



ASCENDER GUIDES



ED45 Contract and Position Adjustment

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

Field	Description
Pay Unit/Salary Flag	Click <input type="checkbox"/> 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.
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 <input type="checkbox"/> 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> <i>09 - Summer School</i>
Employment Type	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>
Pay Unit/Salary Flag	Click <input type="checkbox"/> 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-YYYYformat.
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 <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>

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