






# 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. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records.<br><br><b>Notes:</b><br><br>This field is not displayed on supplemental position records.<br><br>If the position is changed to any status other than <b>Active</b> , the field is disabled. |
| <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.  |
| <b>Exclude from reporting to TEA</b> | Select to exclude the number of days employed for the selected job from state reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.  |

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