



## ASCENDER - August TRS Reporting Process



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# ASCENDER - August TRS Reporting Process

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This guide provides information about the August TRS reporting.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

## 1. [Process all August payrolls](#)

### Process all August payrolls

[Payroll > Payroll Processing > Interface Processing > Interface to Finance](#)

After all August payrolls are processed, interface the payrolls to Finance.

Before continuing with this process, verify that all service records have been extracted.

## 2. [Extract August RP records and interface to Finance](#)

### Extract August RP records and interface to Finance

[Payroll > Payroll Processing > TRS Processing > Extract](#)

Extract August Regular Payroll (RP) records. 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.
- **Do not** make any manual corrections to employee RP20 records. Extracting RP20 records again later in this document will override any manual changes.

Payroll Processing > TRS Processing

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Delete All and Insert New Records  
 Insert New Records  
 First Time Reporting

Frequency:  4 Biweekly  
 5 Semimonthly  
 6 Monthly

Employee Demographic (ED20) Extract  
 Employment Demographic records will be created.

Regular Payroll (RP20) Extract  
 Maximum Days Worked:   
 Maximum Hours Worked:   
 Default Zero Days Reason:

Contract and Position (ED40) Extract  
 From Contract Begin Date:   
 To Contract Begin Date:

Employment After Retirement (ER20) Extract  
 Maximum Days Worked:   
 Maximum Hours Worked:   
 Default Zero Days Reason:

Adjustment Days  
 Adjustment Days to RP25  
 Adjustment Days to ER27

Child Nutrition

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
	34	(240-35-6146.00-001-499000)	CHILD NUTRITION	0.00	0.00

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

<b>Maximum Days Worked</b>	Type the actual number of days worked in the reporting period month.
----------------------------	--

<b>Maximum Hours Worked</b>	<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><b>Notes:</b></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>
<b>Default Zero Days Reason</b>	<p>Click  to select one of the following reasons:</p> <p>A - Accrued Pay/Not Terminated      C - Employee on less than 12 month pay schedule/Not Terminated      F - Final Pay/Terminated      L - Leave Without Pay</p>

## 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

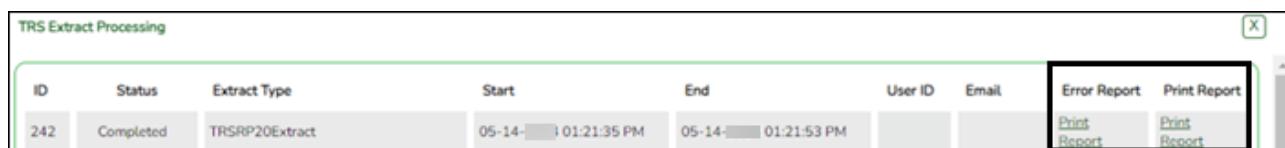
entered salary amount for the employees paid out of the same fund as entered in the expenditure **Account** field.

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

<b>Grant Code</b>	Type the designated TRS grant code.
<b>Account Code</b>	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
<b>Description</b>	Type a description for the entry.
<b>Current Month Salary</b>	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.
<b>Previous Month Salary</b>	<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 extract(s).
- 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 opens 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 Personnel > 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](#).

Payroll > Payroll Processing > TRS Processing > Interface

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

Payroll Processing > TRS Processing

Save Year: C

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Post to Current Account Period: 08  Post to Next Account Period: 08

Refresh Interface Delete Pending

Select	▲ Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-OASDI	TRS Insurance
<input checked="" type="checkbox"/>	08/2024	08-30-	0	730.31	110.65	28,838.45	18,026.89	0.00

First < 1: 08/ / 1 > Last

- Select the transaction and enter the **Posting Date**.
- 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.

