



Verify next year payroll information

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Log on to the NYR payroll frequency.

Payroll > Reports > User Created Reports

These fields are maintained on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000006 : ACHIMON, AARON JAY Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0178 - WWV REG ED TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 107 ASCENDER 107 Elementary
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 10T Pay Step: 22 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 61,800.00 Balance: 61,800.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 61,800.00 Calculate

Daily Rate: 330.481 = Contract Total: 61,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 5,150.00 = Contract Total: 61,800.00 / # 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: 05 Elem classrm teach

State Info

State Step: 20 Yrs in Career Ladder: TRS Year: TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 54,540.00 = Foundation Daily Rate: 29,165.8 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: 197

Workers' Comp Info

WC Code: A PROFESSIONALS 0.000058 WC Ann Pymts: 10 WC Remain: 10

Accrual Info

Code: B : Accrual Rate: 330.481 = Total: 61,800.00 / # of Days Empld: 187

Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.

- Verify that each employee that should accrue monthly has an accrual code. Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has a consistent number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, you can add a temporary term date and reason on the Employment Info tab to prevent the one who does not need to accrue from being included in the accrual calculation process. After the accrual process is completed, be sure to remove the temporary term date.
- If the employee does not accrue monthly, verify that their begin contract date and new daily rate are accurate for the new year.
- If the employee does not accrue monthly, verify that the employee **does not** have an accrual code or accrual rate.



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