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# jobinfo

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# Job Info - HRS3100

***Human Resources > Maintenance > Staff Job/Pay Data > Job Info***

This tab is used to maintain a wide range of information about the one or many jobs the employee may be assigned. This data includes calendar data, contract information, accrual information, and specifics about the employee's salary pertaining to each job.

Sample Staff Job/Pay Data Images by Pay Type (prints separately)

## Add job info data:

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| **Retrieve an existing record.** | Search for a record.<br>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

❑ Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Job Code** | Type the four-digit job code to which the employee is assigned, or click ⋮ to select a job code from the Job Codes list.<br><br>Job codes are maintained on the Personnel > Tables > Job/Contract > Job Codes tab. |
| **Primary** | Select if this is the employee's primary job. An employee may only have one primary job. |
| **% Assigned** | Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.<br>**Note**: If the employee has multiple jobs, it is your responsibility to ensure that the job percent assigned is accurate based on the total contract amounts for all jobs, excluding XTRA-coded jobs. The percent assigned is used when distributing absence deductions and refunds across jobs and in next year budget calculations. |
| **Pay Type** | Refer to the Quick Reference by Pay Type document for more information on pay types.<br><br>If the LEA does not use Position Management, the **Pay Type** field is enabled.<br><br>If the LEA uses Position Management and **Using PMIS** is selected on the District Administration > Options > Position Management page, then the **Pay Type** field is disabled. If a new job record is added, the **Pay Type** field default is *4*. The **Pay Type** field is provided by PMIS when data is moved from PMIS to payroll. |
| **Primary Campus** | Click ⌄ to select the primary campus for the job code. This is the campus where the employee performs the selected job. If an employee has multiple jobs, they may have multiple primary campuses depending on where each specific job is being performed.<br><br>The primary campus is not the pay campus. This field is used for informational and reporting purposes. |

| Field | Description |
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| **Dept** | Type the code used by the LEA to further categorize the employee. The field can be a single digit. |

❑ Under **Contract Info**:

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| **Pay Type** | Click ⌄ to select the one-digit code that best describes how the employee's pay is calculated by the system. If this field is set to pay type 3, the **Pay Rate** field is required. This is a required field.<br><br>Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, instructors, etc. (exempt employees under FLSA) whose pay rate remains constant over the course of their contract.<br><br>Pay type 2 employees are generally paraprofessional, auxiliary, or clerical (nonexempt employees under FLSA) whose pay rate usually remains constant over the course of the year but are eligible for overtime.<br><br>Pay type 3 employees are typically hourly employees (nonexempt under FLSA) who are paid only when hours are earned, so their pay rate fluctuates every pay date.<br><br>Pay type 4 employees are substitutes that are paid at either an hourly or daily rate of pay and only when they work.<br><br>**Notes**:<br><br>When a new employee is created and **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the District Administration > Options > Position Management page, the **Pay Type** field is automatically set to 4.<br><br>When an existing job is set to a pay type other than 4, it can only be changed to 4 when the **Employee Must Be Assigned a Position Prior to Creating Payroll Record** is selected on the District Administration > Options > Position Management page. |
| **Pay Grade** | Click ⌄ to select the pay grade at which the employee is paid. The field is used to identify the correct salary amount on the salary table.<br><br>Pay grades are maintained on the Personnel > Tables > Salaries > Local Annual and Hourly/Daily tabs. |
| **Pay Step** | Click ⌄ to select the pay step at which the employee is paid. The field is used to identify the correct salary amount on the salary table. |
| **Sched** | Click ⌄ to select the local subschedule of the employee's pay grade and step. The field is used to identify the correct salary amount on the salary table. |
| **Max Days** | Type the number of contract days which relate to the correct salary on the salary table.<br><br>**Note**: If **Use PMIS** is selected on the District Administration > Options > Position Management page, the **Max Days** field is enabled. |