Process Cancel

General Journal Transactions

Date Run: Page: 1 of 23  
Cnty Dist: File ID: C

Record Type: Child Nutrition  
JV Number: TR0824 08  
Adjustment Number: 0  
Fund: 199/4

Fnc-Obj, So-Org-Prog	JV Nbr	Reason	Debit(+) Amount	Credit(-) Amount
00-1261.00-000-400000	TR0824	TRS 489 Child Nutrition Care	110.65	0.00
00-1261.00-000-400000	TR0824	TRS 3 Child Nutrition Deposit	730.31	0.00
00-2155.01-000-400000	TR0824	TRS 3 Child Nutrition Deposit	0.00	-730.31
00-2155.03-000-400000	TR0824	TRS 489 Child Nutrition Care	0.00	-110.65
Fund Totals:			840.96	-840.96

3. **Do not** report or submit any records to TRS at this time.
4. [Create user-created report](#)

## Create user-created report

**Log on to the next year pay frequency.**

Payroll > Reports > User Created Reports

**It is recommended** to create a user-created report to identify employee contract begin dates in late July or August and their corresponding calendar codes. This report will be used in a later step to copy 10-month employees starting in those months (who won't receive their first paycheck until September) to the current year. Employees starting in September should not be included in this copy process.

The screenshot shows the 'Reports > User Created Reports' screen in a Payroll application. At the top, there are buttons for 'Create Report', 'Delete', and 'Reset'. Below this is a 'Report Template' section with a text input field, a 'Public' checkbox, and 'Retrieve' and 'Directory' buttons. The main area is divided into sections: 'Report Title' (with a text input field), 'Employee Nbr' (with a text input field and a 'Active Employees Only' checkbox), 'Employee Demographic' (with a large list of checkboxes for various employee details), and 'Job Information' (with a list of checkboxes for job-related details). The 'Employee Nbr' and 'Active Employees Only' checkboxes are highlighted with a black box, and a large black arrow points to the 'Create Report' button.

- Select **Active Employees Only** to only include active employee records on the report.
- Under **Employee Demographic**, select **Employee Nbr, First Name, and Last Name**.
- Under **Job Information**, select **Contract Begin Dt**.
- Click **Create Report** to generate the report.

After you create the report, use the Sort/Filter options to sort by the **Contract Begin Dt**.

## 5. Copy calendars from NYR to CYR

### Copy applicable calendars from NYR to CYR

[Payroll > Next Year > Copy Next Year Tables](#)

Use the user-created report from Step 4 to identify 10-month employees with contract begin

dates in late July or August and their corresponding calendar codes. Keep in mind, these are the employees who receive their first pay check in September. In this step, you will **only** copy their calendar codes to the current year.



**CAUTION: Do not** copy the TR calendar or any calendar that begins in September.

**Note:** If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

The screenshot shows a software interface for copying payroll tables from the next year to the current year. The main window has a green header bar with a home icon, the text 'Next Year > Copy NYR Tables to CYR', and a 'Payroll' dropdown. Below the header is a section titled 'COPY NEXT YEAR TABLES' containing several input fields for different payroll components. The 'School Calendar' field is highlighted with a black border and contains the code '01.02.03'. To the right of the input fields are two buttons: 'Execute' and 'Select All Tables'. A modal window titled 'School Calendars' is overlaid on the main window. This modal has a search bar and a table with columns for 'Calendar Code' and 'Description'. The table lists several calendar codes, each with a checkbox. The code '01.02.03' is checked. A large black arrow points from the 'School Calendar' field in the main window to the 'School Calendars' modal window.

