





**body**



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| Field                | Description   |
|----------------------|---|
| <b>Pay Frequency</b> | Click  to select a pay frequency.  |
| <b>Employee</b>      | <p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee and click <b>Retrieve</b>. Or, click  to perform a search in the Employees directory.</p> <p>Type the desired data in the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click <b>Cancel</b>.</p> |
| <b>Effective Dt</b>  | <p>Type the effective date for the change in compensation in MMDDYYYY format.</p> <p>For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.</p>   |

Retrieve to view and update the next few fields. If not retrieved, payoff dates will not be available in the drop-down in the next field.

|                              |   |
|------------------------------|---|
| <b>Payoff Dt</b>             | Type the payoff date, which is typically the date of the final check.   |
| <b>Termination Date</b>      | <p>Type the date on which the employee will terminate employment.</p> <p><b>Note:</b> This field can be left blank if the employee is on a leave of absence and is being paid off for now, but will be returning to the LEA at a later date. Or, if the employee is being paid off for one contract to begin a new contract with the LEA.</p> |
| <b>Early Contract Payoff</b> | Select to indicate if the change is an early contract payoff.   |
| <b>Action Reason</b>         | Select the reason for separation from the position. This field can be defined on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.   |
| <b>TRS Status</b>            | This field displays the employee's TRS status. The field is populated based on the employee's payroll record.   |

Click **Retrieve**. The **Remaining Payments** and **Payoff Date** are updated under **Occupant Information**. If the payoff amount is equivalent to the standard gross of two or three regular pay periods, manually update the number in the **Remaining Payments** field to 2 or 3 in order to correctly calculate the income tax and State Min 373 amounts.

Click **Next**. The Supplements page is displayed.



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