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# jobinfo

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# Job Info - HRS3100

***Human Resources > Maintenance > Staff Job/Pay Data > Job Info***

This tab is used to maintain a wide range of information about the one or many jobs the employee may be assigned. This data includes calendar data, contract information, accrual information, and specifics about the employee's salary pertaining to each job.

## Add job info data:

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| **Retrieve an existing record.** | Search for a record.<br>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

Click **+Add** to add a row.

| Field | Description |
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| **Job Code** | Ttype the four-digit job code to which the employee is assigned, or click ⋮ to select a job code from the Job Codes list. |
| **Primary** | Select if this is the primary job for the employee. An employee may have only one primary job. If the field is selected, the **Accrual Info** fields display in the free-form area. |
| **% Assigned** | Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.<br>**Note**: If the employee has multiple jobs, it is your responsibility to ensure that the job percent assigned is accurate based on the total contract amounts for all jobs, excluding XTRA-coded jobs. The percent assigned is used when distributing absence deductions and refunds across jobs and in next year budget calculations. |
| **Pay Type** | This field is display-only and is populated based on the job code. |
| **Primary Campus** | Click ⌄ to select the three-digit campus to which the instructor is assigned. |
| **Dept** | Type the code used by the district to further categorize the employee. The field can be a single digit. |

Under **Contract Info**:

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| **Pay Type** | Click ⌄ to select the one-digit code that best describes how the employee's pay is calculated by the system. If this field is set to pay type 3, the **Pay Rate** field is required. This is a required field.<br><br>Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, instructors, etc. (exempt employees under FLSA) whose pay rate remains constant over the course of their contract.<br><br>Pay type 2 employees are generally paraprofessional, auxiliary, or clerical (nonexempt employees under FLSA) whose pay rate usually remains constant over the course of the year but are eligible for overtime.<br><br>Pay type 3 employees are typically hourly employees (nonexempt under FLSA) who are paid only when hours are earned, so their pay rate fluctuates every pay date.<br><br>Pay type 4 employees are substitutes that are paid at either an hourly or daily rate of pay and only when they work.<br><br>**Notes**:<br><br>When a new employee is created and **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the District Administration > Options > Position Management page, the **Pay Type** field is automatically set to 4.<br><br>When an existing job is set to a pay type other than 4, it can only be changed to 4 when the **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the District Administration > Options > Position Management page. |
| **Pay Grade** | Click ⌄ to select the pay grade at which the employee is paid. The field is used to identify the correct salary amount on the salary table.<br><br>Pay grades are maintained on the Personnel > Tables > Salaries > Local Annual and Hourly/Daily tabs. |
| **Pay Step** | Click ⌄ to select the pay step at which the employee is paid. The field is used to identify the correct salary amount on the salary table. |
| **Sched** | Click ⌄ to select the local subschedule of the employee's pay grade and step. The field is used to identify the correct salary amount on the salary table. |
| **Max Days** | Type the number of contract days which relate to the correct salary on the salary table.<br><br>**Note**: If **Use PMIS** is selected on the District Administration > Options > Position Management page, the **Max Days** field is enabled. |
| **Hrs Per Day** | Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click **Calculate**. The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file.<br>**Note**: For pay type 3 employees, the **Hours** field on the Midpoint Salary table must be populated. Data from the **Hours** field on the Midpoint table populates the **Hrs/Day** field on the Job Info page. The **Hrs/Day** field can be modified on the Job Info tab, if necessary. |
| **Incr Pay Step** | Select if the employee is eligible for an incremental pay step. |

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| **Total** | Type the contract amount for each of the employee's job codes. Extra duty pay codes that are account type “G - Standard Gross pay” must have the job amount manually updated in the **Contract Total** field. |
| **Balance** | Type the total amount remaining to be paid to the employee during the current contract period. |
| **# of Annual Pymts** | Type the total number of annual payments due the employee. This number may differ from the contract months when an employee is on a 10-month contract but receives 12 monthly checks. |
| **Remaining Pymts** | Type the number of payments remaining to be made to the employee during the current contract period. |
| **Concept** | This field is display only and identifies the salary table used to compute the employee’s salary (e.g., local annual, hourly/daily, or midpoint). |
| **# of Months in Contract** | Type the total number of months the employee is scheduled to work. |
| **Stat Min Days** | Click ⌄ to select the number of days in the contract for the employee.<br>• *000 TRS - Non contract*<br>• *187 Valid basic days in contract*<br>• *202 Valid basic days in contract*<br>• *207 Valid basic days in contract*<br>• *220 Valid basic days in contract*<br>• *226 Valid basic days in contract*<br><br>**Note**: Classroom teachers, full-time librarians, full-time counselors, and full-time registered nurses are always set to *187 - Valid basic days in contract*, regardless of the actual days in the contract. |
| **Base Annual** | This field is display only. The field is calculated based on the salary concept associated with the job and pay grade, step, schedule, and maximum days when entered. |
| **Daily Rate** | Type the gross amount of pay due the employee on a per-day basis. The rate is computed by dividing the base annual pay by the number of days employed. If you selected to automatically compute the daily rate in District HR Options, the field is display only and the system computes the value. |
| **Contract Total** | The amount from the **Total** field is displayed. The contract total = daily rate (salary schedule) x **# of Days EmpId**.<br><br>This field is used for the employee's annual salary amount and is reported to TEA. |
| **# of Days EmpId** | The number of days employed is calculated based on the contract begin and end dates. The **# of Days EmpId** hyperlink recalculates the number of days based on the calendar. If the calendar code is blank, the hyperlink is not available and the field is enabled for changes. |
| **# Days Off** | Type the number of days that the employee is eligible to take off. This information is used for Position Management. |
| **Vacant Job** | Select if the job is currently not filled. This option is only enabled when using Position Management. |
| **Pay Rate** | Type the gross amount of pay due to the employee per pay period. The rate is computed by dividing the contract amount by the number of annual payments. If you selected to automatically compute the pay rate in District HR Options, this field is display only, and the system computes the value. This field is required if the **Pay Type** field is set to 3 (hourly employee). |
| **# Annual Pymts** | The value from the **# of Annual Pymts** field is displayed. |

