



## 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 screenshot shows the ED45 Contract & Position Adjustment form. At the top, it displays the employee's information: Emp Nbr: 007230, Staff ID/SSN: 256-52-0670, Name: ZUNIGA 11, ZOCHIL ALLEN, DOB: 04-26-1995, Gender: M - Male. The form is organized into several sections:

- New Position:** Contains fields for TRS Membership Eligibility (Y - Yes), TRS Position Code, Employment Type, and Pay Unit/Salary Flag.
- Original Position:** Contains fields for TRS Membership Eligibility (unchecked), TRS Position Code (01 - Professional staff), Employment Type (F - Half-Time or more), and Pay Unit/Salary Flag (S - Salary).
- New Contract:** Contains fields for Employment Start Date (07-03-2017), Contract Begin Date (07-04-2017), Contract End Date (08-01-2018), RE Pays Social Security (M - Subject to medicare), and Non-Standard Work Week (unchecked).
- Original Contract:** Contains fields for Employment Start Date (07-03-2017), Contract Begin Date (07-04-2017), Contract End Date (08-01-2018), RE Pays Social Security (M - Subject to medicare), and Non-Standard Work Week (unchecked).
- Adjustment:** Contains a Reason Code dropdown menu with 'E - Edit' selected.

At the bottom right are 'Save' and 'Close' buttons.

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 <b>▼</b> 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 09 - Summer School</i>
<b>Employment Type</b>	Click <b>▼</b> 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>

Field	Description
<b>Pay Unit/Salary Flag</b>	Click ▾ 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.
<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>	



## Back Cover