



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		Contract	
TRS Membership Eligibility: <input type="checkbox"/>	TRS Position Code: <input type="text" value="01 - Professional staff"/>	Employment Start Date: <input type="text" value="11-01-"/>	RE Pays Social Security: <input type="text" value="M - Subject to medicare"/>
ERS Retiree Health Elig: <input type="checkbox"/>	Employment Type: <input type="text" value="F - Half-Time or more"/>	Contract Begin Date: <input type="text" value="11-01-"/>	Non-Standard Work Week: <input type="checkbox"/>
FTE Hrs: <input type="text" value="0"/>	Pay Unit/Salary Flag: <input type="text" value="S - Salary"/>	Contract End Date: <input type="text" value="11-01-"/>	
Hrly Pay Rate: <input type="text" value="25.00"/>			

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 <input type="text" value="v"/> 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 <input type="text" value="v"/> to select the employee's new employment type code. <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
Pay Unit/Salary Flag	Click <input type="text" value="v"/> 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 <input type="checkbox"/> to indicate if social security is paid by the reporting entity. Y - Yes M - Medicare Only N - No
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.