



ASCENDER - August TRS Reporting Process

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Reviewed: In Progress

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The purpose of this document is to guide you through the August TRS reporting process.

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

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



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

August TRS Reporting Process



CAUTION: If not yet completed, extract teacher service records for all employees.

Note: If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

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.

- ☐ 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 Reason	<p>Click  to select one of the following reasons:</p> <p><i>A - Accrued Pay/Not Terminated</i> <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> <i>F - Final Pay/Terminated</i> <i>L - Leave Without Pay</i></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.

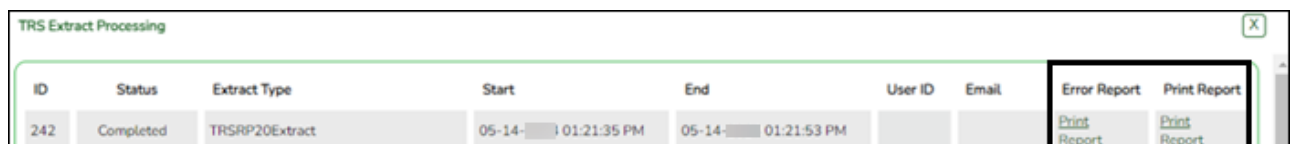
☐ If applicable to your LEA, under **Child Nutrition**, click **+ Add** to add a row and enter data in the following fields:

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 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.



ID	Status	Extract Type	Start	End	User ID	Email	Error Report	Print Report
242	Completed	TRSRP20Extract	05-14-2016 01:21:35 PM	05-14-2016 01:21:53 PM			Error Report	Print Report

☐ 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.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there's a 'Save' button and a 'Year: C' dropdown. Below that, 'TRS Month: 8' and 'TRS Year: ' are displayed. A navigation bar includes 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT', 'MAINTENANCE', 'CREATE FILES', 'INTERFACE' (highlighted), and 'PURGE'. Under 'INTERFACE', there are radio buttons for 'Post to Current Account Period: 08' (selected) and 'Post to Next Account Period: 08'. A black arrow points to the 'Interface' button. Below this is a table with columns: 'Select', 'Report Mo/Yr', 'Posting Date', 'Adjustment', 'Child Nutrition Deposit', 'Child Nutrition Care', 'TRS 373', 'TRS Non-OASDI', and 'TRS Insurance'. The first row has values: [checked], '08/2024', '08-30-', '0', '730.31', '110.65', '28,838.45', '18,026.89', and '0.00'. At the bottom, there are navigation controls like 'First', '1:08/2', and '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.

The screenshot shows the 'General Journal Transactions' report. At the top, there are 'Process' and 'Cancel' buttons, with a black arrow pointing to 'Process'. Below the buttons is a table with columns: 'Fnc-Obj', 'So-Org', 'Prog', 'JV Nbr', 'Reason', 'Debit(+)', and 'Credit(-)'. The table contains four rows of transactions. At the bottom, there is a 'Fund Totals' row.

Fnc-Obj	So-Org	Prog	JV Nbr	Reason	Debit(+)	Credit(-)
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.

Reports > User Created Reports Payroll

Create Report **Delete** **Reset**

Report Template

☐ Public **Retrieve** **Directory**

Report Title

Employee Nbr: ☒ **Active Employees Only**

☐ **Employee Demographic**

<input checked="" type="checkbox"/> Employee Nbr	<input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

☐ **Job Information**

<input type="checkbox"/> Job Code	<input type="checkbox"/> Percent Assigned	<input checked="" type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Overtime Eligible	<input type="checkbox"/> Workers' Comp Cd
<input type="checkbox"/> Job Descr	<input type="checkbox"/> Department	<input type="checkbox"/> Nbr Days Employed	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Hrly Rate	<input type="checkbox"/> Overtime Rate	<input type="checkbox"/> Workers' Comp Annual
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Pay Type	<input type="checkbox"/> Nbr Days in Contract	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Hours/Day	<input type="checkbox"/> Workers' Comp Remain
<input type="checkbox"/> Prim Campus	<input checked="" type="checkbox"/> Calendar Code	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> State Step	<input type="checkbox"/> Base Annual	<input type="checkbox"/> TRS Position Cd	<input type="checkbox"/> Exempt Status
<input type="checkbox"/> Campus Name	<input checked="" type="checkbox"/> Contract Begin Dt	<input type="checkbox"/> Nbr of Annual Pymts	<input type="checkbox"/> Contract Total	<input type="checkbox"/> Accrual Cd	<input type="checkbox"/> State Minimum Salary	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Nbr Mon Contr	<input checked="" type="checkbox"/> Contract End Dt	<input type="checkbox"/> Remaining Pymts	<input type="checkbox"/> Contract Balance	<input type="checkbox"/> Accrual Rate	<input type="checkbox"/> TRS Year	<input type="checkbox"/> Vacant Position
<input type="checkbox"/> Yrs of Job Exper	<input type="checkbox"/> Yrs in Career Ladder	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> Wholly Sep Amt	<input type="checkbox"/> Reg Hrs Worked	<input type="checkbox"/> Retiree Exception	

