







occupant_history

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 primary job for the employee. An employee may only have one primary job. |
| 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. |
| Pay Step | 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. |
| Schedule | 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. |
| Begin Date | Type the beginning date for the calendar selected in the MMDDYYYY format. This is a required field. |
| End Date | Type the ending date for the calendar selected 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. The number will be deducted from actual days. |
| Hrly/Dly Rate | Type the hourly or daily rate for the position. |
| Salary | Indicates the annual salary amount for the pay grade, pay step, maximum days, and local schedule indicated and is display only. |
| Remaining Payments | Type the number of payments remaining to be made to the employee during the current contract period. This is a required field. |



Back Cover