Vacant Job:

Pay Rate: 9.85 = Contract Total: 20,488.00 / # Annual Pymts: 24 Payoff Date: 08-30-2018 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 14.78 Hrly Rate: 9.85 Exempt Status:  EEOC: 16 Service workers

**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: 260 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: MT - 260 M & O Begin Date: 09-04-2017 End Date: 08-31-2018 # of Days Empld: 260 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 0

**Workers' Comp Info**

WC Code: A 9101-MAINT/CAFE 0.023622 WC Ann Pymts: 24 WC Remain: 9

**Accrual Info**

Code:  Accrual Rate: 0.000 = Total: 20,488.00 / # of Days Empld: 260

**Distributions:**

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000303 : EGLUIA, E L Retrieve Directory Documents

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

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
No Rows							

Refresh Totals Add

## Pay Type 4 (Substitute)

Below are samples of the employee setup tabs for a pay type 4 employee.

### Personnel > Maintenance > Employment Info:

The screenshot shows the 'Employment Info' tab for an employee with ID 000077, BARRERA, ANGELINA LISA. The employee status is 'Substitute'. The form is divided into several sections:

- Employment Dates:** Original Emp Date: 09-12-2016; Latest Re-Employ Date: 00-00-0000; Termination Date: 00-00-0000; Termination Reason: (dropdown); Eligible for Re-hire: (checkbox); Percent Day Employed: 0%.
- Employment Types:** Employment Type: Substitute; Sub Type: ND NON DEGREEED; Highly Qualified: (checkbox); Year Round: (checkbox); Extract ID: (dropdown); Highest Degree: No Bachelor's.
- Retiree Information:** Retirement Date: 00-00-0000; Retiree Employment Type: (dropdown); Take Retiree Surcharge: (checkbox); NY Take Retiree Surcharge: (checkbox).
- Years Experience:** Professional: Total: 00, In District: 00; Non-Professional: Total: 00, In District: 00; Prior Teaching: (checkbox); Creditable Year of Service: (checkbox).
- Electronic Consent:** W-2: (dropdown); 1095: (dropdown).
- Service Record:** Full Semester: (checkbox); Grades Taught: (text field).
- Contract Information:** Class: (dropdown); Term: (dropdown); Year: (dropdown).
- Extended Leave:** Begin: 00-00-0000; End: 00-00-0000.
- Fingerprint Information:** Status: Not extracted; Extract Date: 00-00-0000; Fingerprint Date: 00-00-0000.
- ERS Retiree Health:** Current Year Elig: (checkbox); Next Year Elig: (checkbox).
- Auxiliary Role ID:** Table with columns: Delete, Auxiliary Role ID, Begin Date, End Date.
- Paraprofessional Certification:** Table with columns: Delete, Para Cert, Begin Date, End Date.

### Pay Info:

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000077 : BARRERA, ANGELINA LISA Retrieve Directory Documents

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

Pay Status: 1 Active  Tax Exempt:

Pay Campus: 777 777 School  Unemployment Elig:

Pay Dept:  FICA Eligibility: Y Subject to FICA tax

Dock Rate: 0.000 W4 Marital Status: Single

Nbr of Exemptions: 2

**W-4 Withholding Certificate**

1: Filing Status:

2: Multi-Jobs:

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

**TRS**

Status: 3 Substitute

Begin Date: 00-00-0000

End 90 Day Period: 00-00-0000

**FSP Staff Salary Data**

Health Ins Code: N Not eligible

FSP Staff Data Code: F Full-Time

**Totals**

State Min. Salary: 0.00

Extra Duty: 0.00

Contract Amt: 0.00

Contract Balance: 0.00

**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
<input type="checkbox"/>	006 - SECURITY SERVICE FEDERAL CREDIT UNION	33232129496 99999	2 Checking account	<input type="checkbox"/>	0.00

Add

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**Job Info:**

Maintenance > Staff Job/Pay Data Pay

Save

Employee: 000077 : BARRERA, ANGELINA LISA 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"/>	9999 - UNDEFINED	<input checked="" type="checkbox"/>	100%	Substitute

Rows: 1 of 1 Add

Primary Campus: 777 777 School  
Dept:

**Contract Info**

Pay Type: 4 Substitute Pay Grade: Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 0.00 Balance: 0.00 # of Annual Pymts: 0 Remaining Pymts: 0 Concept:

# of Months in Contract: 0 State Min Days: 000 TRS - Non contract Base Annual: 0.00 Calculate

Daily Rate: 0.000 = Contract Total: 0.00 / # of Days Empld: 0 # Days Off: 0.0 Vacant Job:

Pay Rate: 70.00 = Contract Total: 0.00 / # Annual Pymts: 0 Payoff Date: 00-00-0000 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC:

**State Info**

State Step:  Yrs in Career Ladder:  TRS Year:  TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 0 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: Begin Date: 08-28-2017 End Date: 05-26-2018 # of Days Empld: 0 Exclude Days for TEA:

Years Job Exp:  Local Contract Days:

**Workers' Comp Info**

WC Code: B 8868-PROF/AIDES/ADMS 0.002436 WC Ann Pymts: 23 WC Remain: 23

**Accrual Info**

Code:  Accrual Rate: 0.000 = Total: 0.00 / # of Days Empld: 0

**Distributions:**

Maintenance > Staff Job/Pay Data Pa

Save

Employee: 000077 : BARRERA, ANGELINA LISA Retrieve Directory Documents

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

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
No Rows							

Refresh Totals Add

# Retiree

Below are samples of the employee setup tabs for a full-time retiree.

