



ED45 Contract and Position Adjustment

Table of Contents

ED45 Contract and Position Adjustment

The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

The **Emp Nbr, Staff ID/SSN, Name, DOB, and Gender** fields are displayed and cannot be changed.

Under **New Position:**

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.
TRS Position Code	Click  to select the employee's corrected position code. <i>01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker</i>
Employment Type	Click  to select the employee's corrected employment type code. <i>F - Half-Time or more M - Temporary P - Less than Half-time S - Substitute</i>
Pay Unit/Salary Flag	Click  to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

Under **Original Position:**

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.

Field	Description
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click  to select the employee's originally submitted position code. <i>01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker</i>
Employment Type	Click  to select the employee's originally submitted employment type code. <i>F - Half-Time or more M - Temporary P - Less than Half-time S - Substitute</i>
Pay Unit/Salary Flag	Click  to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

Under New Contract:

Employment Start Date	Type the employee's corrected most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the corrected date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the corrected date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click  to select a corrected response to indicate if social security is paid by the reporting entity. <i>Y - Yes M - Medicare Only N - No</i>
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under Original Contract:

Employment Start Date	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.

RE Pays Social Security	Click  to select the originally submitted response to indicate if social security is paid by the reporting entity. Y - Yes M - Medicare Only N - No
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under Adjustment:

Reason Code	Click  to select the reason for the adjustment. E - Edit N - End Contract/Position Record D - Delete
--------------------	--



Back Cover