

Payroll

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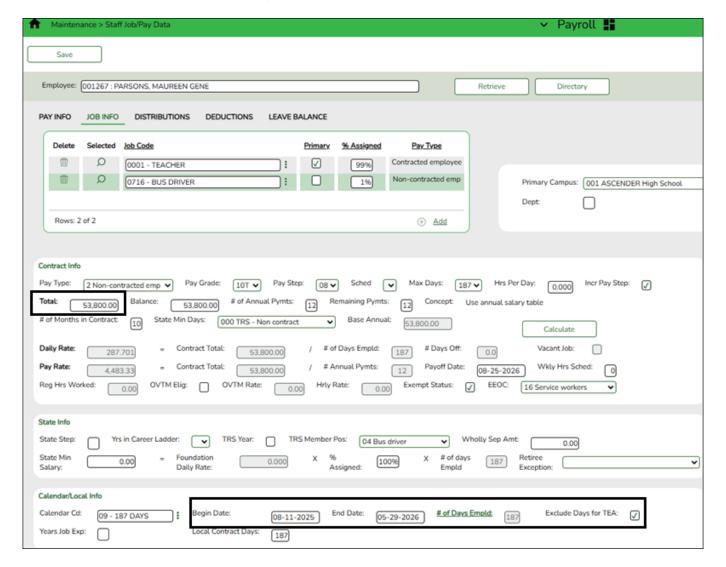
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Payroll

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



- Job Code
- **Total** This field must be completed for employees with pay types 1, 2, and 3. For Pay Type 3 (hourly employees), enter an estimate of the annual salary.
- Daily Rate
- Pay Rate
- Payoff Date
- Calendar/Local Info
- Begin Date and End Date
- # of Days Employd: Note that the # of Days Employd will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.



The TSDS Days Employed Set consists of the **Percent Day Employed** in Personnel and the **# of Days Empld** in Payroll. You can verify these days on the **Personnel** > Maintenance > TSDS Days Employed Set page.

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(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.

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