



# 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
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	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.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.
<b>TRS Position Code</b>	Click <input type="button" value="v"/> to select the employee's corrected position code.  <i>01 - Professional staff</i> <i>02 - Teacher, librarian</i> <i>03 - Support staff</i> <i>04 - Bus driver</i> <i>05 - FT nurse/Counselor</i> <i>06 - Peace Officers</i> <i>07 - Food service worker</i>
<b>Employment Type</b>	Click <input type="button" value="v"/> to select the employee's corrected employment type code.  <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
<b>Pay Unit/Salary Flag</b>	Click <input type="button" value="v"/> to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

Under **Original Position:**

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	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
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
<b>TRS Position Code</b>	Click <input type="checkbox"/> to select the employee's originally submitted position code.  <i>01 - Professional staff</i> <i>02 - Teacher, librarian</i> <i>03 - Support staff</i> <i>04 - Bus driver</i> <i>05 - FT nurse/Counselor</i> <i>06 - Peace Officers</i> <i>07 - Food service worker</i>
<b>Employment Type</b>	Click <input type="checkbox"/> to select the employee's originally submitted employment type code.  <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
<b>Pay Unit/Salary Flag</b>	Click <input type="checkbox"/> to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

Under **New Contract**:

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the corrected date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the corrected date that the contract ends in the MM-DD-YYYY format.
<b>RE Pays Social Security</b>	Click <input type="checkbox"/> to select a corrected response to indicate if social security is paid by the reporting entity.  <i>Y - Yes</i> <i>M - Medicare Only</i> <i>N - No</i>
<b>Non-Standard Work Week</b>	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**:

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

<b>RE Pays Social Security</b>	<p>Click <input type="checkbox"/> to select the originally submitted response to indicate if social security is paid by the reporting entity.</p> <p>Y - Yes M - Medicare Only N - No</p>
<b>Non-Standard Work Week</b>	<p>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.</p>

Under **Adjustment:**

<b>Reason Code</b>	<p>Click <input type="checkbox"/> to select the reason for the adjustment.</p> <p>A - End/Add Contract/Position Record - If selected, all <b>New Position</b> and <b>Contract</b> fields that are required on the ED40 are required. If the <b>FTE Hours</b> and <b>Hourly Pay Rate</b> fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the <b>Pay Units/Salary Flag</b>.</p> <ul style="list-style-type: none"> <li>• D - Delete</li> <li>• E - Edit</li> <li>• N - End Contract/Position Record</li> </ul>
--------------------	--



## Back Cover