

Verify TRS fields

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Payroll > Reports > User Created Reports > HR Report

Generate a user-created report to verify that the following TRS fields are accurate for all employees. You can use the sort/filter options to assist in the verification process. If corrections are needed, use the corresponding pages to make changes.

TRS Reporting 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	ASCENDER Business Page
The **FTE Hours** (full-time equivalent) is required for the ED record if 30 hours or more.	Personnel > 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.	Personnel > Tables > Workday Calendars
The **Employment Type** is required for the ED record.	Personnel > Maintenance > Employment Info
The **TRS Status** (TRS membership eligibility flag) is required for the ED record.	Payroll > Maintenance > Staff Job/Pay Data > Pay Info
A **TRS Member Pos** (position) **Code** is required for all employees (including substitutes). The **Wkly Hrs. Sched** (hours scheduled) is required for the RP record.	Payroll > Maintenance > Staff Job/Pay Data > Job Info
The **Retiree Employment Type** is required for the ER record.	Personnel > Maintenance > Employment Info