



## **position\_supplement\_modify**



## Table of Contents



<b>Accept Changes</b>	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.
<b>Status</b>	<p>Click  to select the status of the supplement position.</p> <p><i>A - Active</i> - The position is occupied.</p> <p><i>H - Position on Hold</i> - The position is vacant and is not included in the budget.</p> <p><i>I - Inactive</i> - The position is vacant and is not included in the budget.</p> <p><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.</p> <p><i>V - Vacant</i> - The position is vacant and is included in the budget.</p>
<b>Frequency</b>	Click  to select a payroll frequency. This is a required field.
<b>School Year</b>	Type the school year in the YYYY format. This is a required field.
<b>Extra Duty Code</b>	Type the extra duty code, or click  to select a code from the Extra Duty Code list.
<b>Type</b>	This field is display only.
<b>Category</b>	Type the code used by some districts to categorize positions, or click  to select a code from the Category Code list. The field can be a maximum of five characters.
<b>Pay Amount Based on Employee</b>	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.
<b>Primary Campus</b>	Type the campus to which the position is assigned, or click  to select a campus from the Campuses list.
<b>Dept</b>	Type the department code associated with the selected campus.
<b>Max Days</b>	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.
<b>Max Payments</b>	Type the maximum number of days the position is funded. This is a required field.
<b>Max Amount</b>	Type the maximum amount of the supplement position.
<b>Percent of Year</b>	<p>Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends.</p> <p>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.</p>
<b>One Time Supplement</b>	<p>Select if the supplement pay is to be awarded in one payment. If selected, the <b>Pay Date</b> field is required.</p> <p><b>Note:</b> For type G accounts, if <b>One Time Supplement</b> is not selected, the supplement will be added to the base salary for the job associated to the <b>Attached to Position</b> field (or the primary job if the <b>Attached to Position</b> field is blank) and will be paid with each contract payment.</p>
<b>Pay Date</b>	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