



# Payroll



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# Payroll

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Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 001267 : PARSONS, MAUREEN GENE Retrieve Directory

PAY INFO **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

| Delete | Selected | Job Code          | Primary                             | % Assigned | Pay Type            |
|--------|----------|-------------------|-------------------------------------|------------|---------------------|
|        |          | 0001 - TEACHER    | <input checked="" type="checkbox"/> | 99%        | Contracted employee |
|        |          | 0716 - BUS DRIVER | <input type="checkbox"/>            | 1%         | Non-contracted emp  |

Rows: 2 of 2 Add

Primary Campus: 001 ASCENDER High School  
Dept: ☐

**Contract Info**

Pay Type: 2 Non-contracted emp Pay Grade: 10T Pay Step: 08 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step: ☒

**Total:** 53,800.00 Balance: 53,800.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

# of Months in Contract: 10 State Min Days: 000 TRS - Non contract Base Annual: 53,800.00 Calculate

Daily Rate: 287.701 = Contract Total: 53,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 4,483.33 = Contract Total: 53,800.00 / # Annual Pymts: 12 Payoff Date: 08-25-2026 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 16 Service workers

**State Info**

State Step: ☐ Yrs in Career Ladder: ☒ TRS Year: ☐ TRS Member Pos: 04 Bus driver Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 187 Retiree Exception: ☐

**Calendar/Local Info**

Calendar Cd: 09 - 187 DAYS : Begin Date: 08-11-2025 End Date: 05-29-2026 # of Days Empld: 187 Exclude Days for TEA: ☒

Years Job Exp: ☐ Local Contract Days: 187

- **Job Code**
- **Total** - This field must be completed for employees with pay types 1, 2, and 3. For Pay Type 3 (hourly employees), enter an estimate of the annual salary.
- **Calendar/Local Info**
- **Begin Date** and **End Date**
- **# of Days Employed**: Note that the **# of Days Employed** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.



The TSDS Days Employed Set consists of the **Percent Day Employed** in Personnel and the **# of Days Empld** in Payroll. You can verify these days on the [Personnel > Maintenance > TSDS Days Employed Set](#) page.

- (If applicable) **Exclude Days for TEA** - If an employee has multiple jobs listed on this page, the

system automatically calculates the total number of days worked across all jobs. For example, if a teacher works 187 days and has a secondary job as a bus driver for 180 days, by default, the system adds all days for a total of 367 days. This does not accurately reflect the actual number of days worked since the employee does not actually work 367 days. To ensure accurate reporting, it is recommended to only report the job with the highest number of days. For jobs with fewer days, select **Exclude Days for TEA** to prevent those days from being included in the total.