Payroll

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Payroll > Maintenance > Staff Job/Pay Data > Job Info

- Contract Total – Note: For Pay Type 3 – hourly employees, an estimate of the annual salary should be entered in the Total box.
- Contract Begin & End Dates
- Number of Days Employed
- Exclude days from TEA if applicable (This applies if an employee has multiple jobs listed on this screen. For example, a teacher working 187 days with a second job of bus driving for 180 days. ASCENDER would add all days as default, however the employee is not truly working 367 days. It is recommended that only the days for the job with the highest number of days be reported, so we would check the box to Exclude Days for TEA on the bus driving job.)