





**body**



# Table of Contents



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>

Be sure to click **Retrieve** to view and update the next few fields. If not retrieved, payoff dates are not available in the **Payoff Dt** drop-down 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 that the change is for an early contract payoff.
<b>Action Reason</b>	Select the reason for separation from the position. The action reasons are maintained 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 **Notes** to enter any details related to the separation. The notes can be used as a form of communication between the personnel and payroll departments. The notes are displayed on the [Human Resources > Maintenance > Approve CIP Transaction](#) page under **CIP Notes**.

Click **Retrieve**. The **Remaining Payments** and **Payoff Date** under **Occupant Information** are updated. 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.



## Back Cover