



moving_12month_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 following fields are updated:

The screenshot shows a web-based form for 'Employment Info' under the 'Personnel' menu. The form is divided into several sections:

- EMPLOYMENT INFO:** Contains fields for Employee Status (Active professional), Highest Degree (Master's), Percent Day Employed (100%), Original Emp. Date (05-27-2014), Latest Re-Employ Date (00-00-0000), Retirement Date (00-00-0000), Sub Type, Employment Type (Half-Time or more), Retiree Employment Type, PEIMS Auxiliary Role ID, and checkboxes for Take Retiree Surcharge, NY Take Retiree Surcharge, Year Round, ERS Retiree Health Elig, and NY ERS Retiree Health Elig.
- Years Experience:** Includes Professional and Non-Professional totals (18 and 00) and In-District counts (03 and 00).
- Contract Information:** Fields for Class, Term, and Year.
- Extended Leave:** Fields for Begin and End dates.
- Termination:** Fields for Date, Reason, and Full Semester.
- Grade(s) Taught:** A text input field.
- Unemployment Eligibility:** A grid of checkboxes for quarters 1 through 12, all of which are checked.
- Fingerprint Information:** Fields for Status (Not extracted), Extract Date, and Fingerprint Date.
- Estimated Annual Salary (Hourly Employees Only):** Fields for Budget Code (Activity, Fund, Func, Obj, Org, Prog) and Amount.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: Retrieve Directory Documents

PAY INFO | JOB INFO | DISTRIBUTIONS | DEDUCTIONS | LEAVE BALANCE

Pay Status: Tax Exempt:
Pay Campus: Unemployment Elig:
Pay Dept: RICA Eligibility:
Dock Rate: W4 Marital Status: Married
Nbr of Exemptions: 6

W-4 Withholding Certificate

1. Filing Status:
2. Multi-Jobs:
3. Children under 17:
3. Other Dependents:
3. Other Exemptions:
4a. Other Income:
4b. Other Deductions:

TRS
Status:
Begin Date:
End 90 Day Period:

FSP Staff Salary Data
Health Ins Code:
FSP Staff Data Code:

Totals
State Min. Salary: 45,510.00
Extra Duty: 0.00
Contract Amt: 81,370.00
Contract Balance: 81,370.00

Extra Duty Pay

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
No Rows					

Refresh Type/Amount

Bank Info

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt
<input type="checkbox"/>	<input type="checkbox"/>	...

Maintenance > Staff Job/Pay Data Payroll

Save

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"/>	1158 - TECHNOLOGY TECHNICIANS	<input checked="" type="checkbox"/>	100%	Non-contracted emp

Primary Campus: 701 701 School
Dept:

Rows: 1 of 1 Add

Contract Info

Pay Type: 2 Non-contracted emp Pay Grade: PG4 Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step:

Total: 28,306.00 Balance: 28,306.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

of Months in Contract: 12 State Min Salary: 000 TRS - Non contract Base Annual: 25,651.00 Calculate

Daily Rate: 125.248 = Contract Total: 28,306.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job:

Pay Rate: 1179.42 = Contract Total: 28,306.00 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: OVTM Rate: 0.00 Hly Rate: 0.00 Exempt Status: EELC: 15 Clerical/Sec staff

State Info

State Step: Yrs in Career Ladder: TRS Year: TRS Member Pos: 03 Support staff Wholly Sep Amt: 0.00

State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 226

Calendar/Local Info

Calendar/Local Options: CO - 226 STAFF Begin Date: 07-01-2021 End Date: 06-30-2022 # of Days Empld: 226

Years Job Exp: Local Contract Days: 0

Workers' Comp Info

WC Code: B 8868-PROF/AIDES/ADMS 0.002436 WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Code: Accrual Rate: 0.000 = Total: 28,306.00 / # of Days Empld: 226

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		1158 - TECHNOLOGY TECHNICIANS		G	199-53-6129.00-995-299000	28,306.00	100.000%
Total:						28,306.00	100.000%

Rows: 1 of 1 Refresh Totals Add

Job Code:

Extra Duty Code:

Account Type:

Account Code:

Description:

Amount: out of 28,306.00

Percent: 100.000%

Activity Code: Re-sort

TRS Grant Code:

Worker's Comp Code: 8868-PROF/AIDES/ADMS

Expense 373:

Employer Contribution:

Performance Pay:



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