Calendar Code	Description
01	187 DAYS
02	197 DAYS
03	182 DAYS
05	202 DAYS
07	245 DAYS
08	226 DAYS
26	AVAILABLE
33	AVAILABLE
39	AVAILABLE
TR	TRS CALENDAR

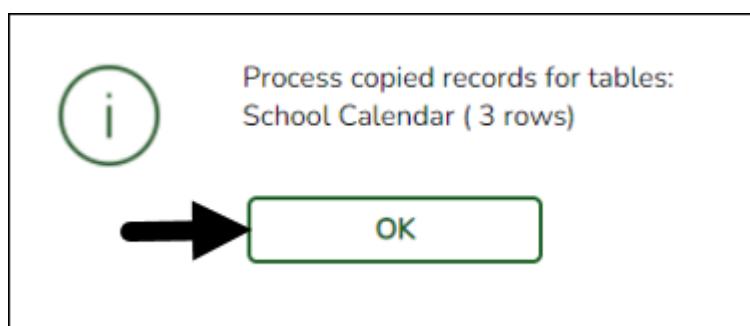
- In the **School Calendar** field, select the calendar codes to be copied.
- Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

Date Run: **Copy Next Year Tables to Current Year**  
 Cnty Dist: **ISD**  
 Table: **bhr\_cal\_sch**  
 Page: 1 of 1

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

**End of Report**

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

**Note:** When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

6. [Copy employees with August contract begin dates from NYR to CYR](#)

## Copy employees with August contract begin dates from NYR to CYR

**Log on to the next year pay frequency.**

[Payroll > Next Year > Copy NYR Staff to CYR](#)



**CAUTION:** Only copy employees whose contracts begin in August but will not receive first pay of new school year until September.

The screenshot shows the 'Payroll' interface with the 'Payroll' tab selected. The main title is 'Next Year > Copy NYR Staff to CYR'. The 'Year: N' dropdown is set to 'N'. The 'Execute' button is highlighted with a black arrow. The 'Parameters' section contains several filter fields: 'Pay Status' (Active is selected), 'Primary Campus' (All), 'Payoff Date' (empty), 'Pay Type' (All), 'Pay Campus' (All), 'Frequency' (F Monthly NYR), 'Job Code' (All), 'Contract Begin Date' (08-01-), 'Salary Concept' (All), 'Accrual Code' (All), 'Contract End Date' (empty), 'Extract ID' (empty), 'Pay Grade' (empty), 'Contract Months' (empty), 'Employee Nbr' (empty), 'Prior Yr Emp Date' (00-00-0000), and 'Payroll Date' (empty). The 'Options' section contains three checkboxes: 'Include Employees with Termination Date' (checked), 'Carry over employee deductions' (checked), and 'Only process employee deductions' (unchecked). The 'Preview changes' checkbox is also unchecked.

#### Under **Parameters**:

- Select **Active** to include employees with an active pay status.
- In the **Contract Begin Date**, select the pay date. You may need to complete this process several times if you have employees with various August contract begin dates.
- Under **Options**, select the applicable options:
  - Select **Include Employees with Termination Date**
  - Only select **Carry over employee deductions** if you updated new year deductions in next year payroll.
- Click **Execute**. A message is displayed prompting you to create a backup. A backup is recommended.

**Note:** If you need to import the backup file, use the current year [Payroll > Utilities > Import HR Tables From Database Tables](#) page. This functionality is not available in next year Payroll.

#### [Review the report.](#)

- Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.

Verify and save the reports before processing.

## 7. Extract August TRS records

### Extract August TRS records

**Log on to the current year pay frequency.**

Payroll > Payroll Processing > TRS Processing > Extract

Extract records again but **do not** interface to Finance as the interface was completed in Step 2.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Employee Demographic (ED20) Extract** to extract employee demographic data.
- Select **Contract and Position (ED40) Extract** to extract contract and position data.
  - In the **From Contract Begin Date** field, type the first date in August (e.g., 08/01/20XX).
  - In the **To Contract Begin Date** field, type the last date in August (e.g., 08/31/20XX).
- Select **Regular Payroll (RP20) Extract** to extract your August payroll data.
- Select **Employment of Retirement (ER20) Extract** to extract retiree data.
- Select **Adjustment Days** (if applicable) to extract adjustment day data.
- Click **Execute** to process the selected extract.

