



## **(OBSOLETE) TEAM Extract - Contract and Position (ED40) - HRS7800**



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# (OBSOLETE) TEAM Extract - Contract and Position (ED40) - HRS7800

**Human Resources > Utilities > TEAM Submission > Extract Data > Contract and Position (ED40)**

This utility is used to extract contract and position information for all employees prior to the start of employment and prior to the submittal of regular payroll contributions for the first time. The data is extracted from the Maintenance > Staff Job/Pay Data > Job Info tab to the Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED40 (Contr & Pos) tab.

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

**Note:** The extract first uses data from the **Wkly Hrs Sched** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the field is zero, the extract uses the **FTE Hrs** field on the Maintenance > Tables > Job/Contract > Job Codes tab. If that field is zero, then the extract uses the **Standard Hours per Workday** field on the Tables > District HR Options page (the extract multiplies the field by five to get the hours per week). If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the Maintenance > Staff Job/Pay Data > Job Info tab is factored into the calculation. The extract informs TRS that the job is full-time (40 hours a week).

The ED40 record should be submitted as follows:

- In July for employees who have contracts or work agreements that begin in July.
- In August for employees who have contracts or work agreements that begin in August.
- In September for employees who have standard (September through August) contracts or work agreements.
- During the year when new employees are added to payroll. An ED20 should also be sent in the same month.

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

## Extract employee contract and position (ED40) data:

Under **Extract Option**, select one of the following options:

- **Insert new records.**
- **Delete all existing records and insert records.**

Field	Description
<b>Frequency</b>	Select the payroll frequencies to be extracted for the report.

Field	Description
<b>Report Date MM-YYYY</b>	Type the reporting month and year for the report.
<b>From Contract Begin Date</b>	Type the from contract begin date in the MMDDYYYY format to specify a beginning date date range to be used to determine which records should be included in the extract. If this field is populated, the <b>To Contract Begin Date</b> must be populated and vice versa.
<b>To Contract Begin Date</b>	Type the to contract begin date in the MMDDYYYY format to specify an ending date date range to be used to determine which records should be included in the extract. If this field is populated, the <b>From Contract Begin Date</b> must be populated and vice versa.
	<p><b>Notes:</b></p> <p>If a date range is entered, the contract begin date from the job record must be within the range.</p> <p>If a date range is not entered and the <b>First Time Report ED40</b> is not selected, then the contract begin date month/year must be equal to the reporting month/year.</p> <p>If a date range is not entered and <b>First Time Report ED40</b> is selected, then the contract begin date month/year must be equal to or less than the reporting month/year.</p>
<b>First Time Report ED40</b>	<p>Select if this is the first time an ED40 report is being extracted for the local education agency (LEA).</p> <p><b>Note:</b> A value must be selected in the <b>TRS Member Pos</b> field on the Maintenance &gt; Staff Job/Pay Data &gt; Job Info tab and the contract begin date must be less than or equal to the current month when extracting the ED40 report for the first time. To be considered for the extract, employees must have an active status in CYR payroll and not have a TRS Status Code of 4 or 5 on the Maintenance &gt; Staff Job/Pay Data &gt; Job Info tab.</p>

Click **Execute**. If there are no errors, a message is displayed indicating that the process was successful. If any errors are encountered during the extract process, the Extract Contract and Position Data to ED40 Error report is displayed.

[Review the report.](#)

#### Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

#### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When

a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

**Notes:** If a Warning message is displayed, the data is extracted and you can address the issue(s) on the Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) ED40 Maintenance tab.

If a Failure message is displayed, the data is not extracted and you must resolve the issue(s), and then extract the data again.



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