



ASCENDER GUIDES



ed40

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The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

ED40 Contract & Position
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

Position

TRS Membership Eligibility: ☐

ERS Retiree Health Elig: ☐

FTE Hrs:

Hrly Pay Rate:

TRS Position Code:

Employment Type:

Pay Unit/Salary Flag:

Contract

Employment Start Date:

RE Pays Social Security:

Contract Begin Date:

Non-Standard Work Week: ☐

Contract End Date:


Save

Close

☐ Under **Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's new hourly pay rate.
TRS Position Code	Click ▼ to select the applicable TRS member position code: <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
Employment Type	Click ▼ to select the employee's new employment type code. <ul style="list-style-type: none"> • F - Half-Time or more • M - Temporary • P - Less than Half-time • S - Substitute
Pay Unit/Salary Flag	Click ▼ to select whether the employee's new pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

☐ Under **Contract:**

Employment Start Date	Type the employee's most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click  to indicate if social security is paid by the reporting entity. <ul style="list-style-type: none">• <i>Y - Yes</i>• <i>M - Medicare Only</i>• <i>N - No</i>
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.