ED45 (Contract and Position Adjustment)

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Th 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.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

Create an ED45 contract and position adjustment 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 **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 *Hourly*. Type only corrections to the employee's hourly pay rate.
TRS Position Code	Click ˅ to select the employee's corrected position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker*
Employment Type	Click ˅ to select the employee's corrected employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ˅ to select whether the employee's corrected pay is salary or hourly. If *Hourly* 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 *Hourly*. Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click ⌄ to select the employee's originally submitted position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker*
Employment Type	Click ⌄ to select the employee's originally submitted employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's originally submitted pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

Under **Adjustment**:

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

Under **New Contract**:

Employment Start Date	Type the employee's corrected most recent employment start date in the MMDDYYYY format.
Contract Begin Date	Type the corrected date that the contract began in the MMDDYYYY format.
Contract End Date	Type the corrected date that the contract ends in the MMDDYYYY format.
RE Pays Social Security	Click ⌄ to select a corrected 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 **Original Contract**:

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

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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