ed40contrandpos

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ED40 (Contract and Position) - HRS3900

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This tab 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. The report submittal differs for July, August, and September, as shown below:

- The July record type 40 reports all employees who have a contract or work agreement beginning in July. It lists the amount of their July salary that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for July must be all zeros.
- The August record type 40 reports all employees who have a contract or work agreement beginning in August. It lists the amount of their August salary, if any, that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for August must be all zeros.
- The July and August record type 40 may contain a combination of July and August contracts and work agreements. These two months affect the employee’s annual statement because they are notice to TRS of money that needs to be moved to the new year. Therefore, these records must be submitted before TRS begins year-end processing. The employee annual statements are generated as a part of year-end processing.
- The September record type 40 reports all employee's who have standard (September through August) contracts or work agreements. There is no salary field for September because that money is automatically in the new year. Report the remainder of the employees in September.

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.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

This tab consists of a grid at the top and a free-form area at the bottom.

Create an ED40 contract and position record:

Field	Description
TRS Month	Click ˅ to select a TRS month for which you want to retrieve data. This is a required field.
TRS Year	Type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

Click **Retrieve**. The selected information is displayed.

Click Directory to retrieve a specific employee.

Click to view additional details for a row in the free-form area.

- The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only for saved records.
- You can edit the data fields in the free-form area.

To add another row, click **+Add**. A new row is added with the cursor in the **Emp Nbr** field. In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed. You can edit and save the data. If an employee is selected from the Directory, a new row is added. If multiple rows are selected from the Directory, all of the employees are added as new rows in the grid area.

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 *Hourly*. Type the employee's new hourly pay rate.
TRS Position Code	Click to select the employee's new position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker*
Employment Type	Click to select the employee's new employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click to select whether the employee's new pay is salary or hourly. If *Hourly* 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 MMDDYYYY format.
Contract Begin Date	Type the date that the contract began in the MMDDYYYY format.
Contract End Date	Type the date that the contract ends in the MMDDYYYY format.

RE Pays Social Security	Click ⌄ 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.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	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. Click **Save**.