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address_adjustment_days

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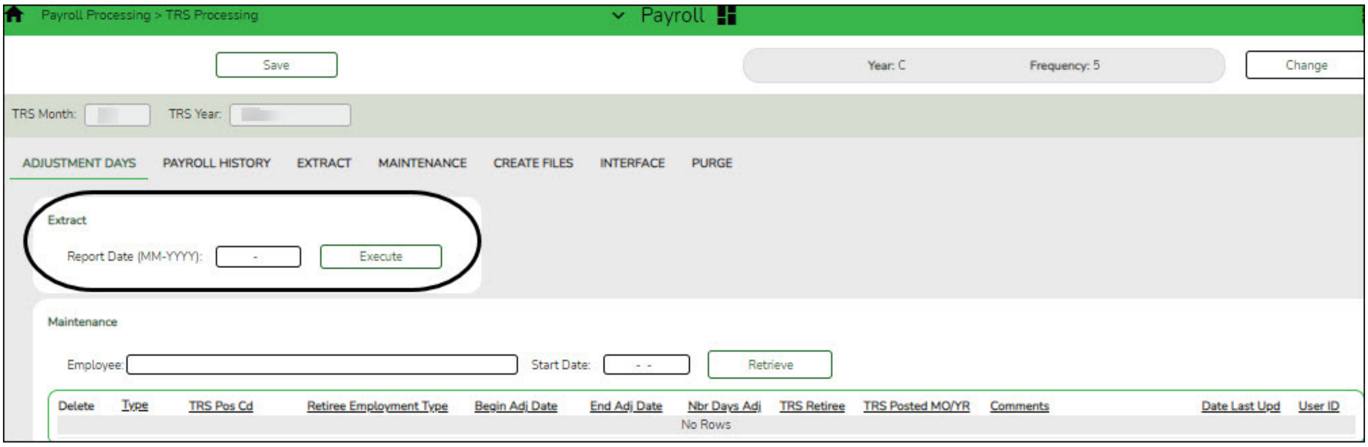
address_adjustment_days i

This tab is used to add, edit, and delete adjustment days for TRS reporting.

The **Extract** function on this tab is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types with **Use For Dock TRS Days** selected on the Payroll > Tables > Leave > Leave Type Description tab. If the adjustment days are a result of a leave dock and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. After the data is extracted, the information can be retrieved for a specific employee in the **Maintenance** section of this tab. This data is used for the RP (Regular Payroll) and ER (Employment after Retirement) records.

The **Maintenance** function on this tab is used to view and maintain adjustment days for a specific employee. The information is automatically updated when the TRS adjustment days are extracted. In addition, the data can be manually added.

The **TRS Month** and **TRS Year** fields are disabled on this tab.

