

ed40contrandpos

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This tab is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time. The report submittal differs for July, August, and September, as shown below:

- The July record type 40 reports all employees who have a contract or work agreement beginning in July. It lists the amount of their July salary that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for July must be all zeros.
- The August record type 40 reports all employees who have a contract or work agreement beginning in August. It lists the amount of their August salary, if any, that belongs to the new year. The salary listed represents payment number one for the new year. If no salary is to be moved to the new year, there is no salary to report; therefore, the salary positions for August must be all zeros.
- The July and August record type 40 may contain a combination of July and August contracts and work agreements. These two months affect the employee’s annual statement because they are notice to TRS of money that needs to be moved to the new year. Therefore, these records must be submitted before TRS begins year-end processing. The employee annual statements are generated as a part of year-end processing.
- The September record type 40 reports all employee's who have standard (September through August) contracts or work agreements. There is no salary field for September because that money is automatically in the new year. Report the remainder of the employees in September.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

This tab consists of a grid at the top and a free-form area at the bottom.

Create an ED40 contract and position record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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