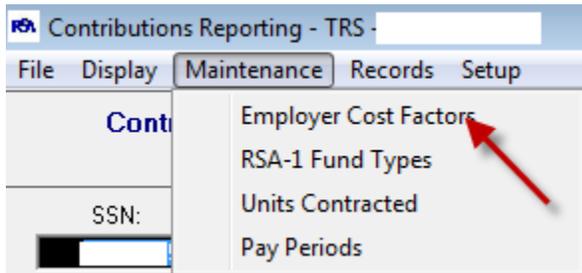
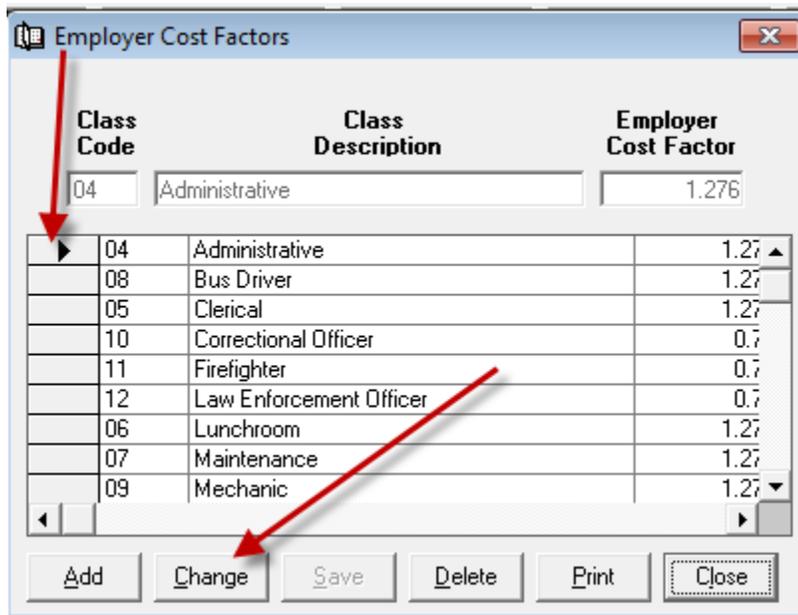


Changing the Employer Cost Factor for a particular Class Code

1. Start the CRA application and open the database by clicking on the Open Database button.
2. Click on Maintenance, Employer Cost Factors.



3. Select the Class Code to be changed by clicking on the leftmost column beside the Class Code to highlight the row then click on Change.



- Enter the new Employer Cost Factor and click Save.

The screenshot shows the 'Employer Cost Factors' window. At the top, there are three input fields: 'Class Code' with '04', 'Class Description' with 'Administrative', and 'Employer Cost Factor' with '1.228123'. Below these is a table with columns for Class Code, Class Description, and Employer Cost Factor. The table contains the following data:

Class Code	Class Description	Employer Cost Factor
04	Administrative	1.27
08	Bus Driver	1.27
05	Clerical	1.27
10	Correctional Officer	0.7
11	Firefighter	0.7
12	Law Enforcement Officer	0.7
06	Lunchroom	1.27
07	Maintenance	1.27
09	Mechanic	1.27

At the bottom of the window, there are six buttons: 'Add', 'Change', 'Save', 'Delete', 'Print', and 'Close'. A red arrow points to the 'Save' button.

- Repeat steps 3 and 4 until all new factors have been entered, then click Close.

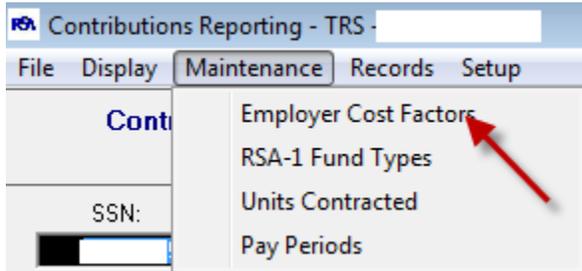
The screenshot shows the 'Employer Cost Factors' window. At the top, there are three input fields: 'Class Code' with '04', 'Class Description' with 'Administrative', and 'Employer Cost Factor' with '1.228123'. Below these is a table with columns for Class Code, Class Description, and Employer Cost Factor. The table contains the following data:

Class Code	Class Description	Employer Cost Factor
04	Administrative	1.228123
08	Bus Driver	1.27
05	Clerical	1.27
10	Correctional Officer	0.7
11	Firefighter	0.7
12	Law Enforcement Officer	0.7
06	Lunchroom	1.27
07	Maintenance	1.27
09	Mechanic	1.27

