








## position\_history



# Table of Contents

**position\_history** ..... i



<b>Freq</b>	Click  to select a payroll frequency. This is a required field.
<b>School Yr</b>	Type the school year in the YYYY format. This is a required field.
<b>Job Code</b>	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.
<b>1st Pay Date Code</b>	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.
<b>Primary Campus</b>	Type the code of the primary campus, or click  to select a primary campus. This is a required field.
<b>Dept</b>	Type the code used by the district to categorize the department associated with the position. The field can be a single digit.
<b>Hrs Per Day</b>	Type the number of hours per day an employee would work in a day.
<b>Pct Day Employed</b>	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.
<b>Pct Year Employed</b>	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.
<b>Max Days</b>	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.
<b>Orig Type</b>	
<b>Begin/End</b>	Click  to indicate the beginning and ending position history records.