



# 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
A <b>TRS Member Pos</b> (position) <b>Code</b> is required for all employees (including substitutes).	<a href="#">Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a>
The <b>Employment Type</b> is required for the ED record.	<a href="#">Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Employment Info</a>
The <b>FTE</b> (Full Time Equivalent) is required for the ED record.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Employee Data (ED) &gt; ED40 (Contr and Pos)</a>
The <b>TRS Membership Eligibility</b> flag is required for the ED record.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Employee Data (ED) &gt; ED40 (Contr and Pos)</a>
The <b>Actual Hours Worked</b> or <b>Hours Scheduled</b> is required for the RP record.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Regular Payroll (RP) &gt; RP20 (Payroll)</a>
The <b>Days Worked</b> or scheduled is required for the RP record.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Regular Payroll (RP) &gt; RP20 (Payroll)</a>
The <b>Zero Days Reason</b> code is required for the RP records if the <b>Days Worked</b> field is zero.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Regular Payroll (RP) &gt; RP20 (Payroll)</a>
The <b>Total Gross Pay</b> is required for the RP record.	<a href="#">Human Resources &gt; Utilities &gt; TEAM Submission &gt; Data Maintenance &gt; Regular Payroll (RP) &gt; RP20 (Payroll)</a>
The <b>Actual Hours Worked</b> is required for all working retirees for the 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>
The <b>Days Worked</b> is required for all working retirees for the 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>
The <b>Paid Through Third Party Entity</b> field is required for all working retiree 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>