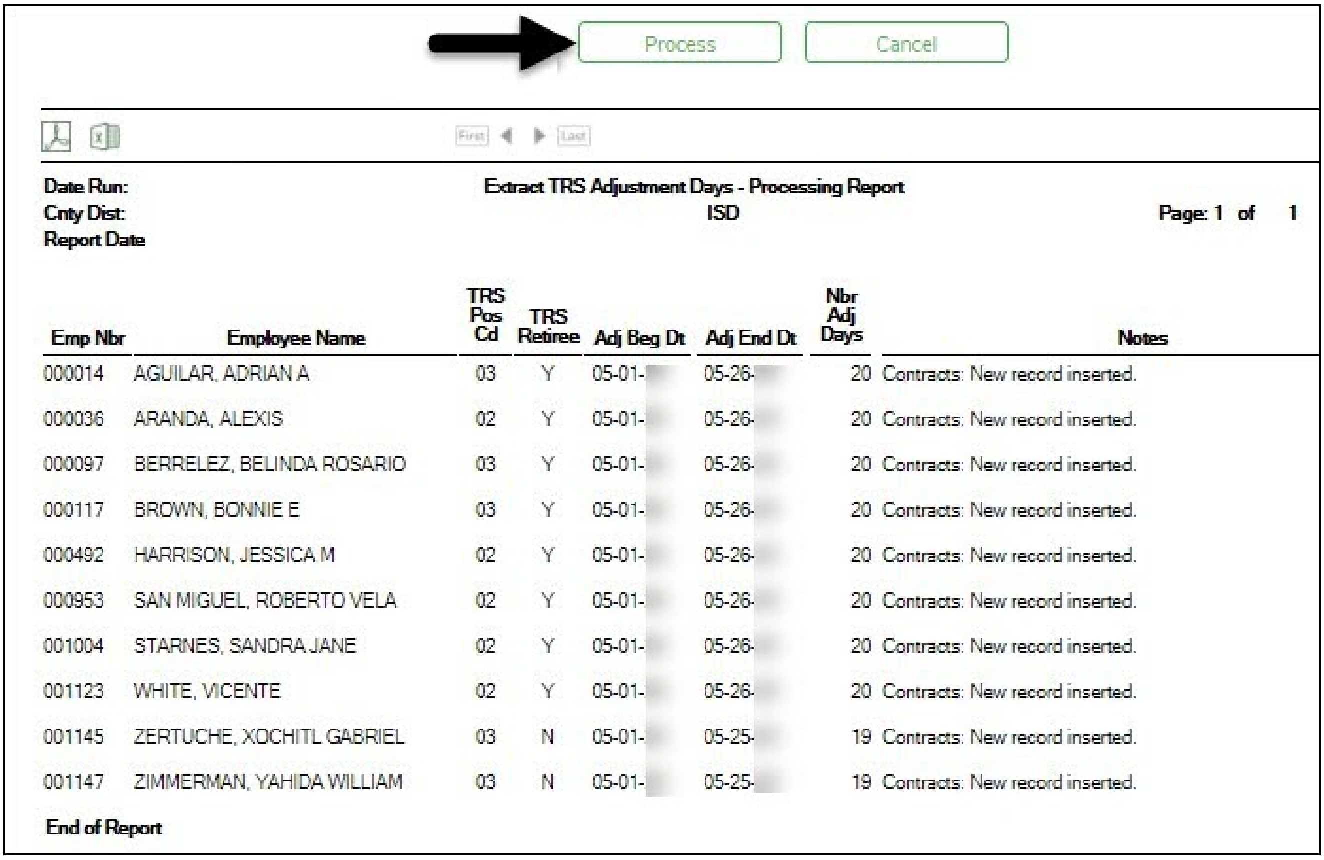

Payroll Processing > TRS Processing
Payroll
Save
Change
TRS Month:
TRS Year:
ADJUSTMENT DAYS
PAYROLL HISTORY
EXTRACT
MAINTENANCE
CREATE FILES
INTERFACE
PURGE
Extract
Report Date (MM-YYYY):
Execute
Maintenance
Employee:
Start Date:
Retrieve
Delete
Type
TRS Pos Cd
Retiree Employment Type
Begin Adj Date
End Adj Date
Nbr Days Adj
TRS Retiree
TRS Posted MO/YR
Comments
Date Last Upd
User ID
No Rows

Year: C
Frequency: 5

❑ Under **Extract**:

Field	Description
Report Date (MM-YYYY)	Type the reporting month and year for the report.

❑ Click **Execute**. The Extract TRS Adjustment Days - Processing Report is displayed. Review the report.



