



**paytype**



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Click  to select the one-digit code that best describes how the employee's pay is calculated by the system.

Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, teachers, etc. (exempt employees under FLSA) whose pay rate remains constant during 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 during the course of the year but are eligible for overtime.

Pay type 3 employees are 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.

**Note:** If **Use PMIS** is selected on the District Administration > Options > PMIS District Options page, the **Pay Type** field is required.