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| **Hrs Per Day** | Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click **Calculate**. The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file.<br>**Note**: For pay type 3 employees, the **Hours** field on the Midpoint Salary table must be populated. Data from the **Hours** field on the Midpoint table populates the **Hrs/Day** field on the Job Info page. The **Hrs/Day** field can be modified on the Job Info tab, if necessary. |
| **Incr Pay Step** | Select if the employee is eligible for an incremental pay step. |
| **Total** | Type the contract amount for each of the employee's job codes. Extra duty pay codes that are account type “G - Standard Gross pay” must have the job amount manually updated in the **Contract Total** field. |
| **Balance** | Type the total amount remaining to be paid to the employee during the current contract period. |
| **# of Annual Pymts** | Type the total number of annual payments due the employee. This number may differ from the contract months when an employee is on a 10-month contract but receives 12 monthly checks. |
| **Remaining Pymts** | Type the number of payments remaining to be made to the employee during the current contract period. |
| **Concept** | This field is display only and identifies the salary table used to compute the employee’s salary (e.g., local annual, hourly/daily, or midpoint). |
| **# of Months in Contract** | Type the total number of months the employee is scheduled to work. |
| **Stat Min Days** | Click ⌄ to select the number of days in the contract for the employee.<br>• *000 TRS - Non contract*<br>• *187 Valid basic days in contract*<br>• *202 Valid basic days in contract*<br>• *207 Valid basic days in contract*<br>• *220 Valid basic days in contract*<br>• *226 Valid basic days in contract*<br><br>**Note**: Classroom teachers, full-time librarians, full-time counselors, and full-time registered nurses are always set to *187 - Valid basic days in contract*, regardless of the actual days in the contract. |
| **Base Annual** | This field is display only. The field is calculated based on the salary concept associated with the job and pay grade, step, schedule, and maximum days when entered. |
| **Daily Rate** | Type the gross amount of pay due the employee on a per-day basis. The rate is computed by dividing the base annual pay by the number of days employed. If you selected to automatically compute the daily rate in District HR Options, the field is display only and the system computes the value. |
| **Contract Total** | The amount from the **Total** field is displayed. The contract total = daily rate (salary schedule) x **# of Days Empld**.<br><br>This field is used for the employee's annual salary amount and is reported to TEA. |
| **# of Days Empld** | The number of days employed is calculated based on the contract begin and end dates. The **# of Days Empld** hyperlink recalculates the number of days based on the calendar. If the calendar code is blank, the hyperlink is not available and the field is enabled for changes. |
| **# Days Off** | Type the number of days that the employee is eligible to take off. This information is used for Position Management. |

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| **Vacant Job** | Select if the job is currently not filled. This option is only enabled when using Position Management. |
| **Pay Rate** | Type the gross amount of pay due to the employee per pay period. The rate is computed by dividing the contract amount by the number of annual payments. If you selected to automatically compute the pay rate in District HR Options, this field is display only, and the system computes the value. This field is required if the **Pay Type** field is set to 3 (hourly employee). |
| **# Annual Pymts** | The value from the **# of Annual Pymts** field is displayed. |
| **Payoff Date** | Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs. |

❑ Click **Calculate** to display the Employee Salary Calculation pop-up window.

❑ Under **Type of Calculation**:

❑ Select **Salary** to run the regular salary calculation or select **State Minimum Only** to only run the state minimum calculation.

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| **Apply Percent of Day Employed to Salary Amount** | Select to calculate the salary for either the **Salary** or the **State Minimum Only** option based on the percentage of day employed. |

❑ Click **Execute** to start the recalculation process or **Cancel** to close the page without recalculating.

The **State Step** is needed for a contract employee unless they are retired from TRS. The **Position Code** and **% Assigned** are used to calculate the **State Min Salary**.

**Notes**:

The **Calculate** button only calculates the selected job. If the employee has multiple jobs, each job needs to be selected and calculated.

The **Calculate** button only calculates a salary if a salary scale is built in the tables and all applicable fields are completed. For example, G-type extra duties are not tied to a salary table; therefore, cannot be added to the contract total.

If **Use PMIS** is selected on the District Administration > Options > Position Management page, the **Calculate** button is disabled.

**CAUTION**: When calculating a midpoint salary, if the LEA has selected the **Amount** option in the **Distributions Built by Amt or %** field of the HR Options table, the system requires that a distribution amount be greater than zero and is not saved until an amount is entered for a new employee or an employee with a salary change. Since the system is not saved with zero amounts the user has to enter an amount manually. When a manual amount is entered into the distribution amount and contract balance and the user clicks **Calculate**, the amounts are not changed or updated. Since midpoint has no steps, the assumption is that the employee remains at that salary level without regard to whether the employee is within the minimum or maximum ranges.

When calculating a midpoint salary, if the district has selected the Percentage option in the **Distributions Built by Amt or %** field of the HR Options table, the program saves zero as an amount in distribution and contract balance allowing the percent to equal 100%. When saved without a distribution amount and a contract amount, and the user clicks **Calculate**, the system populates these fields automatically with amounts from the Midpoint salary table.

