ASCENDER GUIDES

position_history

Table of Contents

iv

Freq	Click ⌄ to select a payroll frequency. This is a required field.
School Yr	Type the school year in the YYYY format. This is a required field.
Job Code	Type a job code to identify the job, or click ⋮ to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click ⋮ to select the code designating the first pay date for the position. This is a required field.
Primary Campus	Type the code of the primary campus, or click ⋮ to select a primary campus. This is a required field.
Dept	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
Hrs Per Day	Type the number of hours per day an employee would work in a day.
Pct Day Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Pct Year Employed	Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Orig Type	
Begin/End	Click ⌄ to indicate the beginning and ending position history records.