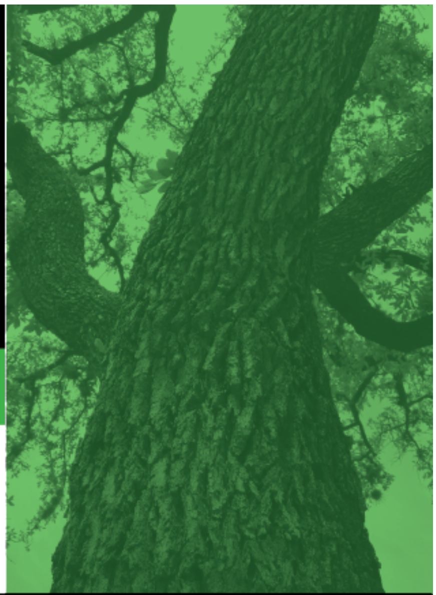
ASCENDER GUIDES



payrollprocessing_trsprocessing_adjustmentdaysbody3

Table of Contents

❑ Click **Retrieve**. The employee's existing adjustment day records are displayed; processed records cannot be changed.

❑ Click **+Add** to add a row.

Type	Click ⌄ to select one of the following record types for the record. *RP - Regular Payroll* *ER - Employment After Retirement*
TRS Pos Cd	Click ⌄ to select the applicable TRS member position code: • *01 - Professional staff* • *02 - Teacher, librarian* • *03 - Support staff* • *04 - Bus driver* • *05 - FT nurse/Counselor* • *06 - Peace Officers* • *07 - Food service worker* • *09 - Summer School*
Retiree Exception	Click ⌄ to select the applicable retiree exception code. This field is used along with the **Employment Type** and **Take Retiree Surcharge** fields to determine whether or not to calculate a retiree surcharge for an employee. A value cannot be saved if the employee's **TRS Status** is set to *1 Eligible* on the Pay Info tab. This field is disabled for XTRA jobs. *E Surge Personnel* *B Non-Profit Tutor Substitute* *N Non-Profit Tutor Half Time or Less* *T Non-Profit Tutor Full Time* See Calculating Retiree Surcharge for additional information.
Begin Adj Date	Type the beginning adjustment date in the MM-DD-YYYY format.
End Adj Date	Type the ending adjustment date in the MM-DD-YYYY format.
Nbr Days Adj	Type the number of adjustment days for the record.
TRS Retiree	Displays the employee's TRS retirement status: *Y - Yes, the employee is a TRS retiree.* *N - No, the employee is not a TRS retiree.*
TRS Posted MO/YR	This field displays the month and year of the last TRS posting if any.
Comments	Type any comments or other information that pertains to the record.
Date Last Upd	This field displays the last date that the record was updated.
User ID	This field identifies the user who created the transaction. The user ID is tracked through the user’s logon to the system.

❑ Click **Save**.