




add_er_record

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add_er_record i

Click **+** to add a record. If ER25 or ER27 is selected and the employee already has an ER20 record, the following warning message is displayed.


Warning

 Employee [redacted] has an ER20 Record for the same TRS Reporting Month [redacted] and Year [redacted].

Would you like to create an adjustment record anyway?

- Click **Yes** to proceed.
- Click **No** to cancel.

If you click **Yes**, a pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

Payroll Processing > TRS Processing Payroll 

Year: C

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	0			+
ED25 Demographic Adj	0			+
ED40 Contract & Position	0			+
ED45 Contract & Position Adj	0			+
ED90 Termination	0			+

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll							+
RP25 Regular Payroll Adj							+

Employment After Retirement (ER) Type	Nbr of Records	Select	Delete	Add
ER20 Employment of Retirees	1	🔍	🗑️	+
ER25 Add Adj	0			+
ER27 Edit Adj	0			+

When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

ER25 Add Adj X

Emp Nbr: _____ Staff ID/SSN: _____ Name: _____ DOB: _____ Gender: _____

Employment

TRS Position Code: Actual Hours Worked: Contract Begin Date:
Retiree Employment Type: Days Worked: Contract End Date:
Zero Days Reason: Paid Through Third Party Entity:

Amount

Total Gross Pay:
Pension Surcharge:
TRS Care Surcharge:

Adjusted Report

Month: Year:

Add Successful

❑ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

Payroll Processing > TRS Processing Payroll

Save Year: C

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	0			+
ED25 Demographic Adj	0			+
ED40 Contract & Position	0			+
ED45 Contract & Position Adj	0			+
ED90 Termination	0			+

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll							+
RP25 Regular Payroll Adj							+

Employment After Retirement (ER) Type	Nbr of Records	Select	Delete	Add
ER20 Employment of Retirees	1			+
ER25 Add Adj	1			+
ER27 Edit Adj	0			+