






# occupant



# Table of Contents



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



## Back Cover