



ASCENDER GUIDES




stateinfo

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The [Personnel > Tables > Salaries > State Minimum](#) tab must be completed in order to populate state minimum calculations.

State Step	Type the state step that the employee has earned based on years of service. State step does not include Career Ladder. ASCENDER does not support Career Ladder as it is no longer required.
Yrs in Career Ladder	Type the code identifying the current career ladder level for an employee. The field can be a single digit.
TRS Year	<p>Select to indicate those employees whose contract year begins in July or August (nonstandard) and who receive a contract payment before the beginning of the school year. If TRS Year is selected, the payroll calculation program determines if a new school year record should be created when updating the Nbr Days Earned field, and accrual amounts for those July and August employees.</p> <p>Example: An employee accrues and has a 12-month contract with the first payment in July; therefore, the actual salary and benefit amounts update the current school year, and the Nbr Days Earned, accrual salary, and benefits update the new school year. When the next school year begins, the amounts accrued are available for use during the next school year.</p> <p>Notes:</p> <p>The beginning of the school year is determined by when the majority of the employees are paid, which is normally September.</p> <p>Do not select TRS Year if the employee accrues and the contract begins during any month other than July and August. Otherwise, an incorrect school year is created, which affects the accrued salary and benefits. If the employee does not accrue, TRS Year does not have an adverse effect on the creation of a school year record.</p>
TRS Member Pos	<p>Required TRS reporting field.</p> <p>Click  to select the code indicating the employee's classification. This field is required for All employees.</p> <ul style="list-style-type: none"> • 01 - Professional staff • 02 - Teacher, librarian • 03 - Support staff • 04 - Bus driver • 05 - FT nurse/Counselor • 06 - Peace Officers • 07 - Food service worker • 09 - Summer School <p>Notes: A value must be selected in the TRS Member Pos field and the contract begin date must be less than or equal to the current month when extracting the Contract and Position (ED40) report for the first time (i.e., First Time Report ED40 is selected.)</p> <p>The TRS Member Pos field must be set to 01, 02, or 05 if the value in the State Min Salary field is greater than zero.</p>

<p>Wholly Sep Amt</p>	<p>Type the total annual salary that is not subject to the State Base. This field should only be used if part of the contract total includes a wholly separate amount.</p> <p>Example:</p> <p>An employee’s primary job is a teacher and his extra duty job is a bus driver. Since the bus driver salary is not subject to the State Base, it is recommended to set up the bus driver duty as a separate job or as an extra duty without Expense 373 selected. In this case, a wholly separate amount does not need to be entered as it is already excluded.</p> <p>However, if the employee’s teacher and bus driver salary is lumped together in the contract total, the bus driver salary (extra duty compensation) is not subject to the Stat Min because it is wholly separate from his main duties; therefore, the annual bus driver salary amount should be indicated in the Wholly Sep Amt field. This field is used in computing the monthly amounts not subject to above state base salary calculations (TRS 373). The wholly separate amount reduces TRS gross wages for TRS 373 calculations.</p>
<p>State Min Salary</p>	<p>The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The value is automatically computed when an employee record is selected, but may be overwritten.</p>
<p>Foundation Daily Rate</p>	<p>This field displays the rate from the State Minimum Salaries table.</p>
<p>% Assigned</p>	<p>Enter up to 100% assigned.</p>
<p># of Days Empld</p>	<p>This field displays a value based on the following:</p> <p>If the TRS Member Pos field is 01, the # of Days field is populated with the # of Days Empld.</p> <p>If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is greater than or equal to the # of Days in Contract field, the # of Days field is populated with the # of Days in Contract.</p> <p>If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is less than the # of Days in Contract field, the # of Days field is populated with the # of Days Empld.</p> <p>If the TRS Member Pos field is 02 or 05, the # of Days in Contract field is 187, and the # of Days Empld field is changed to less than 187, the user is prompted to recalculate the state minimum salary. Click Yes to recalculate the state minimum salary, or click No to retain the original salary.</p> <p>If the TRS Member Pos field is 03 or 04, the # of Days field is populated with zero.</p>

**Retiree
Exception**

Click  to select the applicable retiree exception code. This field is used along with the **Employment Type** and **Take Retiree Surcharge** fields to determine whether or not to calculate a retiree surcharge for an employee. A value cannot be saved if the employee's **TRS Status** is set to *1 Eligible* on the Pay Info tab. This field is disabled for XTRA jobs.

E Surge Personnel

B Non-Profit Tutor Substitute

N Non-Profit Tutor Half Time or Less

T Non-Profit Tutor Full Time

See [Calculating Retiree Surcharge](#) for additional information.