






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 employee's primary job. An employee may only have one primary job. |
| Increase Eligible | Select if the employee is eligible to be moved to the next pay step. |
| New Employee | Select to indicate a new employee record. This field is only displayed on forecast position records. |
| 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 selected calendar in the MMDDYYYY format. This is a required field. |
| End Date | Type the ending date for the selected calendar 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. This number is deducted from the actual days. |
| Nbr Days Employed | Type the number of days that the employee is employed by the LEA per year. |
| Hourly/Daily Rate | Type the hourly or daily rate for the position. |
| Salary | Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule. |
| Remaining Payments | Type the number of remaining payments to be made to the employee during the current contract period. This is a required field. |

Click **Calculate Salary** to complete the salary calculation.