






# occupant\_modify



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|---------------------------|---|
| <b>Employee Nbr</b>       | Type the employee number of the employee in the position, or click  to select from a list.   |
| <b>Employee Name</b>      | Populated based on the selected <b>Employee Nbr</b> and is display only.  |
| <b>Primary Job</b>        | Select if this is the employee's primary job. An employee may only have one primary job.  |
| <b>Increase Eligible</b>  | Select if the employee is eligible to be moved to the next pay step.  |
| <b>New Employee</b>       | Select to indicate a new employee record. This field is only displayed on forecast position records.<br><br><b>Note:</b> This field is not displayed on supplemental position records.  |
| <b>Pay Grade</b>          | 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.   |
| <b>State Step</b>         | Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.   |
| <b>Begin Date</b>         | Type the beginning date for the selected calendar in the MMDDYYYY format. This is a required field.   |
| <b>End Date</b>           | Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.  |
| <b>Payoff Date</b>        | 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. |
| <b>Days Off</b>           | Type the number of days the employee was scheduled to work but did not work. This number is deducted from the actual days.  |
| <b>Nbr Days Employed</b>  | Type the number of days that the employee is employed by the LEA per year.  |
| <b>Hourly/Daily Rate</b>  | Type the hourly or daily rate for the position.   |
| <b>Salary</b>             | Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.  |
| <b>Remaining Payments</b> | 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.