




occupant

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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 primary job for the employee. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.

☐ In the Pay Grade field, 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. ☐ In the Pay Step field, type the code for the salary level within the indicated pay grade, or click to select from a list. The field can be a maximum of two characters and is a required field. ☐ In the Schedule field, type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed, or click to select a schedule from the list. ☐ In the State Step field, type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable. ☐ In the Begin Date field, type the beginning date for the calendar selected in the MMDDYYYY format. This is a required field. ☐ In the End Date field, type the ending date for the calendar selected in the MMDDYYYY format. This is a required field. ☐ In the Payoff Date field, 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. ☐ In the Days Off field, type the number of days the employee was scheduled to work but did not work. The number will be deducted from actual days. ☐ In the Nbr Days Employed field, type the number of days that the employee is employed by the district per year. ☐ In the Hourly/Daily Rate field, type the hourly or daily rate for the position. ☐ The Salary field is display only and indicates the annual salary amount for the pay grade, pay step, maximum days, and local schedule indicated. ☐ In the Remaining Payments field, type the number of payments remaining to be made to the employee during the current contract period. This is a required field.



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