






occupant

Table of Contents

Employee Nbr	Type the employee number of the employee in the position, or click  to select from a list.
Employee Name	Populated based on the selected Employee Nbr and is display only.
Primary Job	Select if this is the employee's primary job. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.
Pay Grade	Type the code for the pay grade, or click  to select from a list. The field can be a maximum of three characters and is a required field.
State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
Begin Date	Type the beginning date for the selected calendar in the MMDDYYYY format. This is a required field.
End Date	Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click  to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. This number is deducted from the actual days.
Nbr Days Employed	Displays the number of days that the employee is employed by the LEA per year.
Hourly/Daily Rate	Type the hourly or daily rate for the position.
Salary	Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.
Remaining Payments	Type the number of remaining payments to be made to the employee during the current contract period. This is a required field.
Exclude Days for TEA	Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.



Back Cover