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ed45

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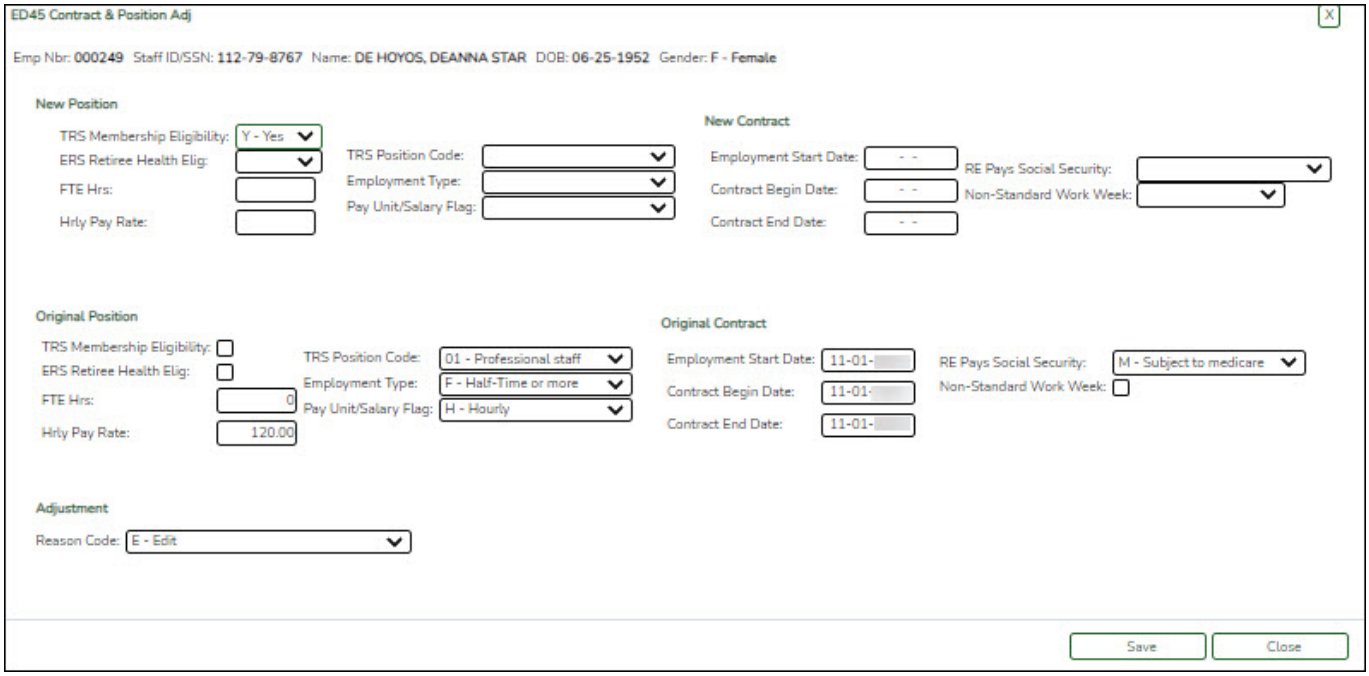
The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **New Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type only corrections to the employee's hourly pay rate.
TRS Position Code	Click ⌄ to select the employee's corrected position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker* *09 - Summer School*

Field	Description
Employment Type	Click ⌄ to select the employee's corrected employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's corrected pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

❑ Under **Original Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click ⌄ to select the employee's corrected position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker* *09 - Summer School*
Employment Type	Click ⌄ to select the employee's originally submitted employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's originally submitted pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

❑ Under **New Contract**:

Employment Start Date	Type the employee's corrected most recent employment start date in the MM-DD-YYYYformat.
Contract Begin Date	Type the corrected date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the corrected date that the contract ends in the MM-DD-YYYY format.

RE Pays Social Security	Click ⌄ to select a corrected response to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

❑ Under **Original Contract**:

Employment Start Date	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to select the originally submitted response to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

❑ Under **Adjustment**:

Reason Code	Click ⌄ to select the reason for the adjustment. *A - End/Add Contract/Position Record* - If selected, all **New Position** and **Contract** fields that are required on the ED40 are required. If the **FTE Hours** and **Hourly Pay Rate** fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the **Pay Units/Salary Flag**. • D - Delete • E - Edit • N - End Contract/Position Record

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