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payinfo

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Pay Info - HRS3100

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

This tab is used to maintain a wide range of codes and values which describe an employee's pay status. The data includes pay status, TRS information, FICA, business allowances, and federal tax information. Contract totals are also displayed. Before using this tab, ensure that each employee has a demographic record which can be created using the Demographic Information tab on the Staff Demographic page.

Note: The system automatically creates the MD20 - Demographic and MD30/31 - Supplemental Address TRAQS records when the TRS begin date for a new employee is entered on this tab and the following criteria exist:

The Automate TRAQS fields are selected on the District Options page. The employee's pay status is active. The TRS status is eligible. The report month and year are the same as the TRS begin date month and year.

Add pay info data:

Retrieve an existing record.	Search for a record. 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.

Field	**Description**
Pay Status	Click ⌄ to select the code indicating whether an employee is active or inactive for the purposes of payroll calculation.
Pay Campus	Click ⌄ to select the code of the campus at which the employee is employed.
Pay Dept	Type the code used by the district to further categorize the employee.
Dock Rate	Type the standard dock rate to be used if not using absence rate or daily rate.
Tax Exempt	Select if the employee's salary is exempt from taxes.
Unemployment Elig	Select if the employee is eligible for unemployment insurance. **Notes**: According to the South Texas Region of the Texas Workforce Commission, all individuals should be flagged to accumulate unemployment gross, and then submitted in the quarterly file submission. This does not mean that substitutes are eligible to file for unemployment, but that the wages earned as a substitute are figured in the calculation in the event that his status changes to that of a regular employee. According to a case precedent of the Texas Workforce Commission (TWC) Commissioners and a recent interpretation by the TWC tax department, school superintendents are now considered employees for the purpose of reporting wages to the TWC. School superintendents’ wages should be reported along with all other employees when submitting quarterly wage reports.

Field	Description
FICA Eligibility	Click to select the code indicating the employee's eligibility for FICA/Medicare.
W4 Marital Status	This field was disabled as of 12/31/2019. Click to select the code indicating the marital status of the employee. Click **Save** to save the data. If a change to the **W4 Marital Status** field is saved in the current year, you are prompted to save the change to the next year's pay information. If you make a change to next year, you are prompted to save the change to the current year's pay information. Click **Yes** to copy the record, or click **No** to continue without copying the record. **Caution**: The **W4 Marital Status** and the **Nbr of Exemptions** fields can each be saved to the next year (or current year, as applicable). If only one of these two fields has been updated, both of the fields are copied to next year (or current year). If both fields are updated, both fields are copied to next year (or current year).
Nbr of Exemptions	This field was disabled as of 12/31/2019. Type a two-digit number of exemptions claimed by the employee for federal income tax withholding. If 99 is entered, no tax is calculated; however, withholding gross is accumulated. Click **Save** to save the data. If a change to the **Nbr of Exemptions** field is saved in the current year, you are prompted to save the change to the next year's pay information. If you make a change to next year, you are prompted to save the change to the current year's pay information. Click **Yes** to copy the record, or click **No** to continue without copying the record. **Caution**: The **W4 Marital Status** and the **Nbr of Exemptions** fields can each be saved to the next year (or current year, as applicable). If only one of these two fields has been updated, both of the fields are copied to next year (or current year). If both fields are updated, both fields are copied to next year (or current year).
EIC Code	Click to select the code indicating the employee's eligibility in regard to earned income credit. This field is currently not applicable. Due to a change in the law, you can no longer get advance payments of the credit in your pay during the year as you could in 2010 and earlier years. However, if you are eligible, you will still be able to claim the credit on your return. For more information, go to: http://www.irs.gov/publications/p596/ar01.html#en_US_2010_publink1000167170.

Field	Description
Wholly Sep Amt	Type the total annual salary that is not subject to Above State Base. This field is used in computing the monthly amounts not subject to above state base salary calculations (TRS 373). There are different types of business allowance payments such as travel and uniform allowance that are paid during regular payroll processing. Some of these are taxable and subject to withholding tax. Others are nontaxable and not subject to withholding tax. Business allowances are not subject to TRS deductions. Nontaxable amounts are not included in the 457 deferred compensation when the percentage for 457 deferred compensation is used. Nontaxable amounts also are not included in unemployment, FICA, TRS, and withholding tax calculations. If the employee's primary job is being paid off, only one payment is paid (not the amount multiplied by the remaining payments).

