



# ER20 Employment of Retirees



# Table of Contents

**ER20 Employment of Retirees** ..... i



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The ER20 record is used to report employment information for retirees, regardless of retirement date or retirement type.

ER20 records are extracted per Primary Job and per Retiree Exception, the Retiree Exception will be the Retiree Employment Type if selected.

- Employees with multiple jobs will have multiple ER20 records reported.
- Any extra duty pay (XTRA job) that is not attached to the job with the Retiree Exception should be reported with the Primary Job.
- The TRS Adjustment Days extract will not extract a value for ER type records. Users are expected to update the extracted records with the Retiree Employment Type.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Employment**:

|                                |  |
|--------------------------------|--|
| <b>TRS Position Code</b>       | Click  to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>   |
| <b>Retiree Employment Type</b> | Click  to select the employee's retiree employment type code. <ul style="list-style-type: none"> <li>• B - Non-Profit Tutor Substitute</li> <li>• C - Combination of Substitute and Half-time or less</li> <li>• E - Surge Personnel</li> <li>• F - Full-Time</li> <li>• H - Half-time or less</li> <li>• N - Non-Profit Tutor Half Time or Less</li> <li>• S - Substitute</li> <li>• T - Non-Profit Tutor Full Time</li> </ul> |
| <b>Zero Days Reason</b>        | Click  to select the reason for reporting zero days worked for an employee. <ul style="list-style-type: none"> <li>• A - Accrued Pay/Not Terminated</li> <li>• C - Employee on less than 12 month pay schedule/Not Terminated</li> <li>• F - Final Pay/Terminated</li> <li>• L - Leave Without Pay</li> </ul>   |
| <b>Actual Hours Worked</b>     | Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked. This field must be reported if actual hours are tracked.  |
| <b>Days Worked</b>             | Type the actual number of days worked or on paid leave in the reporting period month.  |


|  |  |
|--|--|
| <b>Paid Through Third Party Entity</b> | Select to indicate if the retiree works for a third party entity and not the local education agency (LEA). |
| <b>Contract Begin Date</b>             | Type the date that the contract began in the MM-DD-YYYY format.  |
| <b>Contract End Date</b>               | Type the date that the contract ends in the MM-DD-YYYY format.   |

Under **Amount:**

|                           |  |
|---------------------------|--|
| <b>Total Gross Pay</b>    | Type the retiree's total gross compensation amount.                              |
| <b>Pension Surcharge</b>  | Type the amount of pension surcharge due based on retiree's employment, if any.  |
| <b>TRS Care Surcharge</b> | Type the amount of TRS Care surcharge due based on retiree's employment, if any. |

Click **Save**.

**Other functions and features:**

|   |  |
|---|--|
| <b>Retrieve</b>   | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click <b>Save</b> .            |