



# **moving\_10month\_employees\_cyr\_payroll\_step16**



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**Log on to the current year.**

Verify the current year data to confirm that the salaries are correct. The highlighted fields are updated:

The screenshot shows a web-based payroll system interface. At the top, there is a navigation bar with 'Maintenance > Staff Job/Pay Data' and 'Payroll'. Below this, there are buttons for 'Save', 'Year: C', 'Frequency: 5', and 'Change'. An 'Employee:' field is present with 'Retrieve', 'Directory', and 'Documents' buttons. The main content area has tabs for 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. The 'PAY INFO' tab is active, showing fields for 'Pay Status' (1 Active), 'Pay Campus' (001 001 School), 'Pay Dept' (checkbox), 'Dock Rate' (265.240), 'Tax Exempt' (checkbox), 'Unemployment Elig.' (checked), 'FICA Eligibility' (M Subject to medicare), 'W4 Marital Status' (Single), 'Nbr of Exemptions' (1), and 'IRS Lock-In Letter' (checkbox). To the right is a 'W-4 Withholding Certificate' section with fields for '1: Filing Status', '2: Multi-Jobs', '3: Children under 17', '3: Other Dependents', '3: Other Exemptions' (0.00), '4a: Other Income' (0.00), and '4b: Other Deductions' (0.00). Below these are three summary boxes: 'TRS' (Status: 1 Eligible, Begin Date: 08-01-2018, End 90 Day Period: 10-29-2018), 'FSP Staff Salary Data' (Health Ins Code: Y Eligible participating, FSP Staff Data Code: F Full-Time), and 'Totals' (State Min. Salary: 35,100.00, Extra Duty: 0.00, Contract Amt: 49,600.00, Contract Balance: 47,533.33). At the bottom, there is an 'Extra Duty Pay' table with columns for 'Delete', 'Extra Duty Pay Code', 'Type', 'Amount', 'Remain Amt', and 'Remain Pymts'. The table is currently empty, showing 'No Rows'. A 'Refresh Type/Amount' button and an 'Add' button are at the bottom of the table.

Maintenance > Staff Job/Pay Data Payroll

Save Year: C Frequency: 5 Change

Employee:  Retrieve Directory Documents

PAY INFO **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1402 - SEC TEACHER - MATH	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 001 001 School  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: TCH Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 49,600.00 Balance: 47,533.33 # of Annual Pymts: 24 Remaining Pymts: 23 Concept: Use midpoint table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 43,010.00 Calculate

Daily Rate: 265.240 = Contract Total: 49,600.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 2,066.67 = Contract Total: 49,600.00 / # Annual Pymts: 24 Payoff Date: 08-30-2024 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 06 Scnd classrm teach

**State Info**

State Step: 02 Yrs in Career Ladder: TRS Year:  TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 35,100.00 = Foundation Daily Rate: 187.701 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: TC - 187 Staff Begin Date: 07-31-2023 End Date: 05-24-2024 # of Days Empld: 187 Exclude Days for TEA:

Years Job Exp: Local Contract Days: 187

**Workers' Comp Info**

WC Code: B 8868-PROF/AIDES/ADMS 0,002436 WC Ann Pymts: 20 WC Remain: 19

**Accrual Info**

Code: A Accrual Rate: 265.240 = Total: 49,600.00 / # of Days Empld: 187

Maintenance > Staff Job/Pay Data Payroll

Save Year: C Frequency: 5 Change

Employee:  Retrieve Directory Documents

PAY INFO JOB INFO **DISTRIBUTIONS** DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1402 - SEC TEACHER - MATH		G	199-11-6119.00-001-430000	49,600.00	100.000%
Total:						49,600.00	100.000%

Rows: 1 of 1 [Refresh Totals](#) Add

Job Code: 1402 - SEC TEACHER - MATH  
Extra Duty Code: Activity Code: 80 Base Salary Re-sort  
Account Type: G Standard gross pay TRS Grant Code:  
Account Code: 199-11-6119.00-001-430000 Worker's Comp Code: 8868-PROF/AIDES/ADMS  
Description: SALARIES/TEACHER & OTHER PROF. Expense 373: Y Account used in ASB distr  
Amount: 49,600.00 out of 49,600.00 Employer Contribution:   
Percent: 100.000% Performance Pay:



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