## 8. Maintenance ED records

## Maintenance ED records

Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED20 (Demo) & ED40 (Contr and Pos)

Perform ED Maintenance. Use the Payroll > Reports > TRS Reports > HRS8900 - Employee Data (ED) to verify the ED20 and ED40 information that was extracted. You may need to add/edit or delete ED records.



**TIP:** If ED90 records are added during this step, **it is recommended** that you submit those records after your August RP has reached completed status, which is included in Step 15 of this document.

Utilities > TRS Maintenance > Employee Data (ED)

Save

TRS Month: 08 TRS Year:  Retrieve Directory

ED20 (DEMO) ED25 (DEMO ADJ) **ED40 (CONTR & POS)** ED45 (CONTR & POS ADJ) ED90 (TERM)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Membership Eligibility	ERS Retiree Health Elig	FTE Hrs	Hrly Pay Rate	
<input type="button" value="Delete"/>	<input type="checkbox"/>	000046	144-36-3509	06-01-1959	F - Female	AUSSEM	AMY	J		<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000096	175-15-5900	01-30-1967	F - Female	BENTON	ANTONIO	L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000125	190-13-3373	10-05-1970	M - Male	BLOUNT	BARBARA	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000156	212-90-9868	09-19-1951	F - Female	BROWN	BILLIE	F		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000162	215-07-2791	03-25-1959	F - Female	BRUNSWICK	BONITA	L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000164	216-30-7682	12-12-1963	F - Female	BUCEK	BRADLEY	M		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000176	222-34-6533	09-04-1960	F - Female	BURNETT	BRANDY	R		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000179	224-85-1868	12-28-1980	F - Female	BURNS	BRENDA	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000207	249-08-3803	12-05-1966	F - Female	CARNAGEY	CALVIN	MARIE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000214	254-15-8635	05-03-1980	F - Female	CARTER	CANDICE	KAY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000219	256-65-3834	02-08-1959	F - Female	CASH	CARMEN	K		<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000226	259-13-1169	08-16-1977	F - Female	CATHEY	CARRIE	YOLANDA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	0.00	02
<input type="button" value="Delete"/>	<input type="checkbox"/>	000265	583-73-5855	04-09-1972	F - Female	COOK	CHRISTIAN	D		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00	02

First  1  / 15

Emp Nbr: 000046 Staff ID/SSN: 144-36-3509 Name: AUSSEM, AMY J DOB: 06-01-1959 Gender: F - Female

Position	Contract
TRS Membership Eligibility: <input checked="" type="checkbox"/>	Employment Start Date: 08-03-2022 RE Pays Social Security: <input checked="" type="checkbox"/> M - Subject to medicare
ERS Retiree Health Elig: <input type="checkbox"/>	Contract Begin Date: 08-14-2024 Non-Standard Work Week: <input type="checkbox"/>
FTE Hrs: <input type="text" value="30"/>	Contract End Date: 06-06-2025
Hrly Pay Rate: <input type="text" value="0.00"/>	

### 9. Extract RP20 records

## Extract RP20 records

Payroll > Payroll Processing > TRS Processing > Extract

Extract RP20 records again but do not interface to Finance as the interface was completed in step 2.

10. [Create ED submission file](#)

## Create ED submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

Create the ED Submission file and upload it to TRS. Be sure to wait until the upload is completed successfully.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Create ED File**.
- Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

11. [Perform employee maintenance](#)

# Maintenance RP records

Payroll > Utilities > TRS Maintenance > Regular Payroll (RP) > RP20 (Payroll)

While you are waiting for the ED file to be successfully uploaded, verify employee data and if necessary, perform employee data maintenance.

You may need to manually add all new hires for August to the RP20 record.