Midpoint calculation examples

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| **Wkly Hrs Sched** | Required TRS reporting field.<br><br>Type the employee's scheduled weekly hours for a specific job where applicable. |
| **Reg Hrs Worked** | This field is for employees with hourly jobs (i.e., pay type 3). When the pay type is 3, type the regular hours the employee works. When the pay type is not 3, the field displays 0. If the field is completed and payroll is processed, standard gross pay is calculated based on these hours. If hours are entered in the **Reg Hrs** field in Hours/Pay Transmittals, the field is not used for the calculation of pay. |
| **OVTM Elig** | Select if the employee is eligible for overtime pay. If the field is selected, the **OVTM Rate** field becomes enabled, and the employee can be accessed in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page. |
| **OVTM Rate** | Type the rate at which the employee is paid for any hours worked in excess of the number of regular hours. The field is used as the default when the employee is selected in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page and can be modified if necessary.<br><br>This field must be manually updated. It is not recalculated when salaries are calculated on the new pay step. |
| **Hrly Rate** | Type the hourly rate of pay for pay type 2 employees only. The field is disabled for any other Pay Type. |
| **Exempt Status** | Select if the employee is exempt from overtime pay. The field relates to whether or not the employee is considered eligible for overtime pay. |
| **EEOC** | Click ⌄ to select the two-digit code indicating any applicable Equal Employment Opportunity Commission data. |

❑ Under **State Info**:

The Personnel > Tables > Salaries > State Minimum tab must be completed in order to populate state

minimum calculations.

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| **State Step** | Type the state step that the employee has earned based on years of service. State step does not include Career Ladder. ASCENDER does not support Career Ladder as it is no longer required. |
| **Yrs in Career Ladder** | Type the code identifying the current career ladder level for an employee. The field can be a single digit. |
| **TRS Year** | Select to indicate those employees whose contract year begins in July or August (nonstandard) and who receive a contract payment before the beginning of the school year. If **TRS Year** is selected, the payroll calculation program determines if a new school year record should be created when updating the **Nbr Days Earned** field, and accrual amounts for those July and August employees.<br><br>**Example**: An employee accrues and has a 12-month contract with the first payment in July; therefore, the actual salary and benefit amounts update the current school year, and the **Nbr Days Earned**, accrual salary, and benefits update the new school year. When the next school year begins, the amounts accrued are available for use during the next school year.<br><br>**Notes**:<br><br>The beginning of the school year is determined by when the majority of the employees are paid, which is normally September.<br><br>Do not select **TRS Year** if the employee accrues and the contract begins during any month other than July and August. Otherwise, an incorrect school year is created, which affects the accrued salary and benefits. If the employee does not accrue, **TRS Year** does not have an adverse effect on the creation of a school year record. |
| **TRS Member Pos** | Required TRS reporting field.<br>Click ⌄ to select the code indicating the employee's classification. This field is required for All employees.<br>• *01 - Professional staff*<br>• *02 - Teacher, librarian*<br>• *03 - Support staff*<br>• *04 - Bus driver*<br>• *05 - FT nurse/Counselor*<br>• *06 - Peace Officers*<br>• *07 - Food service worker*<br>• *09 - Summer School*<br><br>**Notes**: A value must be selected in the **TRS Member Pos** field and the contract begin date must be less than or equal to the current month when extracting the Contract and Position (ED40) report for the first time (i.e., **First Time Report ED40** is selected.)<br>The **TRS Member Pos** field must be set to 01, 02, or 05 if the value in the **State Min Salary** field is greater than zero. |

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| **Wholly Sep Amt** | Type the total annual salary that is not subject to the State Base. This field should only be used if part of the contract total includes a wholly separate amount.<br>**Example**:<br><br>An employee's primary job is a teacher and his extra duty job is a bus driver. Since the bus driver salary is not subject to the State Base, **it is recommended** to set up the bus driver duty as a separate job or as an extra duty without **Expense 373** selected. In this case, a wholly separate amount does not need to be entered as it is already excluded.<br><br>However, if the employee's teacher and bus driver salary is lumped together in the contract total, the bus driver salary (extra duty compensation) is not subject to the Stat Min because it is wholly separate from his main duties; therefore, the annual bus driver salary amount should be indicated in the **Wholly Sep Amt** field. This field is used in computing the monthly amounts not subject to above state base salary calculations (TRS 373). The wholly separate amount reduces TRS gross wages for TRS 373 calculations. |
| **State Min Salary** | The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The value is automatically computed when an employee record is selected, but may be overwritten. |
| **Foundation Daily Rate** | This field displays the rate from the State Minimum Salaries table. |
| **% Assigned** | Enter up to 100% assigned. |
| **# of Days Emplyd** | This field displays a value based on the following:<br><br>If the **TRS Member Pos** field is 01, the **# of Days** field is populated with the **# of Days Empld**.<br><br>If the **TRS Member Pos** field is 02 or 05 and the **# of Days Empld** field is greater than or equal to the **# of Days in Contract** field, the **# of Days** field is populated with the **# of Days** in Contract.<br><br>If the **TRS Member Pos** field is 02 or 05 and the **# of Days Empld** field is less than the **# of Days in Contract** field, the **# of Days** field is populated with the **# of Days Empld**.<br><br>If the **TRS Member Pos** field is 02 or 05, the **# of Days in Contract** field is 187, and the **# of Days Empld** field is changed to less than 187, the user is prompted to recalculate the state minimum salary. Click **Yes** to recalculate the state minimum salary, or click **No** to retain the original salary.<br><br>If the **TRS Member Pos** field is 03 or 04, the **# of Days** field is populated with zero. |

