



# nypayrollprocess\_teaminformation



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# TRS/TEAM Requirements

All employees are reported.

Required Information	Location
A <b>Contract Begin</b> and <b>End Date</b> is required for all employees.	
A <b>TRS Member Pos</b> (position) <b>Code</b> is required for all employees (including substitutes).	
Retired employees are only reported on the ER records.	
The <b>Employment Type</b> is required for the ED records.	
The Full Time Equivalent is required for the ED records.	
The <b>TRS Membership Eligibility</b> flag is required for ED records.	
The <b>Actual Hours Worked</b> or <b>Hours Scheduled</b> is required for RP records.	
The <b>Days Worked</b> or scheduled is required for RP records.	
The <b>Zero Days Reason</b> code is required on the RP records if the <b>Days Worked</b> field is zero.	
The <b>Total Gross Pay</b> is required for the RP records.	
The <b>Actual Hours Worked</b> is required for all working retirees for the ER records.	
The <b>Days Worked</b> is required for all working retirees for the ER records.	
The <b>Paid Through Third Party Entity</b> field is required for all working retirees ER records.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Employment After Retirement (ER) &gt; ER20 (Employment of Retirees)</a>