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Position Code	Actual Hours Worked	Hours Scheduled
		000265	583-73-5855	04-09-1972	F - Female	COOK	CHRISTIAN	D		02 - Teacher, librarian	0	31
		000267	670-74-9425	01-03-1977	F - Female	COOPER	CHRISTIE	S		02 - Teacher, librarian	0	31
		000284	274-40-8396	07-22-1973	F - Female	COX	CHRISTY	KATHLEEN		05 - FT nurse/Counselor	0	41
		000285	272-85-7224	11-19-1981	F - Female	COX	CHRISTYNA	L		02 - Teacher, librarian	0	31
		000355	161-74-2521	02-05-1976	F - Female	DILLMAN	DAYLON	SERIO		02 - Teacher, librarian	0	31
		000381	459-76-3910	10-03-1984	M - Male	DUNAVIN	DELORES	PABLO		03 - Support staff	0	31
		000391	424-71-5092	12-31-1989	M - Male	EDWARDS	DEREK	RYAN		02 - Teacher, librarian	0	31
		001349	405-71-8751	08-02-1993	F - Female	ENRIQUEZ	STEVEN	LYNN		05 - FT nurse/Counselor	0	31
		000413	014-69-0910	06-14-1977	M - Male	FAUGHTENBERRY	DONNA	C		02 - Teacher, librarian	0	31
		000422	169-28-2816	06-18-1972	F - Female	FIELDER	DORIS	K		02 - Teacher, librarian	0	31
		000454	153-05-7796	06-10-1964	F - Female	GARNER	ELLEN	DEE		02 - Teacher, librarian	0	41
		000461	197-68-9929	03-23-1975	F - Female	GATLIN	EMILY	M		02 - Teacher, librarian	0	31
		000472	210-56-8060	02-16-1971	F - Female	GLASS	ERIN			02 - Teacher, librarian	0	31

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Emp Nbr: 000265 Staff ID/SSN: 583-73-5855 Name: COOK, CHRISTIAN D DOB: 04-09-1972 Gender: F - Female

Job Info

TRS Position Code: 02 - Teacher, librarian Actual Hours Worked: 0 Hours Scheduled: 38 Days Worked: 13 Zero Days Reason:

Monthly Amount

TRS Gross:	5,783.37	TRS Grant Gross:	0.00	Emplr TRS Care Contrib:	43.38	Perfor Pay Gross:	0.00
TRS Care:	37.59	TRS Grant Deposit:	0.00	Emplr New Member Contrib:	0.00	Adj State Min:	4,204.75
TRS Sal Reduction:	477.13	TRS Grant Care:	0.00	Emplr TRS Non-OASDI Contrib:	79.89	Stat Min Contrib:	130.24
Total Gross Pay:	5,783.37						

Service Credit

Service Credit Purchase Deduction Amount: 0.00 Service Credit Tax Shelter Flag:

- To add another row, click **+Add**. A new row is added with the cursor in the **Emp Nbr** field.
- In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed.
- Complete the **Hours Scheduled** and **Days Worked** fields for the employee.
- Click **Save**.

Additionally, you can sort the data on this page by the **Days Worked**. This allows you to determine that a **Zero Days Reason** is indicated for all employees who actually have zero days worked in August.