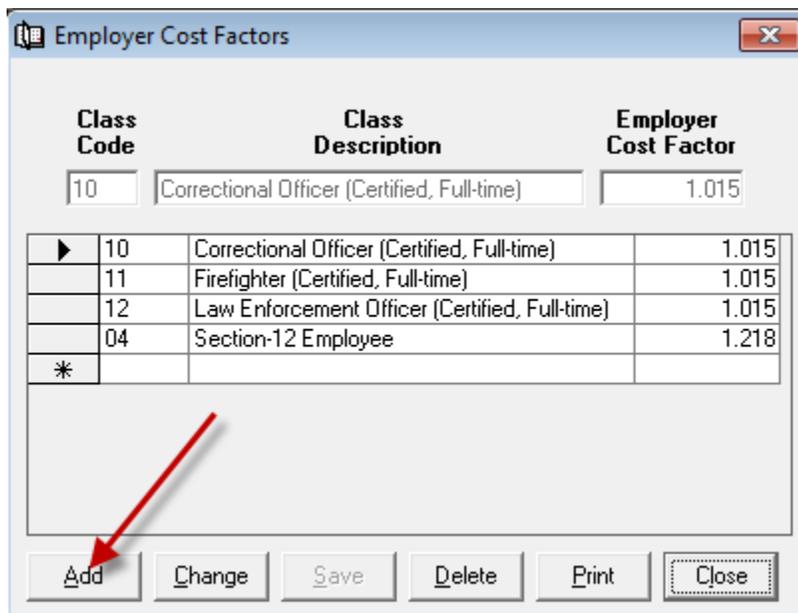
At the bottom of the window, there are six buttons: 'Add', 'Change', 'Save', 'Delete', 'Print', and 'Close'. A red arrow points to the 'Close' button.

Adding a new Class Code

1. Start the CRA application and open the database by clicking on the Open Database button.
2. Click on Maintenance, Employer Cost Factors.



3. Click on Add.



4. Enter the new Class Code, Class Description and Employer Cost Factor and click Save.

The screenshot shows the 'Employer Cost Factors' dialog box. At the top, there are three input fields: 'Class Code' with the value '51', 'Class Description' with the value 'Teacher - Tier II', and 'Employer Cost Factor' with the value '1.12345'. Below these fields is a table with the following data:

Class Code	Class Description	Employer Cost Factor
12	Law Enforcement Officer	0.7
06	Lunchroom	1.27
07	Maintenance	1.27
09	Mechanic	1.27
00	Other	1.27
02	Principal	1.27
03	Superintendant	1.27
01	Teacher	1.27
*		

At the bottom of the dialog box, there are six buttons: 'Add', 'Change', 'Save', 'Delete', 'Print', and 'Close'. A red arrow points to the 'Save' button.

5. Repeat steps 3 and 4 until all new Class Codes have been entered, then click Close.

The screenshot shows the 'Employer Cost Factors' dialog box. At the top, there are three input fields: 'Class Code' with the value '04', 'Class Description' with the value 'Administrative', and 'Employer Cost Factor' with the value '1.228123'. Below these fields is a table with the following data:

Class Code	Class Description	Employer Cost Factor
06	Lunchroom	1.27
07	Maintenance	1.27
09	Mechanic	1.27
00	Other	1.27
02	Principal	1.27
03	Superintendant	1.27
01	Teacher	1.27
51	Teacher - Tier II	1.1234
53	Superintendant - Tier II	1.2345

At the bottom of the dialog box, there are six buttons: 'Add', 'Change', 'Save', 'Delete', 'Print', and 'Close'. A red arrow points to the 'Close' button.

TRS Classification Codes - Tier I

CODE	DESCRIPTION
01	TEACHER
02	PRINCIPAL
03	SUPERINTENDANT
04	ADMINISTRATIVE
05	CLERICAL
06	LUNCHROOM
07	MAINTENANCE
08	BUS DRIVER
09	MECHANIC
00	OTHER
10	CORRECTIONAL OFFICER
11	FIREFIGHTER
12	LAW ENFORCEMENT

TRS Classification Codes - Tier II

CODE	DESCRIPTION
51	TEACHER
52	PRINCIPAL
53	SUPERINTENDANT
54	ADMINISTRATIVE
55	CLERICAL
56	LUNCHROOM
57	MAINTENANCE
58	BUS DRIVER
59	MECHANIC
60	OTHER
70	CORRECTIONAL OFFICER
71	FIREFIGHTER
72	LAW ENFORCEMENT