Under **TRS**:

Status	Required TRS reporting field. Click to select the code indicating the employee's status in regard to having a TRS deposit computed. • *1 Eligible* • *2 Non-eligible* • *3 Substitute* • *4 Retirement waived* • *5 Retired* • *6 Other (non-eligible)*

IMPORTANT: In order for the retiree pension surcharge to apply to an employee, the **Status** field must be set to 4 or 5, and **Take Retiree Surcharge** on the Employment Info page must be selected. (In the next year pay frequency, **NY Take Retiree Surcharge** should be selected for the retiree pension surcharge to apply to an employee.)

Begin Date	Type the date the employee started contributing to TRS in the MM-DD-YYYY format. Be sure to log on to the TRS Reporting Entity Portal to verify the employee's information. **New Member Fee Information**: If the employee has satisfied the 90-day New Member requirement per the TRS Portal, the LEA should determine and enter a date outside of the 90-day period to prevent the new member Employer TRS Contribution from being calculated. For example, some LEAs may use the earliest date from the employee's service record.

End 90 Day Period	Type the end date of the 90-day waiting period in the MM-DD-YYYY format. This field is populated by the system if: Pay Status = 1 - Active TRS Status = 1 - Eligible Begin Date >= 09-01-2005 **Note**: The **End 90-day Period Date** no longer has to be blank in order for the **End 90 Day Period** link to function. Click **End 90 Day Period** to calculate the end date of the 90-day waiting period. If the date in this field is within the TRS Month for the processed pay dates in the Pay Dates table, the employee is not included on the Statutory Minimum Report #373 (HRS4000). If the distribution is to a federal fund, the employee is not included in the TRS 3 Report (HRS4050). However, the employee is included in the TRS 489 Report (HRS4100) and on the Payments for New Member report (HRS9865).

Under **FSP Staff Salary Data**:

Health Ins Code	Click to select a code that indicates the employee's eligibility. **Note**: If the LEA participates in the TEA health insurance plan, the employee must be TRS eligible (i.e., TRS Status Code must be set to 1) and have a Deduction Code with the abbreviated code of AC. Also, the AC deduction must have a remaining payment greater than zero. If an employee and spouse are eligible for and are participating in the health insurance program and one employee is insured through the spouse's policy, only one person receives the TEA State Contributions for both in his paycheck. See Deductions, TEA Contrib Factor for guidance on how to handle this situation. Select *Y Eligible participating Health Insurance* for employees who participate in the TEA health insurance. When this field is set to Y, the employee is eligible for the TEA health insurance contribution if it is used by the LEA (see Tables > District HR Options). Select *S Eligible spouse participating* for employees that participate in the TEA health insurance, whose spouse works for the same LEA, service center, or charter school and are insured through the spouse's policy. Select *W Eligible Health Insurance* for employees who are eligible but choose not to participate in the TEA health insurance. Select *N Not eligible* for employees who are not eligible for the TEA health insurance.
FSP Staff Data Code	Click to select the employee eligibility code, or leave blank. This field is reported on the FSP Staff Salary Report and the Health Insurance Participation Report and is required. • *F - Full-Time* (e.g., classroom teacher, librarian, counselor, nurse, or other staff) • *P - Part-Time* (e.g., classroom teacher, librarian, counselor, nurse, or other staff)

Under **Totals**, the following fields contain display-only data:

<WRAP Box> **Note**: The totals only include S type accounts.

State Min. Salary	The minimum salary assigned to the employee as entered on the Job Info tab is displayed.
Extra Duty	The total dollar value of all extra duty assignments for the employee as entered on the Job Info tab is displayed.
Contract Amt	The total amount of pay due the employee during the current contract period as entered on the Job Info tab is displayed.

Contract Balance	The total amount remaining to be paid to the employee during the current contract period as entered on the Job Info tab is displayed.

Click **Save**.

Other functions and features:

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