Date Run:
Cnty Dist:
Report Date

Extract TRS Adjustment Days - Processing Report
ISD

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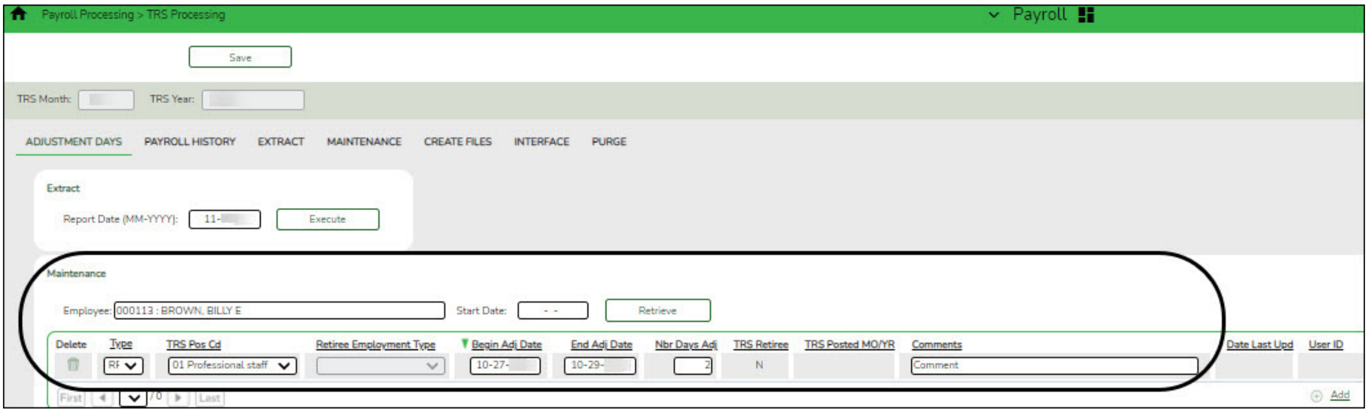
Emp Nbr	Employee Name	TRS Pos Cd	TRS Retiree	Adj Beg Dt	Adj End Dt	Nbr Adj Days	Notes
000014	AGUILAR, ADRIAN A	03	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
000036	ARANDA, ALEXIS	02	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
000097	BERRELEZ, BELINDA ROSARIO	03	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
000117	BROWN, BONNIE E	03	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
000492	HARRISON, JESSICA M	02	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
000953	SAN MIGUEL, ROBERTO VELA	02	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
001004	STARNES, SANDRA JANE	02	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
001123	WHITE, VICENTE	02	Y	05-01-[redacted]	05-26-[redacted]	20	Contracts: New record inserted.
001145	ZERTUCHE, XOCHITL GABRIEL	03	N	05-01-[redacted]	05-25-[redacted]	19	Contracts: New record inserted.
001147	ZIMMERMAN, YAHIDA WILLIAM	03	N	05-01-[redacted]	05-25-[redacted]	19	Contracts: New record inserted.

End of Report

❑ Click **Process** to process the records. A message is displayed indicating that the process was successful. Or, click **Cancel** to return to the Adjustment Days tab.

❑ Under **Maintenance**:

Employee	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name to be retrieved.
Start Date	Type the date in the MM-DD-YYYY format. Leave blank to display all available data for the selected employee.



TRS Month: [redacted] TRS Year: [redacted]

Extract

Report Date (MM-YYYY): 11-[redacted]

Maintenance

Employee: 000113 : BROWN, BILLY E Start Date: - -

Delete	Type	TRS Pos Cd	Retiree Employment Type	Begin Adj Date	End Adj Date	Nbr Days Adj	TRS Retiree	TRS Posted MO/YR	Comments	Date Last Upd	User ID
	RF	01 Professional staff		10-27-[redacted]	10-29-[redacted]	2	N		Comment		

❑ 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 Employment Type	Click ⌄ to select the employee's retiree employment type code. • *B - Non-Profit Tutor Substitute* • *C - Combination of Substitute and Half-time or less* • *E - Surge Personnel* • *F - Full-Time* • *H - Half-time or less* • *N - Non-Profit Tutor Half Time or Less* • *S - Substitute* • *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**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Errors	The **Errors** button is displayed at the top of the page if any errors are encountered. In addition, the tab name is displayed in red to indicate the tab on which the error occurred, and a TRS Processing pop-up window is displayed with a list of the encountered error(s). Click **X** to close the pop-up window and correct the errors.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.