- ☐ 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.

Next Year > Copy NYR Tables to CYR

Payroll

COPY NEXT YEAR TABLES

Table Name	Value	Selected
Accrual Calendar		<input type="checkbox"/>
Extra Duty Pay		<input type="checkbox"/>
Hourly / Daily Salary		<input type="checkbox"/>
Job Code		<input type="checkbox"/>
Local Annual Salary		<input type="checkbox"/>
Midpoint Salary		<input type="checkbox"/>
School Calendar	01.02.03	<input checked="" type="checkbox"/>
State Minimum Salary		<input type="checkbox"/>
Substitute Salary		<input type="checkbox"/>
Workers' Compensation Rates		<input type="checkbox"/>

Execute Select All Tables

School Calendars


Search:

Calendar Code	Description
<input checked="" type="checkbox"/> 01	187 DAYS
<input checked="" type="checkbox"/> 02	197 DAYS
<input checked="" type="checkbox"/> 03	182 DAYS
<input type="checkbox"/> 05	202 DAYS
<input type="checkbox"/> 07	245 DAYS
<input type="checkbox"/> 08	226 DAYS
<input type="checkbox"/> 26	AVAILABLE
<input type="checkbox"/> 33	AVAILABLE
<input type="checkbox"/> 39	AVAILABLE
<input type="checkbox"/> TR	TRS CALENDAR

OK Cancel

☐ 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.](#)



Process Cancel

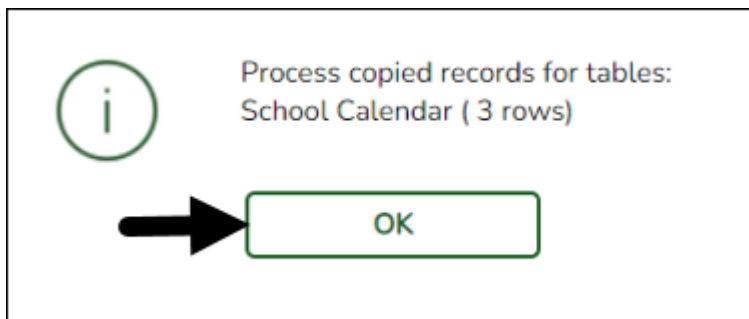
First Last

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**.



Process copied records for tables:
 School Calendar (3 rows)

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.

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.

The screenshot shows the 'Payroll Processing > TRS Processing > Extract' interface. At the top, there is a 'Save' button and a 'Year: C' dropdown. Below this, there are fields for 'TRS Month: 8' and 'TRS Year:'. A red box highlights these fields. The interface has several tabs: 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT' (selected), 'MAINTENANCE', 'CREATE FILES', 'INTERFACE', and 'PURGE'. Under the 'EXTRACT' tab, there are radio buttons for 'Delete All and Insert New Records' (selected), 'Insert New Records', and 'First Time Reporting'. There are also frequency options: '4 Biweekly', '5 Semimonthly', and '6 Monthly' (selected). There are 'Execute' and 'Extract Status' buttons. Below these are several extraction options, each with a checkbox and a description: 'Employee Demographic (ED20) Extract', 'Contract and Position (ED40) Extract', 'Regular Payroll (RP20) Extract', 'Employment After Retirement (ER20) Extract', and 'Adjustment Days'. Each option has a 'Maximum Days Worked' and 'Maximum Hours Worked' field, and a 'Default Zero Days Reason' dropdown. At the bottom, there is a table for 'Child Nutrition' with columns: 'Delete', 'Grant Code', 'Account', 'Description', 'Current Month Salary', and 'Previous Month Salary'. The table contains one row with the following data: '36', '240-35-6146.00-938-09000', 'AUGUST CHILD NUTRITION', '30,000.00', and '0.00'.

