



## Maine - Two New Fields Added to the Employee Jobs Screen

*APTAWEB-11550*

### Introduction

Two new fields have been added to the Employee Job screen for Maine customers.

- ❖ **PERS Reportable** (Yes/No) which replaces the requirement for Primary Job in order for the job to appear on the PERS Report (NOTE: This field is also on the Master Position)
- ❖ **FTE Annual Amount** which overrides the Total Salary on the PERS Report if something has been entered.

### PERS Report

We have two new fields that will be used in the PERS Report: *PERS Reportable* and *FTE Annual Amount*. Both fields are located on the employee Jobs screen. PERS Reportable is a Yes/No field that replaces the current requirement of Primary Job to appear on the PERS Report. This new field is also located on Master Positions. FTE Annual Amount overrides the Total Salary on the PERS Report if it exists.

**NOTE:** Keep in mind that contributions to the PERS Retirement and PERS Additional Retirement deductions are not determined by this new field. In order for the Contribution amount to be correct, the jobs marked as PERS Reportable need to be the same jobs that the PERS deductions use to calculate. These jobs are listed in Deduction Details under *Jobs/Addenda*.



The screenshot shows the 'Edit Employee Job' interface for a 'Teacher' position. The top section displays employee details: Employee Name (Keller, Ann K), Status (Approved), Job Dates (7/1/2021 to 6/12/2022), Salary (\$69,601.00), and Position Number (TEACH000063). Below this are three tabs: 'General', 'Payroll', and 'Custom Fields'.  
The 'General' tab contains fields for Job Name, Job Type, Job Begin/End Dates, Salary Schedule Name/Grade/Step, Rate, Work Days, Contract Status, Account Code, Comment, and 'PERS Reportable' (highlighted with a red box).  
The 'Payroll' tab shows Job Payroll Status (Submitted), Employee Payroll Status (Paid), Job Type (Salary), and Job Category (Regular).  
The 'Custom Fields' tab includes Position Classification Code, Plan Class Code, Full-Time Per Week, Weeks Per Year, and 'FTE Annual Amount' (highlighted with a red box).  
At the bottom, there is a row of buttons: Save, Save and Add, Copy Job To, Close Job, Remove Job From Payroll, Payment Plan, Payment Plan Distribution, and Cancel.

Figure 1: Employee Jobs Screen showing the Two New Fields

The screenshot shows the 'Master Position Detail' screen in AptaFund. The page title is 'Teacher'. At the top, there is a navigation menu with options like 'My AptaFund', 'Budget & G/L', 'Banking & COA', etc. Below the navigation, there are status indicators: 'Active Status: True' and 'Enabled Status: True'. The main section is titled 'Positions' and contains several form fields:
 

- \*Name: Teacher
- \*Type: Salary
- \*Calendar: Teacher
- Supplemental: No
- Position Counts: FTE
- Rollover Linked Positions: Yes
- Designations: A list box containing 'PreK', 'KG', '1st Grade', '2nd Grade', '3rd Grade', '4th Grade', and '5th Grade'. Below the list is a note: 'Enter each designation in a new line. Only Letters, Digits and "." are allowed.'
- Controlled: No
- \*Prefix: TEACH
- Classification: Certified
- Encumber: No
- Job Requisition: No
- AptaTime:

 The 'Position Defaults' section includes:
 

- Begin Date: 08/09/2021
- End Date: 06/12/2022
- FTE: 1.0000
- Salary Schedule: Rate: [ ] Hours Per Day: 7.00
- Contract Days: 181
- Salary: [ ]
- Account Code: [ ] Allocation: [ ]
- PERS Reportable: Yes** (This field is highlighted with a red box)

 The 'Contract' section has:
 

- Contract Type: [ ]
- Multiple Jobs: No

 The 'Custom Fields' section has:
 

- Position Classification Code: [ ]

Figure 2: Master Position Screen Showing PERS Reportable Field

The screenshot shows the 'Manage Deductions' screen for 'MEPERS-MSRS'. The main window displays details for the deduction, including 'Type: Deduction', 'Enabled Status: Enabled', and 'Calculation: Percentage'. An 'Optional Deduction Information' section is visible at the bottom. A modal dialog box titled 'Include Master Positions' is open, showing a list of master positions with checkboxes for 'Included/Excluded'. The list includes items like 'ATHLETIC STIPENDS', 'Attendance Benefit', 'CAFETERIA', 'CAS Stipend', 'CASH', 'CELLSTIPEND', 'CO-CURRICULAR STIPENDS', 'CURRICULUM COORDINATOR', 'Custodians', 'DETENTION', 'ED Tech II ADDL', 'ED TECH III Adstl', 'Educational Technician II', 'Educational Technician III', 'Educational Technicians I', 'ESY Ed Technician', and 'ESY Teacher'. At the bottom of the dialog, it says 'Total records selected: 0 (Unselect All)'. The dialog also has a 'Cancel' button.

Figure 3: Jobs/Addenda View in Manage Deductions