occupant_modify

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Employee Nbr	Type the employee number of the employee in the position, or click ⋮ to select from a list.
Employee Name	Populated based on the selected **Employee Nbr** and is display only.
Primary Job	Select if this is the primary job for the employee. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.
Pay Grade	Type the code for the pay grade, or click ⋮ to select from a list. The field can be a maximum of three characters and is a required field.
State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
Begin Date	Type the beginning date for the calendar selected in the MMDDYYYY format. This is a required field.
End Date	Type the ending date for the calendar selected in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click ⋮ to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. The number will be deducted from actual days.
Nbr Days Employed	Type the number of days that the employee is employed by the district per year.
Hourly/Daily Rate	Type the hourly or daily rate for the position.
Salary	Indicates the annual salary amount for the pay grade, pay step, maximum days, and local schedule indicated and is display only.
Remaining Payments	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.

Click **Calculate Salary** to