occupant_modify

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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 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.
New Employee	Select to indicate a new employee record. This field is only displayed on forecast position records. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records. **Notes**: This field is not displayed on supplemental position records. If the position is changed to any status other than **Active**, the field is disabled.
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	Type 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.

❏ Click **Calculate Salary** to complete the salary calculation.

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