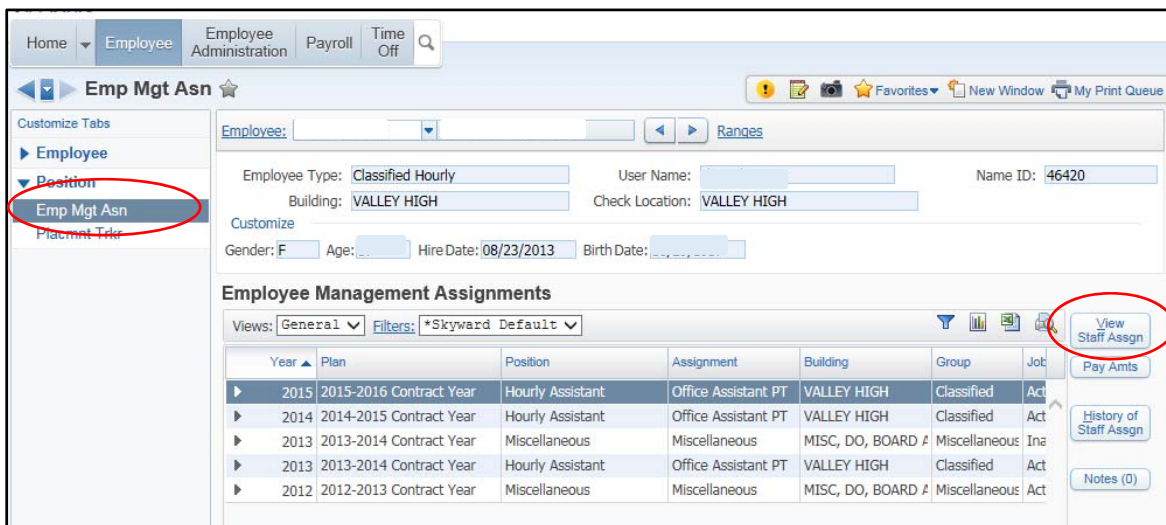


Viewing Employee Pay, Account and FTE Information

1. In the Human Resources system, go to Employee/Employee Profile



2. Select Emp Mgt Asn, then View Staff Assign



3. Click through the tabs on the left to view information for this assignment.

Assignment Maintenance

Assignment Details | **Salary Information** | **Payroll Information** | **Breakdown** | **Add-ons**

* Employee: [Dropdown] < >

Plan: 2015-2016 Contract Year

Position: Hourly Assistant [View Pos Control](#)

Assignment: Office Assistant PT

Building: VALLEY HIGH

	Per Diem Contract	Calculated Contract
Main Asn	\$9,862.72	\$9,862.72
Add-ons	\$0.00	\$0.00
Total	\$9,862.72	\$9,862.72

[Back](#)

Salary Information

Term of Position

Do not use calendar to find Calc FTE
 Use FTE instead of Calc FTE to calculate pay amounts

Calendar: ClsHourly Classified Hourly Note: ClsHourly is an Active/Inactive Calendar [?]

Start Date: 07/01/2015 Total Hours: 833 % Employ: 100.000 [View Salary Calc Steps](#)

Number days: 245 Total Minutes: 0 F.T.E.: 0.43000 State FTE: 0.43000

End Date: 06/30/2016 Hours Per Day: 3: 24 Calc F.T.E.: 0.43000

[Reset Calendar](#)

Salary Calculation Method

Enter Salary Amount Matrix: W 1516 W 1516 245D 8H Class Hourly

Enter Hourly Pay Amount Placement: HRLY Hourly

Use Salary Matrix

Matrix type: Hourly

Use Hrlly Rate * Total Hrs and Mins Place Tracker: Lane:02 Step:3 Credits:0 (\$11.8400)

Assignment Maintenance

Assignment Details | **Salary Information** | **Payroll Information** | **Breakdown** | **Add-ons**

* Employee: [Dropdown] < >

Plan: 2015-2016 Contract Year

Position: Hourly Assistant [View Pos Control](#)

Assignment: Office Assistant PT

Building: VALLEY HIGH

	Per Diem Contract	Calculated Contract
Main Asn	\$9,862.72	\$9,862.72
Add-ons	\$0.00	\$0.00
Total	\$9,862.72	\$9,862.72

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Payroll Information

Salary Placement

Pay Code: HRLY Hourly Pay Freq: X12 Non Contract Pay

Contract Signed: [] Paid Start: 07/01/2015 Paid End: 06/30/2016

Account Distribution

Account Number	Percent
10 E 716 0400 2184 165	100.00

1 records displayed

Export Date: 07/23/2015 Import Date: 07/23/2015 Notify Date: []

Payroll Amounts

Calculated Contract: \$9,862.72 Daily Rate: \$40.26 Hrs Per Year: 833 Con Freq: 12

Per Diem Contract: \$9,862.72 Per Hour: \$11.8400 Min Per Year: 0 Pay Freq: 12

Per Pay Period: \$0.00 * Pay Per Period = Calculated Contract / Pays Remaining
 \$0.00 = \$9,862.72 / 0