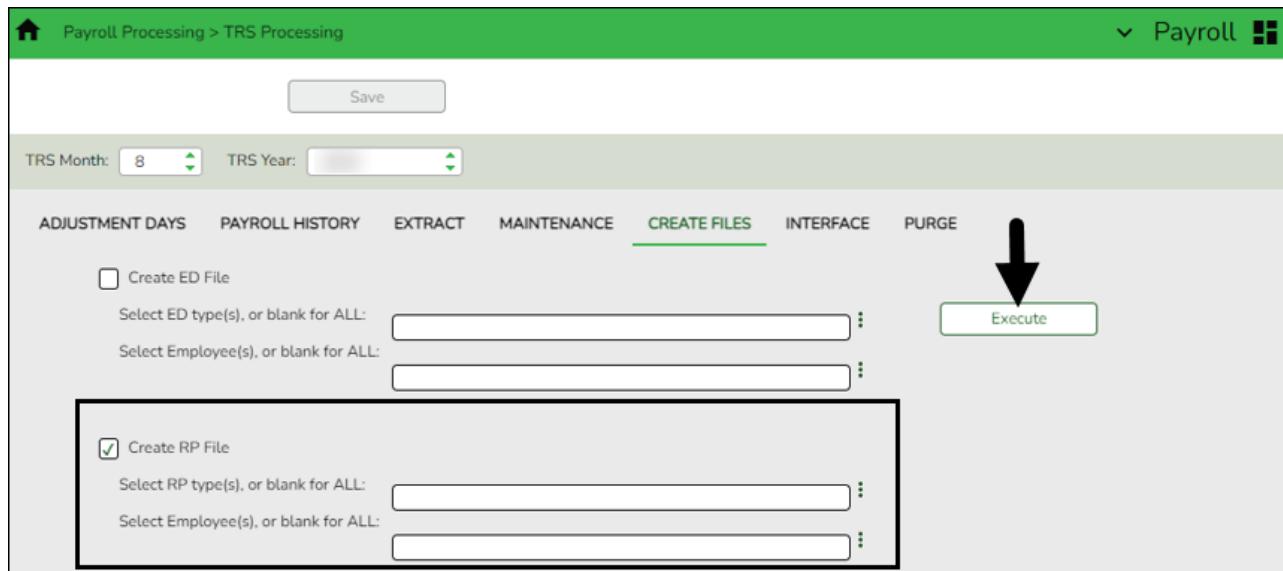
If the employee actually worked in August, adjust the **Hours Scheduled** and **Days Worked** fields accordingly.

12. [Create RP submission file](#)

## Create RP submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

After the ED submission file is in a Completed status, create the RP submission file and upload it to TRS.



Payroll Processing > TRS Processing

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE **CREATE FILES** INTERFACE PURGE

Create ED File

Select ED type(s), or blank for ALL: [dropdown]

Select Employee(s), or blank for ALL: [dropdown]

Create RP File

Select RP type(s), or blank for ALL: [dropdown]

Select Employee(s), or blank for ALL: [dropdown]

Execute

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Create RP File**.
- Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

			Cancel
	First	◀	▶ Last
Date Run: 05-19-2024 2:55 PM	Signature Data Regular Payroll (RP)	Program: HRS7800	
Cnty Dist: 057-950	ISD		
Report Month: August	Year: [REDACTED]		
		Current Month	Prior Month Adjustment
Nbr of Detail Records		273	0
Total Pay		1,312,061.34	0.00
Total Gross Compensation			
TRS Gross		1,309,326.56	0.00
Total Eligible Compensation			
Performance Pay Gross		0.00	0.00
Total Performance Pay			
TRS Salary Reduction		108,019.46	0.00
Total Member Contributions			
TRS Insurance		8,510.65	0.00
Total Member TRS-Care Contributions			
Emplr TRS Care Contribution		9,819.96	0.00
Total RE TRS-Care Contributions			
Service Credit Purchase Deduction		0.00	0.00
Total Service Credit Purchase Deductions			
TRS Federal Gross		59,082.29	0.00
Total Eligible Compensation Paid from Federal Funds/Private Grants			
TRS Federal Grant		4,874.31	0.00
Total Federal Fund/Private Grant Contribution			
TRS Federal Care		738.55	0.00
Total Federal TRS-Care Contributions			
New TRS Member Pension Contrib		0.00	0.00
Total RE Payment for New Member Contribution			
Emplr TRS Non-OASDI Contrib		18,026.89	0.00
Total RE Payment for Non-OASDI Member Contribution			
Adjusted State Minimum		698,065.47	0.00
Total Adjusted State Minimum Compensation			
State Minimum Contribution		28,838.45	0.00
Total Statutory Minimum Contributions			

13. [Determine TRS TEAM payment amount](#)

## Determine TRS payment

After all submission files are in a Complete status, determine the TRS payment amount, and then make the payment through TEXNET.

