



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 |
|---|---|
| The FTE Hours (full-time equivalent) is required for the ED record if 30 hours or more. | Human Resources > Tables > Job/Contract > Job Codes |
| The Days Worked or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar. | Human Resources > Tables > Workday Calendars |
| The Employment Type is required for the ED record. | Human Resources > Maintenance > Staff Job/Pay Data > Employment Info |
| The TRS Status (TRS membership eligibility flag) is required for the ED record. | Human Resources > Maintenance > Staff Job/Pay Data > Pay Info |
| A TRS Member Pos (position) Code is required for all employees (including substitutes). | Human Resources > Maintenance > Staff Job/Pay Data > Job Info |
| The Wkly Hrs. Sched (hours scheduled) is required for the RP record. | |