









position_supplement_modify

Table of Contents

Accept Changes	Select to indicate that any changes made in the current year will be reflected in the next year. Any changes made in forecast do not reflect in the current year regardless of the field selection.
Status	Click  to select the status of the supplement position. <i>A - Active</i> - The position is occupied. <i>H - Position on Hold</i> - The position is vacant and is not included in the budget. <i>I - Inactive</i> - The position is vacant and is not included in the budget. <i>P - Proposed</i> - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. <i>V - Vacant</i> - The position is vacant and is included in the budget.
Frequency	Click  to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field.
Extra Duty Code	Type the extra duty code, or click  to select a code from the Extra Duty Code list.
Type	This field is display only.
Category	Type the code used to categorize positions, or click  to select a code from the Category Code list. The field can be a maximum of five characters.
Pay Amount Based on Employee	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
Primary Campus	Type the campus to which the position is assigned, or click  to select a campus from the Campuses list.
Dept	Type the department code associated with the selected campus.
Max Days	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of days the position is funded. This is a required field.
Max Amount	Type the maximum amount of the supplement position.
Percent of Year	Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends. If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.
One Time Supplement	Select if the supplement pay is to be awarded in one payment. If selected, the Pay Date field is required. Note: For type G accounts, if One Time Supplement is not selected, the supplement will be added to the base salary for the job associated to the Attached to Position field (or the primary job if the Attached to Position field is blank) and will be paid with each contract payment.
Pay Date	Select the date the one-time supplement is to be paid, or click  to select a pay date from the Pay Dates list.



Back Cover