* Total Amount	\$0.00	
* Bank Account		
* Settlement Date		
* Report Month		
Member Contribution Amount	\$0.00	2155.00
Member TRS-Care Contribution Amount	\$0.00	2155.00
RE Federal Fund/Private Grant Contribution Amount	\$0.00	2155.01
RE Statutory Minimum Contribution Amount	\$0.00	2155.02
RE Non-Education/General Funds Contribution Amount	\$0.00	
Pension Penalty Interest Amount Due	\$0.00	2155.09
RE Federal Fund/Private Grant TRS-Care Contribution Amount	\$0.00	2155.03
RE Educational/General Funds Contribution Amount	\$0.00	
Member Service Credit Purchase Payroll Deduction Amount	\$0.00	2159.00-XXX (XXX=DedCd)
RE TRS-ActiveCare Premiums Billed Amount	\$0.00	2153.00-XXX
RE TRS-Care Contribution Amount	\$0.00	2155.04
RE New Member Contribution Amount	\$0.00	2155.05
RE Pension Surcharge for Reported Retirees Contribution Amt	\$0.00	2155.06
RE TRS-Care Surcharge for Reported Retirees Contribution Amt	\$535 / Retiree	2155.07
RE Community/Junior College Contribution Amount	\$0.00	
RE Public Education Employer Contribution Amount	\$0.00	2155.08
RE TRS-Care Penalty Interest Amount Due	\$0.00	2155.09
Penalty Fee Amount Due	\$0.00	

[Submit](#) [Clear](#) [Return to Menu](#)

#### 14. Record TRS TEAM payment

## Record TRS payment

After making the TRS payment through TEXNET, use one of the following options to record the actual TRS reporting payment amount and ensure that the transaction is recorded in the correct accounting period.

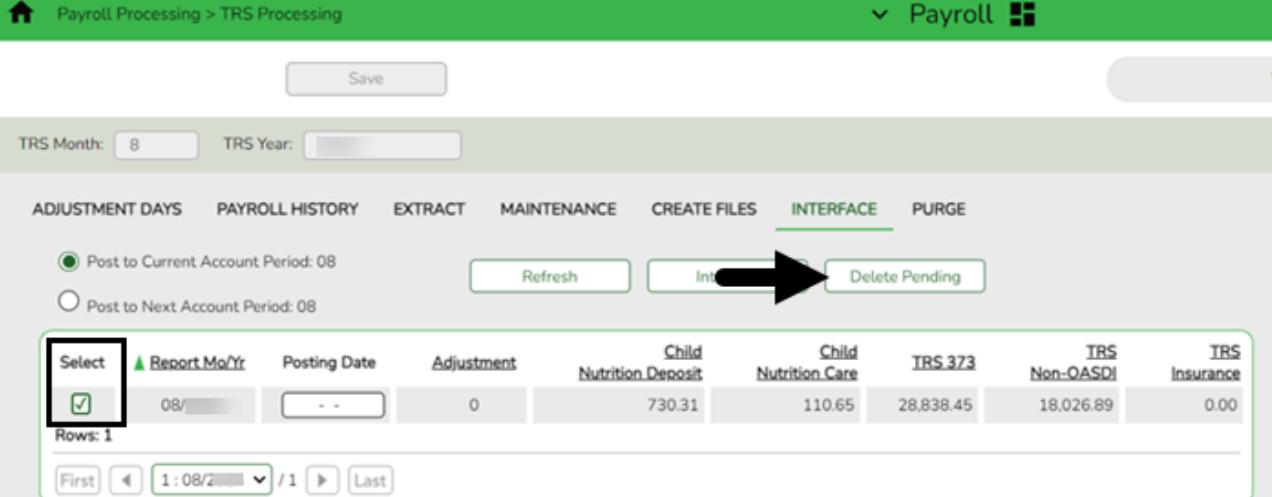
- Payroll > Utilities > Transfer Transaction Processing
- Finance > Maintenance > Postings > Check Processing - PA - as a district written check
- Finance > Maintenance > Postings > Journal Actual - as a journal entry