- ☐ 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) Payroll

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

First 1 / 15 Last Add

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

Position

TRS Membership Eligibility: ☒

ERS Retiree Health Elig: ☐

FTE Hrs: 30

Hrly Pay Rate: 0.00

TRS Position Code: 03 - Support staff

Employment Type: F - Half-Time or more

Pay Unit/Salary Flag: S - Salary

Contract

Employment Start Date: 08-03-2022 RE Pays Social Security: M - Subject to medicare

Contract Begin Date: 08-14-2024 Non-Standard Work Week: ☐

Contract End Date: 06-06-2025

9. 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.

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:

Select Employee(s), or blank for ALL:

Execute

- ☐ 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.

Cancel

First Last

Date Run: Signature Data Employee Data (ED) Program: HRS7800

Cnty Dist: ISD

Report Month: August Year:

ED20 Records:	0
ED25 Records:	0
ED40 Records:	212
ED45 Records:	0
ED90 Records:	0
Total Records Submitted:	212

10. [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.

Utilities > TRS Maintenance > Regular Payroll (RP) Payroll

Save

TRS Month: 08 TRS Year: Retrieve Directory

RP20 (PAYROLL) RP25 (PAYROLL ADJ)

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	38
		000267	670-74-9425	01-03-1977	F - Female	COOPER	CHRISTIE	S		02 - Teacher, Librarian	0	38
		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	38
		000355	161-74-2521	02-05-1976	F - Female	DILLMAN	DAYLON	SERIO		02 - Teacher, Librarian	0	38
		000381	459-76-3910	10-03-1984	M - Male	DUNAVIN	DELORES	PABLO		03 - Support staff	0	38
		000391	424-71-5092	12-31-1989	M - Male	EDWARDS	DEREK	RYAN		02 - Teacher, Librarian	0	38
		001349	405-71-8751	08-02-1993	F - Female	ENRIQUEZ	STEVEN	LYNN		05 - FT nurse/Counselor	0	38
		000413	014-69-0910	06-14-1977	M - Male	FAUGHTENBERRY	DONNA	C		02 - Teacher, Librarian	0	38
		000422	169-28-2816	06-18-1972	F - Female	FIELDER	DORIS	K		02 - Teacher, Librarian	0	38
		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	38
		000472	210-56-8060	02-16-1971	F - Female	GLASS	ERIN			02 - Teacher, Librarian	0	38

First 2 / 19 Last Add

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: 4,204.79

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.

11. 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.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there is a 'Save' button. Below it, the 'TRS Month' is set to 8 and the 'TRS Year' is set to 2026. The 'CREATE FILES' tab is selected, and the 'Create RP File' option is checked. The 'Execute' button is highlighted with a downward arrow.

- ☐ 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.

Date Run: 05-19-2018 2:55 PM
 Cnty Dist: 057-950
 Report Month: August Year: 2018

Signature Data Regular Payroll (RP)
 ISD

Program: HRS7800

	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		

12. Determine TRS payment

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	

13. [Record TRS 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

14. [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 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.

15. [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.

Utilities > TRS Maintenance > Employee Data (ED) Payroll

Save

TRS Month: 08 TRS Year: 2024 Retrieve Directory

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

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	Termination Date	Termination Reason Code	Final Payroll Transaction Report Period
		000007	319-24-7608	09-01-1954	F - Female	ADAMS	ALESHA	M		05-24-2024	E - End of Employment	08 - 2024

First 1 / 1 Last Add

Emp Nbr: 000007 Staff ID/SSN: 319-24-7608 Name: ADAMS, ALESHA M DOB: 09-01-1954 Gender: F - Female

Termination Date: 05-24-2024 Reason: E - End of Employment

Final Pay Month: 08 Year: 2024 Annualized Eligible TRS Compensation: 0.00

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

Create the ED90 submission file and upload it to TRS.

Payroll Processing > TRS Processing Payroll

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: ED90

Select Employee(s), or blank for ALL:

☐ Create RP File

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

Select Employee(s), or blank for ALL:

☐ Create ER File

Select ER type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

Execute

- ☐ 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.

