



## **ED45 (Contract and Position Adjustment) - HRS3900**



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# ED45 (Contract and Position Adjustment) - HRS3900

**Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED40 (Contr and Pos)**


This tab is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

**Note:** All **Original** fields must be completed and at least one **New** field.

Click [here](#) to access the RE Portal Resources page 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 ED45 contract and position adjustment record:

Field	Description
<b>TRS Month</b>	Click  to select a TRS month for which you want to retrieve data. This is a required field.
<b>TRS Year</b>	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 search for an 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.

☐ Click **+Add** to add another row. 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 **New 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).

Field	Description
<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.  01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker 09 - Summer School
<b>Employment Type</b>	Click ▼ to select the employee's corrected employment type code.  <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
<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 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 09 - Summer School

Field	Description
<b>Employment Type</b>	Click ▼ to select the employee's originally submitted employment type code.  <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
<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 **Adjustment:**

<b>Reason Code</b>	Click ▼ to select the reason for the adjustment.  <i>E - Edit</i> <i>N - End Contract/Position Record</i> <i>D - Delete</i>
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☐ Under **New Contract:**

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MMDDYYYY format.
<b>Contract Begin Date</b>	Type the corrected date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the corrected date that the contract ends in the MMDDYYYY format.
<b>RE Pays Social Security</b>	Click ▼ to select a corrected response to indicate if social security is paid by the reporting entity.  <i>Y - Yes</i> <i>M - Medicare Only</i> <i>N - No</i>
<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 MMDDYYYY format.
<b>Contract Begin Date</b>	Type the originally submitted date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the originally submitted date that the contract ends in the MMDDYYYY 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.  <i>Y - Yes</i> <i>M - Medicare Only</i> <i>N - No</i>

<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.
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☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .