



**ed45**



# Table of Contents

ed45 ..... i



ED45 Contract & Position Adj

X

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

New Position

TRS Membership Eligibility: Y - Yes

ERS Retiree Health Elig:

FTE Hrs:

Hrly Pay Rate:

TRS Position Code:

Employment Type:

Pay Unit/Salary Flag:

New Contract

Employment Start Date: --

RE Pays Social Security:

Contract Begin Date: --

Non-Standard Work Week:

Contract End Date: --

Original Position

TRS Membership Eligibility: ☐

ERS Retiree Health Elig: ☐

FTE Hrs: 0

Hrly Pay Rate: 120.00

TRS Position Code: 01 - Professional staff

Employment Type: F - Half-Time or more

Pay Unit/Salary Flag: H - Hourly

Original Contract

Employment Start Date: 11-01-

RE Pays Social Security: M - Subject to medicare

Contract Begin Date: 11-01-

Non-Standard Work Week: ☐

Contract End Date: 11-01-

Adjustment

Reason Code: E - Edit

Save

Close

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	Type only corrections to 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.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.
<b>TRS Position Code</b>	Click ▼ to select the employee's corrected position code. <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>

Field	Description
<b>Employment Type</b>	Click ▼ to select the employee's corrected employment type code.  <ul style="list-style-type: none"> <li>• <i>F - Half-Time or more</i></li> <li>• <i>M - Temporary</i></li> <li>• <i>P - Less than Half-time</i></li> <li>• <i>S - Substitute</i></li> </ul>
<b>Pay Unit/Salary Flag</b>	Click ▼ to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

☐ Under **Original Position:**

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	Type the originally submitted 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.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
<b>TRS Position Code</b>	Click ▼ to select the employee's corrected position code.  <ul style="list-style-type: none"> <li>• <i>01 - Professional staff</i></li> <li>• <i>02 - Teacher, librarian</i></li> <li>• <i>03 - Support staff</i></li> <li>• <i>04 - Bus driver</i></li> <li>• <i>05 - FT nurse/Counselor</i></li> <li>• <i>06 - Peace Officers</i></li> <li>• <i>07 - Food service worker</i></li> <li>• <i>09 - Summer School</i></li> </ul>
<b>Employment Type</b>	Click ▼ to select the employee's originally submitted employment type code.  <ul style="list-style-type: none"> <li>• <i>F - Half-Time or more</i></li> <li>• <i>M - Temporary</i></li> <li>• <i>P - Less than Half-time</i></li> <li>• <i>S - Substitute</i></li> </ul>
<b>Pay Unit/Salary Flag</b>	Click ▼ to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

☐ Under **New Contract:**

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the corrected date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the corrected date that the contract ends in the MM-DD-YYYY format.

<b>RE Pays Social Security</b>	Click ▼ to select a corrected response to indicate if social security is paid by the reporting entity.  <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• M - Medicare Only</li> <li>• N - No</li> </ul>
<b>Non-Standard Work Week</b>	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.

☐ Under **Original Contract:**

<b>Employment Start Date</b>	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
<b>RE Pays Social Security</b>	Click ▼ to select the originally submitted response to indicate if social security is paid by the reporting entity.  <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• M - Medicare Only</li> <li>• N - No</li> </ul>
<b>Non-Standard Work Week</b>	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.

☐ Under **Adjustment:**

<b>Reason Code</b>	Click ▼ to select the reason for the adjustment. A - End/Add Contract/Position Record - If selected, all <b>New Position</b> and <b>Contract</b> fields that are required on the ED40 are required. If the <b>FTE Hours</b> and <b>Hourly Pay Rate</b> fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the <b>Pay Units/Salary Flag</b> .  <ul style="list-style-type: none"> <li>• D - Delete</li> <li>• E - Edit</li> <li>• N - End Contract/Position Record</li> </ul>
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