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| **Payoff Date** | Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs. |

❑ Click **Calculate** to display the Employee Salary Calculation pop-up window.

❑ Under **Type of Calculation**:

❑ Select **Salary** to run the regular salary calculation or select **State Minimum Only** to only run the state minimum calculation.

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| **Apply Percent of Day Employed to Salary Amount** | Select to calculate the salary for either the **Salary** or the **State Minimum Only** option based on the percentage of day employed. |

❑ Click **Execute** to start the recalculation process or **Cancel** to close the page without recalculating.

The **State Step** is needed for a contract employee unless they are retired from TRS. The **Position Code** and **% Assigned** are used to calculate the **State Min Salary**.

**Notes**:

The **Calculate** button only calculates the selected job. If the employee has multiple jobs, each job needs to be selected and calculated.

The **Calculate** button only calculates a salary if a salary scale is built in the tables and all applicable fields are completed. For example, G-type extra duties are not tied to a salary table; therefore, cannot be added to the contract total.

If **Use PMIS** is selected on the District Administration > Options > Position Management page, the **Calculate** button is disabled.



**CAUTION**: When calculating a midpoint salary, if the LEA has selected the **Amount** option in the **Distributions Built by Amt or %** field of the HR Options table, the system requires that a distribution amount be greater than zero and is not saved until an amount is entered for a new employee or an employee with a salary change. Since the system is not saved with zero amounts the user has to enter an amount manually. When a manual amount is entered into the distribution amount and contract balance and the user clicks **Calculate**, the amounts are not changed or updated. Since midpoint has no steps, the assumption is that the employee remains at that salary level without regard to whether the employee is within the minimum or maximum ranges.

When calculating a midpoint salary, if the district has selected the Percentage option in the **Distributions Built by Amt or %** field of the HR Options table, the program saves zero as an amount in distribution and contract balance allowing the percent to equal 100%. When saved without a distribution amount and a contract amount, and the user clicks **Calculate**, the system populates these fields automatically with amounts from the Midpoint salary table.

Midpoint calculation examples

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| **Wkly Hrs Sched** | Required TRS reporting field.<br><br>Type the employee's scheduled weekly hours for a specific job where applicable. |
| **Reg Hrs Worked** | This field is for employees with hourly jobs (i.e., pay type 3). When the pay type is 3, type the regular hours the employee works. When the pay type is not 3, the field displays 0. If the field is completed and payroll is processed, standard gross pay is calculated based on these hours. If hours are entered in the **Reg Hrs** field in Hours/Pay Transmittals, the field is not used for the calculation of pay. |
| **OVTM Elig** | Select if the employee is eligible for overtime pay. If the field is selected, the **OVTM Rate** field becomes enabled, and the employee can be accessed in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page. |
| **OVTM Rate** | Type the rate at which the employee is paid for any hours worked in excess of the number of regular hours. The field is used as the default when the employee is selected in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page and can be modified if necessary.<br><br>This field must be manually updated. It is not recalculated when salaries are calculated on the new pay step. |
| **Hrly Rate** | Type the hourly rate of pay for pay type 2 employees only. The field is disabled for any other Pay Type. |
| **Exempt Status** | Select if the employee is exempt from overtime pay. The field relates to whether or not the employee is considered eligible for overtime pay. |
| **EEOC** | Click ⌄ to select the two-digit code indicating any applicable Equal Employment Opportunity Commission data. |
| **TRS Member Pos** | Required TRS reporting field.<br>Click ⌄ to select the code indicating the employee's classification. This field is required for All employees.<br>• *01 - Professional staff*<br>• *02 - Teacher, librarian*<br>• *03 - Support staff*<br>• *04 - Bus driver*<br>• *05 - FT nurse/Counselor*<br>• *06 - Peace Officers*<br>• *07 - Food service worker*<br>• *09 - Summer School*<br><br>**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.)<br>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. |

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| **Wholly Sep Amt** | 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.<br>**Example**:<br><br>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.<br><br>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.<br>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. |
| **State Min Salary** | Type the annual state minimum salary applicable to the employee. 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. |
| **Foundation Daily Rate** | This field displays the rate from the State Minimum Salaries table. |
| **% Assigned** | Enter up to 100% assigned. |

Click **Save**.

## Other functions and features:

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|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |