



## **ED40 (Contract and Position)**



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The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time. The report submittal differs for July, August, and September, as shown below:

- The July record type 40 reports all employees who have a contract or work agreement beginning in July. It lists the amount of their July salary that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for July must be all zeros.
- The August record type 40 reports all employees who have a contract or work agreement beginning in August. It lists the amount of their August salary, if any, that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for August must be all zeros.
- The July and August record type 40 may contain a combination of July and August contracts and work agreements. These two months affect the employee's annual statement because they are notice to TRS of money that needs to be moved to the new year. Therefore, these records must be submitted before TRS begins year-end processing. The employee annual statements are generated as a part of year-end processing.
- The September record type 40 reports all employee's who have standard (September through August) contracts or work agreements. There is no salary field for September because that money is automatically in the new year. Report the remainder of the employees in September.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

Click [here](#) to access the RE Portal Resources page for additional reporting information and complete file record layouts.

### Create an ED40 contract and position record:

- The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only for saved records.
- You can edit the data fields in the free-form area.

Under **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).

Field	Description
<b>FTE Hrs</b>	Type 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 the employee's new hourly pay rate.
<b>TRS Position Code</b>	Click <input type="button" value="v"/> to select the employee's new 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>
<b>Employment Type</b>	Click <input type="button" value="v"/> to select the employee's new 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 new pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

Under **Contract**:

<b>Employment Start Date</b>	Type the employee's most recent employment start date in the MMDDYYYY format.
<b>Contract Begin Date</b>	Type the date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the date that the contract ends in the MMDDYYYY format.
<b>RE Pays Social Security</b>	Click <input type="button" value="v"/> 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.

**If adding a record**, complete the applicable fields and click **Add** to save the record, and then click **Close** to close the maintenance page. Otherwise, click **Close** to close the maintenance page without making any changes.

**If updating a record**, click **Save** to save the changes, and then click **Close** to close the page. Otherwise, click **Close** to close the maintenance page without making any changes.



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