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| **Retiree Exception** | Click ⌄ to select the applicable retiree exception code. This field is used along with the **Employment Type** and **Take Retiree Surcharge** fields to determine whether or not to calculate a retiree surcharge for an employee. A value cannot be saved if the employee's **TRS Status** is set to *1 Eligible* on the Pay Info tab. This field is disabled for XTRA jobs.<br><br>• *E Surge Personnel*<br>• *B Non-Profit Tutor Substitute*<br>• *N Non-Profit Tutor Half Time or Less*<br>• *T Non-Profit Tutor Full Time*<br><br>See Calculating Retiree Surcharge for additional information. |

❑ Under **Calendar/Local Info**:

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| **Calendar Cd** | Type the calendar code, or click ⋮ to select the two-digit code identifying the calendar for the employee. The calendar indicates the dates of the employee's work days and holidays. This field relates to the School Calendar table built with the holidays, in-service days, and work days for various LEA employees. |
| **Begin Date** | Required TRS reporting field.<br><br>This field is automatically populated based on the selected calendar. If a calendar is not selected, type the beginning date for the calendar in the MMDDYYYY format.<br><br>This field is required for all pay types. |
| **End Date** | Required TRS reporting field.<br><br>This field is automatically populated based on the selected calendar. If a calendar is not selected, type the ending date for the calendar in the MMDDYYYY format.<br><br>This field is required for all pay types. |
| **# of Days EmpId** | Type the actual number of at-work days within the school year the employee is scheduled to work in the LEA for the selected calendar. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If an employee does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported.<br><br>If a workday calendar is set up on Tables > Workday Calendars, the field is set according to the selected calendar. If a calendar is not set up, the field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered. |
| **Exclude Days for TEA** | Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.<br><br>**Example**: If an employee's primary job is as a teacher but they also assist in driving a bus, the bus driving job is an additional and separate job. Because it is a separate job and the days have been reported to TRS from the teaching record, the **Exclude Days for TEA** checkbox can be selected for the bus driving job. |

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| **Years Job Exp** | Type the number of years of job experience the employee has for the selected job. The field can be a maximum of two digits.<br><br>This is a local-use field. |
| **Local Contract Days** | Type the number of days an employee is required to work in the selected job in order to meet district contract requirements. The field can be a maximum of three digits, is user-defined, is not used in calculations, and can be updated on the Utilities > Mass Update page. This field is displayed on the HRS1650 - Employee Salary Information and User Created reports.<br><br>This is a local-use field. |

❑ Under **Worker's Comp Info**:

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| **WC Code** | Click ⌄ to select the type of workers' compensation for the employee. The WC code is used to calculate the workers' compensation premiums for all types of district employee records. The workers' compensation codes and descriptions are user defined and can be changed to local preference. These codes are located in the Workers' Compensation Code table and must exist before a code can be selected from this field. |

**Note**: If the workers' compensation code is changed, the code is also changed for the distribution records associated to the job. If the distribution records are types B, T, or G with extra duty codes, the distribution WC code is only changed if the original workers' compensation codes in the job record and the distribution records matched before the job record was changed.

Calculating Workers' Compensation

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| **WC Ann Pymts** | Type the number of annual workers' compensation payments for the contract period. |
| **WC Remain** | Type the number of remaining workers' compensation payments to be made during the contract period. |

**Note**: The number of months in the contract should correlate with the number of workers' compensation payments. For example, if the employee has a 10-month contract, then the employee will have ten workers' compensation payments and ten workers' compensation remaining payments at the beginning of the school year. The **WC Remain** field is decreased by one with each regular processed payroll until it is zero. Workers' Compensation is only calculated during the months in which the employee is actually working. The above two fields and the **Workers' Compensation Code** field are required for expensing to occur when a payroll is processed.

❑ Under **Accrual Info**:

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| **Code** | Click ⌄ to select the one-character, LEA-defined code required if the LEA is using the accrual pay special option. The code must match a code used to identify a calendar on the Accrual Calendar tab. If an accrual code is entered, it applies to the current job. Each job can have a different number of days earned per processed pay date; therefore, can be assigned a different accrual code. |
| **Accrual Rate** | Type the rate which is the annual contract amount divided by the number of days employed. If you selected to compute the accrual rate automatically in District HR Options, the field is display only, and the system computes the value. |
| **Total** | Displays the amount from the **Contract Info Total** field. |
| **# of Days EmpId** | Displays the value from the **Calendar Info # of Days EmpId** field. |

**Note**: A distribution must be added on the Distributions tab prior to clicking **Save**.

❑ Click **Save**.

## Other functions and features:

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| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Documents** | View or attach supporting documentation. |


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# Back Cover