

staffsalarypositiondefinitions

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The report extracts active and inactive employees.

An employee is not reported multiple times.

The **Report Month** and **Report Year** values extracts employees paid within the specified month and year. A payroll must be processed for the month being queried in order for an employee to be extracted on the report.

The **Termination Date** extracts employees with a date equal to or greater than the termination date parameter.

Note: If an employee has been rehired and the rehire date on the Employment Info page is greater than the termination date parameter, the employee is included in the report.

The **Include Staff ID/SSN on Report** parameter provides the option of displaying the employees' staff IDs/social security numbers on the report.

The **Select Payroll(s) or blank for ALL** parameter allows the user to choose which payrolls to include in the report.

If an employee is being paid in multiple pay periods, only the highest pay frequency is reported.

Example:

The program looks at history when extracting employees and extracts the latest payroll date for the month being queried and the job code associated with that last payroll date in that month. If the user changes the job code in Maintenance, only the job code processed or in history for the selected pay date is extracted.

Employees are categorized on the report by the FSP code associated with their job code on the Job Codes table.

FSP codes:

A - Administrator
C - Counselor
L - Librarian
N - Registered nurse
T - Class teacher

To categorize the employees, the program looks at the latest payroll date for the report month being queried and the job code that was associated with the last payroll date in that month. Only the primary job extracts. Extra duty jobs do not extract.

Categories:

Full-Time Classroom Teachers - includes employees with F (Full time) in the **FSP Staff Data Code** field and 1, 4, or 5 (Eligible, Retirement Waived, Retired) in the **TRS Status** field. In addition, the **FSP Salary Class Code** field on the Job Code table is set to T (Class teacher).

Part-Time Classroom Teachers - includes employees with P (Part time) in the **FSP Staff Data Code** field and 1, 4, or 5 (Eligible, Retirement Waived, Retired) in the **TRS Status** field. In addition, the **FSP Salary Class Code** field on the Job Code table is set to T (Class teacher).

Full-Time Librarians, RNs, Counselors - includes employees with F (Full time) in the **FSP Staff Data Code** field and 1, 4, or 5 (Eligible, Retirement Waived, Retired) in the **TRS Status** field. In addition, the **FSP Salary Class Code** field on the Job Code table is set to C (Counselor), L (Librarian), or N (Registered nurse).

Full-Time Staff - includes employees with F (Full time) in the **FSP Staff Data Code** field and 1 (Eligible) in the TRS Status field. In addition, the **FSP Salary Class Code** field on the Job Code table is blank. A full-time employee is an active contributing member of the Teacher Retirement System and works 30 hours or more each week and cannot be defined as a full-time classroom teacher, a full-time librarian, a full-time registered nurse, a full-time counselor, or an administrator.

Part-Time Staff - includes employees with P (Part time) in the **FSP Staff Data Code** field and 1 (Eligible) in the **TRS Status** field. In addition, the **FSP Salary Class Code** field on the Job Code table is blank. A part-time employee is an active contributing member of the Teacher Retirement System and works less than 30 hours each week and cannot be defined as a part-time classroom teacher, a full-time librarian, a full-time registered nurse, a full-time counselor, or an administrator. For bus drivers to be eligible to participate in the Teacher Retirement System, the minimum hours is 15.

Administrators (ESCs only) - includes employees with F (Full time) in the **FSP Staff Data Code** field and 1 (Eligible) in the **TRS Status** field. In addition, the **FSP Salary Class Code** field on the Job Code table is set to A (Administrator).