## Personnel > Maintenance > Employment Info:

The screenshot shows the 'Employment Info' tab for a retiree. The interface includes a 'Save' button at the top left and an 'Employee' search field with 'Retrieve', 'Directory', and 'Documents' buttons. The main content area is titled 'EMPLOYMENT INFO' and features a dropdown for 'Employee Status' set to 'Retired'. The status is 'Not Employed', and there is a checkbox for 'Do Not Report Staff for TSOS'. The form is organized into several panels:

- Employment Dates:** Includes fields for Original Emp Date (06-27-1979), Latest Re-Employ Date (00-00-0000), Termination Date (05-26-2006), Termination Reason (06 Regular retirement), Eligible for Re-hire (checkbox), Percent Day Employed (0%), and Pct Day Employed Effective Date (00-00-0000).
- Employment Types:** Includes Employment Type (F Half-Time or more), Sub Type, Highly Qualified (checkbox), Year Round (checkbox), Extract ID, and Highest Degree (0 No Bachelor's).
- Retiree Information:** Includes Retirement Date (05-26-2006), Retiree Employment Type (H Half-Time or less), Take Retiree Surcharge (checkbox checked), and NY Take Retiree Surcharge (checkbox checked).
- Years Experience:** Split into Professional and Non-Professional categories with Total and In District fields.
- Electronic Consent:** Includes W-2 and 1095 dropdowns.
- Service Record:** Includes Full Semester and Grades Taught fields.
- Contract Information:** Includes Class, Term, and Year dropdowns.
- Extended Leave:** Includes Begin and End date fields.
- Fingerprint Information:** Includes Status (N Not extracted), Extract Date, and Fingerprint Date fields.
- ERS Retiree Health:** Includes Current Year Eligible and Next Year Eligible checkboxes.
- TRA Years Experience:** Includes TRA Teaching Experience and TRA Eligibility fields.
- Auxiliary Role ID:** A table with columns for Delete, Auxiliary Role ID, Begin Date, and End Date, with an 'Add' button.
- Paraprofessional Certification:** A table with columns for Delete, Para Cert, Begin Date, and End Date, with an 'Add' button.

### Pay Info:

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:

Deck Rate:  W4 Marital Status: Married

Nbr of Exemptions: 0

IRS Lock-In Letter:

**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: 0.00

Extra Duty: 0.00

Contract Amt: 0.00

Contract Balance: 0.00

**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
<input type="checkbox"/>	<input type="text" value="010 - BANK OF AMERICA"/>	<input type="text" value="123456789"/>	<input type="text" value="2 Checking account"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>

Add

2026/06/26 08:43

16

paytypes

Job Info:

Maintenance > Staff Job/Pay Data

Save

Employee: 000988 : BENAVIDES, ARNOLD HIGINIO Retrieve Directory Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	1413 - SEC TEACHER CTE - AGRI	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 001 001 School ISD  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 36,452.00 Balance: 0.00 # of Annual Pymts: 24 Remaining Pymts: 0 Concept: Use midpoint table

# of Months in Contract: 12 State Min Days: 187 Valid basic days in contract Base Annual: 0.00 Calculate

Daily Rate: 158.049 = Contract Total: 36,452.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job:

Pay Rate: 1,488.29 = Contract Total: 36,452.00 / # Annual Pymts: 24 Payoff Date: 06-30-2016 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 06 Scnd classrm teach

**State Info**

State Step: 20 Yrs in Career Ladder: TRS Year:  TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 243.369 X % Assigned: 50% X # of days Empld: 226 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: CO - 226 STAFF Begin Date: 07-01-2015 End Date: 06-30-2016 # of Days Empld: 226 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 187

**Workers' Comp Info**

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

**Accrual Info**

Code:  Accrual Rate: 0.000 = Total: 36,452.00 / # of Days Empld: 226

### Distributions:

Maintenance > Staff Job/Pay Data Payroll

Save

Employee:  Retrieve Directory Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		9999 - UNDEFINED		G	199-11-6112.00-101-011000	0.00	100.000%
Total:						0.00	100.000%

Rows: 1 of 1 Refresh Totals Add

Job Code: 9999 - UNDEFINED

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-11-6112.00-101-011000

Description: Account Code not in Finance

Amount: 0.00 out of 0.00

Percent: 100.000%

Activity Code: 80 Base Salary Re-sort

TRS Grant Code:

Worker's Comp Code: 886B- PROF/AIDES/ADMS

Expense 373: N Account not used in ASB distr

Employer Contribution:

Performance Pay: