

Payroll

2025/12/06 07:16 i Payroll

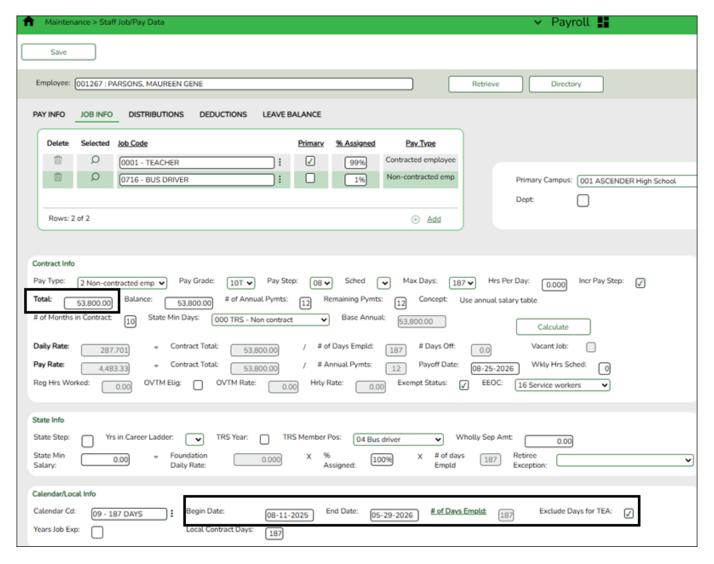
2025/12/06 07:16 ii Payroll

Table of Contents

2025/12/06 07:16 iii Payroll

2025/12/06 07:16 iv Payroll

Payroll > Maintenance > Staff Job/Pay Data > Job Info



- Contract **Total Note**: For Pay Type 3 (hourly employees), enter an estimate of the annual salary.
- Contract Begin Date and End Date
- # of Days Employed
- (If applicable) Exclude Days for TEA If an employee has multiple jobs listed on this page, the system automatically calculates the total number of days worked across all jobs. For example, if a teacher works 187 days and has a secondary job as a bus driver for 180 days, by default, the system adds all days for a total of 367 days. This does not accurately reflect the actual number of days worked since the employee does not actually work 367 days. To ensure accurate reporting, it is recommended to only report the job with the highest number of days. For jobs with fewer days, select Exclude Days for TEA to prevent those days from being included in the total.

2025/12/06 07:16 1 Payroll



Back Cover

2025/12/06 07:16 2 Payroll