16. [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.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there is a green header bar with a home icon, the breadcrumb 'Payroll Processing > TRS Processing', and a 'Payroll' dropdown menu. Below the header, there is a 'Save' button. The main area has a light green background with a tabbed interface. The tabs are: ADJUSTMENT DAYS, PAYROLL HISTORY, EXTRACT, MAINTENANCE, **CREATE FILES** (highlighted with a green underline), INTERFACE, and PURGE. Below the tabs, there are three sections for creating files: 'Create ED File', 'Create RP File', and 'Create ER File'. Each section has a checkbox, a label 'Select [file type] type(s), or blank for ALL:', and a text input field. The 'Create ER File' section is highlighted with a red box, and its checkbox is checked. To the right of the 'CREATE FILES' tab, there is a large black arrow pointing down to an 'Execute' button.

- ☐ 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.

17. [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: Func: **Obj: 5831** Subj: Org: Prog:

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

18. (If necessary) Calculate TRS on-behalf.

(If necessary) Calculate TRS On-Behalf

Log on to the CYR payroll frequency.

[Payroll > Reports > TRS Reports > HRS4150 - TRS On-Behalf Payment Journal](#)


If you do not post your TRS On-Behalf on a monthly basis:

- Calculate your TRS On-Behalf for the year.
- Verify On-Behalf revenue and expenditures are posted for 12 months.

This report must be processed and interfaced after the TRS 373 Stat. Min. report is interfaced to Finance.

Generate the HRS4150 - TRS On-Behalf Payment Journal report to calculate the TRS On-Behalf payments, create a journal, and interface the amounts to Finance.

Reports > TRS Reports > TRS On-Behalf Payment Journal Payroll

Preview  CSV Clear Options

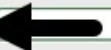
TRS Reports

- [HRS4150 - TRS On-Behalf Payment Journal](#)
- [HRS4250 - TRS Eligible Employees List](#)
- [HRS4300 - Health Insurance Participation Report](#)
- [HRS4450 - FSP Staff Salary Report](#)
- [HRS4550 - Payroll Benefits Expense Distribution](#)
- [HRS7810 - TRS Statutory Minimum Report #373](#)
- [HRS7815 - TRS Non-OASDI Employer Contribution](#)
- [HRS7820 - TRS 3 Report](#)
- [HRS7825 - TRS 489 Report](#)
- [HRS7840 - TRS Federal Grant Report](#)
- [HRS7850 - TRS Adjustment Days Report](#)
- [HRS8900 - Employee Data \(ED\)](#)
- [HRS8905 - Regular Payroll \(RP\)](#)
- [HRS8910 - Employment After Retirement \(ER\)](#)
- [HRS9865 - Payments for New Member](#)
- [HRS9870 - Retiree Pension Surcharge](#)
- [HRS9875 - Retiree TRS Care Surcharge](#)

HRS4150 - TRS On-Behalf Payment Journal

Parameter Description	Value
From Pay Date (MMDDYYYY)	XXXXXXXX
To Pay Date (MMDDYYYY)	XXXXXXXX
Single Revenue Account per Selected fund? (Y/N)	Y
Interface Transaction Date (MMDDYYYY)	0831
Finance Accounting Period (01-12)	08
Select Frequency(ies), or blank for ALL	
Expenditure Account Code (Enter fund, func, obj (6144), subj, org, pgm)	199
Select one Distribution Error Account Code	199
Additional Matching Amount	

☐ Enter the necessary parameters and generate the report.

Interface FIN 


Date Run: _____ Payroll Account Codes Not In General Ledger: _____ Program: HRS4150
 Crty Dist: _____ ISD Page: 1 of 1
 For Payroll Period: _____


Fund	Fnc	Obj	So	Org	Prog
Alphabetic list					

All account codes exist in the finance general ledger

End of Report

☐ Click **Interface to Finance**. The following message is displayed.

 The interface to Finance process completed successfully.

OK 

☐ Click **OK**.

These are just suggested codes, review your general ledger to verify what codes have been budgeted. It is acceptable under GASB Statement No. 24 for ALL of the "On-Behalf" payments to be charged to the general fund by function. Reference Item 5 section 1.3.3.2 of the [Financial Accountability System Resource Guide \(FASRG\)](#).