



(If necessary) Calculate TRS On-Behalf

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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 payrolls are posted for all 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.

- Enter the necessary parameters and generate the report.
- Click **Interface to Finance**. The following message is displayed.
- 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 page 1.3.3.2 of the [Financial Accountability System Resource Guide \(FASRG\)](#).