



nypayrollprocess_teaminformation

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TRS/TEAM Requirements

- All employees are reported.
- Retired employees are only reported on the ER record.
- A **Contract Begin** and **End Date** is required for all employees.

| Required Information | Human Resources page |
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| A TRS Member Pos (position) Code is required for all employees (including substitutes). | Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo) |
| The Employment Type 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 TRS Membership Eligibility flag is required on the ED record. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo) |
| The Actual Hours Worked or Hours Scheduled is required on the RP record. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll) |
| The Days Worked or scheduled is required on the RP record. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll) |
| The Zero Days Reason code is required on the RP records if the Days Worked field is zero. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll) |
| The Total Gross Pay is required on the RP record. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll) |
| The Actual Hours Worked 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 Days Worked 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 Paid Through Third Party Entity field is required for all working retiree ER records. | Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees) |