

Summer School Contracts

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This page is used to manage employee contract records for summer school (TRS position code 09).

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) that is equal to the TRS Reporting month/year.

The RP20 extract creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Human Resources > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

This page is only enabled when logged on to the current year. The data is based on the logged on pay frequency.

Notes:

- The TRS Position Code 09 is only for ISD employees.
- An employee can only have one entry (row) on the page. Duplicate employee entries are not allowed regardless of the selected calendar code.
- The calendar code must have a valid calendar for the logged on pay frequency.
- The begin/end date range must be between 05-15-XXXX through 08-31-XXXX.

Review the TRS Update for additional information.

A list of existing records is displayed when you access the page.

Add a record:

❑ Click **+Add** to add a row.

❑ You can use the **Default** feature to populate the **Calendar Cd**, **Begin Date**, and **End Date** fields for the selected employees.

- Select the applicable employees.
- Complete one or more of the following default fields.
- Click **Default** to copy the values to the selected employee records.

Field	Description
Calendar Code	Type the two-character calendar code, or click ⋮ to select a code from the Calendar Codes list. The calendar code must have a valid calendar for the logged on pay frequency.

Field	Description
Begin Date	Type the beginning summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.
End Date	Type the ending summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.

❑ If you do not use the **Default** feature to populate the employee records, complete the following fields for each employee. All fields are required.

Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. Or, click Directory to perform a search in the Employees directory.
Name	Displays the name that corresponds to the selected employee number.
Calendar Cd	Type the two-character calendar code, or click to select a code from the Calendar Codes list.
Begin Date	Type the beginning summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.
End Date	Type the ending summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.

❑ Click **Save**.

Other functions and features:

Delete All	Click to delete all of the records for the logged on pay frequency. Click **OK** to continue. Click **Cancel** to the cancel the request and return to the Summer School Contracts page.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Errors	If any errors are encountered, the **Errors** button is outlined in red. Click **Errors** to view the encountered errors.
Print	Click to print the Summer School Contracts Maintenance report.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.


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