



## **nypayrollprocess\_teaminformation**



## Table of Contents

<b>nypayrollprocess_teaminformation</b> .....	i
<b>TRS/TEAM Requirements</b> .....	1



# TRS/TEAM Requirements

- All employees are reported.
- Retired employees are only reported on the ER record.

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).	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The <b>Employment Type</b> is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The Full Time Equivalent is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The <b>TRS Membership Eligibility</b> flag is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The <b>Actual Hours Worked</b> or <b>Hours Scheduled</b> is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The <b>Days Worked</b> or scheduled is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The <b>Zero Days Reason</b> code is required on the RP records if the <b>Days Worked</b> field is zero.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The <b>Total Gross Pay</b> is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The <b>Actual Hours Worked</b> is required for all working retirees for the ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)
The <b>Days Worked</b> is required for all working retirees on the ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)
The <b>Paid Through Third Party Entity</b> field is required for all working retiree ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)