



# payrollprocessing\_trsprocessing\_adjustment daysbody3






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

Click **+Add** to add a row.

<b>Type</b>	Click  to select one of the following record types for the record. <i>RP - Regular Payroll</i> <i>ER - Employment After Retirement</i>
<b>TRS Pos Cd</b>	Click  to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• <i>01 - Professional staff</i></li> <li>• <i>02 - Teacher, librarian</i></li> <li>• <i>03 - Support staff</i></li> <li>• <i>04 - Bus driver</i></li> <li>• <i>05 - FT nurse/Counselor</i></li> <li>• <i>06 - Peace Officers</i></li> <li>• <i>07 - Food service worker</i></li> <li>• <i>09 - Summer School</i></li> </ul>
<b>Retiree Exception</b>	Click  to select the applicable retiree exception code. This field is used along with the <b>Employment Type</b> and <b>Take Retiree Surcharge</b> fields to determine whether or not to calculate a retiree surcharge for an employee. A value cannot be saved if the employee's <b>TRS Status</b> is set to <i>1 Eligible</i> on the Pay Info tab. This field is disabled for XTRA jobs.  <i>E Surge Personnel</i> <i>B Non-Profit Tutor Substitute</i> <i>N Non-Profit Tutor Half Time or Less</i> <i>T Non-Profit Tutor Full Time</i>  See <a href="#">Calculating Retiree Surcharge</a> for additional information.
<b>Begin Adj Date</b>	Type the beginning adjustment date in the MM-DD-YYYY format.
<b>End Adj Date</b>	Type the ending adjustment date in the MM-DD-YYYY format.
<b>Nbr Days Adj</b>	Type the number of adjustment days for the record.
<b>TRS Retiree</b>	Displays the employee's TRS retirement status: <i>Y - Yes, the employee is a TRS retiree.</i> <i>N - No, the employee is not a TRS retiree.</i>
<b>TRS Posted MO/YR</b>	This field displays the month and year of the last TRS posting if any.
<b>Comments</b>	Type any comments or other information that pertains to the record.
<b>Date Last Upd</b>	This field displays the last date that the record was updated.
<b>User ID</b>	This field identifies the user who created the transaction. The user ID is tracked through the user's logon to the system.

Click **Save**.