



pay_type

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Click  to select the one-digit code that best describes how the employee's pay is calculated by the system. If this field is set to pay type 3, the **Pay Rate** field is required. This is a required field.

Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, instructors, etc. (exempt employees under FLSA) whose pay rate remains constant over the course of their contract.

Pay type 2 employees are generally paraprofessional, auxiliary, or clerical (nonexempt employees under FLSA) whose pay rate usually remains constant over the course of the year but are eligible for overtime.

Pay type 3 employees are typically hourly employees (nonexempt under FLSA) who are paid only when hours are earned, so their pay rate fluctuates every pay date.

Pay type 4 employees are substitutes that are paid at either an hourly or daily rate of pay and only when they work.

Notes:

When a new employee is created and **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the [District Administration > Options > Position Management](#) page, the **Pay Type** field is automatically set to 4.

When an existing job is set to a pay type other than 4, it can only be changed to 4 when the **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the [District Administration > Options > Position Management](#) page.