#### 15. Delete pending TRS interface for August

## Delete pending TRS interface for August

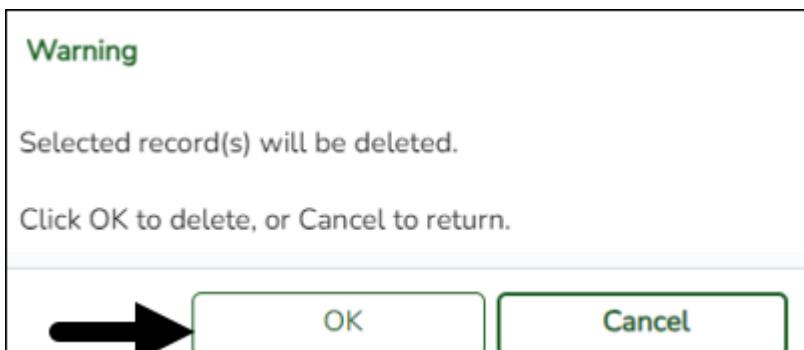
[Payroll > Payroll Processing > TRS Processing > Interface](#)

**Reminder:** This interface was performed in step 2.



Select	Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-OASDI	TRS Insurance
<input checked="" type="checkbox"/>	08/	08/2023	0	730.31	110.65	28,838.45	18,026.89	0.00

- Select the transaction.
- Click **Delete Pending**. A warning message is displayed prompting you to continue or cancel.
- Click **OK** to delete the selected transaction. A delete successful message is displayed.



### 16. Enter ED90 records/create submission file

## Enter ED90 records/create submission file

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED90 \(Term\)](#)

After all reports are completed, enter the ED90 Termination records for August.

## Payroll > Payroll Processing > TRS Processing > Create Files

Create the ED90 submission file and upload it to TRS.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Under **Create ED File**, in the **Select ED type(s), or blank for ALL** field, click to open the Employee Demographic (ED) pop-up window.
  - Select **ED90 Termination**.
  - Click **Select** to close the pop-up window and populate the field with the selection.
- Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

## 17. Create ER submission file

## Create ER submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

In September, create the ER file and upload it to TRS to submit retiree information.

Payroll Processing > TRS Processing

Save

TRS Month: 8 TRS Year: [redacted]

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Create ED File  
Select ED type(s), or blank for ALL: [redacted]  
Select Employee(s), or blank for ALL: [redacted]

Create RP File  
Select RP type(s), or blank for ALL: [redacted]  
Select Employee(s), or blank for ALL: [redacted]

Create ER File  
Select ER type(s), or blank for ALL: [redacted]  
Select Employee(s), or blank for ALL: [redacted]

Execute

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Create ER File**.
- Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

## 18. Verify TRS On-Behalf is posted

## Verify TRS On-Behalf is posted

[Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry](#)

Run an inquiry for account codes 5831 (revenues) and 6144 (expenditures) to verify that On-Behalf has been posted for all 12 months.



**TIP:** If you are performing this step after you closed your fiscal year in Finance, you need to log on to the prior file ID to verify this posting.

Inquiry > General Ledger Inquiry
Finance
File ID: C
Account Period: 05
Chan

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period: 08  Next Period: 08
 Include soft encumbrances when POs exist  Exclude Objects 61XX  Include Inactive Accounts

Show Details *Report will display Transaction Details*
**Description**  
 Reason  Vendor Name

Account Code:  Fund: XXX  Func: XX  Obj: 5831  Sobj: XX  Org: XXX  Prog: XX  XX  XX  XX  XX

First   Last

Date Run:  
Cnty Dist:  
Processed  Current   Next 
Detail Transactions for Revenue Accounts  
ISD  
XXX XX 5831 XX XXX X XX X XX
Page: 1 of 1  
File ID: C