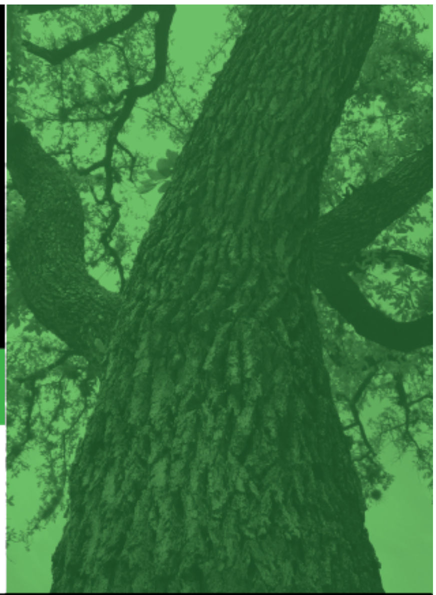
ASCENDER GUIDES



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.

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. The TUCA may be viewed at: http://www.texasworkforce.org/laws/tuca/enabstats.html#txlaborcode
FICA Eligibility	Click to select the code indicating the employee's eligibility for FICA/Medicare.

Field	Description
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.

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:

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.

Extra duty account type detail

Under **Extra Duty Pay**:

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

Extra Duty Pay Code	Click ⌄ to select the two-digit code of the additional job assignment. This information is defined in the Extra Duty table.
Type	The single character account type code (e.g., G = standard gross salary or S = supplement pay) that identifies the type of salary based on the extra duty pay code selected is displayed.

Amount	The pay amount authorized for the selected extra duty pay code is displayed.
Remain Amt	If the account type for the job code is S - Supplemental pay, the field is active and the user can type an amount remaining for this job code. If the account type is G - Standard Gross pay, the field is protected and cannot be changed. For S account types, if the employee's primary job is being paid off, the remaining amount will be paid to the employee.
Remain Pymts	If the account type for the job code is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this job code. If the account type is G - Standard Gross pay, the field is protected and cannot be changed.

Click **Refresh Type/Amount** to update the Amount field with the amount in the table associated with the selected extra duty pay code.

Notes:

Extra duty pay codes that are account type “S - Supplemental pay” must be manually added to the Distributions tab as “XTRA - Extra Duty” job codes. Extra duty pay codes that are account type “G - Standard Gross pay” must have the job amount manually added to the Job Info tab, **Contract Info Total** field for one of the non-XTRA jobs assigned to the employee. The distributions also need to be added or adjusted manually. Remaining balances for extra duty jobs that are account type “S - Supplemental pay” will be paid off when the primary job is in contract payoff.

Extra duty pay totals include G, T, B, and S type accounts.

Under **Bank Info**:

Click **+Add** to add a row. Employees can designate from which accounts their net pay is to be distributed. Multiple entries can be made.

Bank	Type the bank or credit union code, or click ⋮ to select the three-digit code identifying the bank or credit union to which the employee is depositing funds. Employees can have multiple bank deposit records.
Bank Acct Nbr	Type the bank account number that corresponds to the bank to which the employee is depositing funds. The number is provided for direct deposit and can be a maximum of 17 digits.
Bank Acct Type	Click ⌄ to select a one-digit code indicating the type of bank account (i.e., checking or savings).
PreNote	Select if the bank account information is to be included in a prenote EFT file used to notify banks of employees who are new to the EFT direct deposit program. After the prenote EFT file has been created, the **PreNote** field is cleared.
Bank Acct Amt	Type the amount allocated for direct deposit in each designated bank account. Leave at zero for the remainder of funds to be allocated. One bank account record with a zero amount must exist to indicate where the remainder of the employee’s pay is to be deposited.

Click **Save** to save the changes. A message is displayed that asks if you would like to update bank records to next year.

Click **Yes** to copy the records to next year, or click **No** to continue without copying the record to next year.

Other functions and features:

Documents	View or attach supporting documentation.