


# Verify TRS fields

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## 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).<br><br>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 |