



Extract August RP records and interface to Finance

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Verify that the Regular Payroll (RP) extract is complete. If not, process the RP extract with Child Nutrition amounts (if applicable) and interface to Finance. This allows you to process and interface the TRS On-Behalf journal and continue with end-of-year processing in Finance.

IMPORTANT: Save all extract reports in a folder (e.g., Preliminary Aug TRS Reports) as they will be used at a later time in the verification process.



☐ Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

| | |
|-----------------------------|--|
| Maximum Days Worked | Type the actual number of days worked in the reporting period month. |
| Maximum Hours Worked | <p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p>Notes:</p> <p>Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values.</p> <p>Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following:</p> <p>The employee's job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee's job master then the job master calendar code is used, if the job does not exist in the employee's job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p> |

Default Zero Days ReasonClick  to select one of the following reasons:*A - Accrued Pay/Not Terminated**C - Employee on less than 12 month pay schedule/Not Terminated**F - Final Pay/Terminated**L - Leave Without Pay***Child Nutrition Information**

Child Nutrition (i.e. school breakfast and lunch) is a Special Revenue fund as LEAs are reimbursed based on the number of qualifying meals. Each LEA has the option to decide how the monthly child nutrition contributions submitted under the TRS Grant Deposit and TRS Grant Care are determined, either by actual salaries or on the TRS Child Nutrition Calculation Worksheet (two options).

If the LEA bases the amounts on actual salaries, a **TRS Grant Code** should be entered for that fund (usually 240) on the [Personnel > Tables > Salaries > Fund to Grant](#) table. However, if the LEA uses one of the two methods on the TRS Child Nutrition Calculation Worksheet, then an expenditure **Account** and **Previous** or **Current Month Salary** amount should be entered on the RP extract. The system will proportionately distribute the entered salary amount for the employees paid out of the same fund as entered in the expenditure **Account** field.

☐ If applicable to your LEA, under **Child Nutrition**, click **+ Add** to add a row and enter data in the following fields:

| | |
|------------------------------|---|
| Grant Code | Type the designated TRS grant code. |
| Account Code | Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year. |
| Description | Type a description for the entry. |
| Current Month Salary | Type the current month gross salary amount. The entered salary amount is proportionately distributed for the employees paid out of the same fund as entered as the expenditure account. |
| Previous Month Salary | <p>Type the prior month gross salary amount. If an amount is entered, the child nutrition salary is calculated based on the specified fund and all employees who were paid in the prior TRS reporting month and year using the child nutrition fund(s) (e.g., 240). If the current TRS reporting month is 09, the prior year TRS Rates table is used.</p> <p>If an amount is not entered, no processing is completed for the prior month pay dates.</p> <p>RP25 records are automatically updated/inserted for the current reporting month but adjusting the previous reporting month for child nutrition amounts. (e.g., If you are extracting data for April, the current reporting month is April and the adjusting reporting month is March.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated.</p> <p>Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.</p> |

☐ Click **Execute** to process the selected extracts.

☐ Click **Extract Status** to view the details (extract and error reports, status, user details, etc.) for each processed extract.

The TRS Extract Processing pop-up window is displayed with the extract **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email** address. If the logged-on user has an email address on the Human Resources > Maintenance > Staff Demo > Demographic Information tab, an email message is forwarded for each extract after completion.



☐ Under **Error Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

☐ Under **Print Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

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When you access the page, you may need to click **Refresh** to populate the journal voucher.



☐ Click **Interface**. The General Journal Transactions and Fund Transfer preview reports are displayed. [Review the report.](#)

☐ Click **Process**. If the selected transactions are successfully interfaced to Finance, a process successful message is displayed, the report window is closed, and the selected row (transaction) is deleted from the grid.