ASCENDER GUIDES

er20

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The ER20 record is used to report employment information for retirees, regardless of retirement date or retirement type.

Per TRS, if a retiree has multiple jobs, only one ER20 record should be submitted for each retiree. The **Hours Worked**, **Days Worked**, and **Total Gross Compensation** fields should be cumulative, regardless of how many positions the retiree works for the local education agency (LEA).

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

☐ Under **Employment**:

TRS Position Code	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 employment type code. *C - Combination of Substitute and Half-time or less* *F - Full-Time* *H - Half-time or less* *S - Substitute*
Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked for an employee. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked. This field must be reported if actual hours are tracked.

Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.

❑ Under **Amount**:

Total Gross Pay	Type the retiree's total gross compensation amount.
Pension Surcharge	Type the amount of pension surcharge due based on retiree's employment, if any.
TRS Care Surcharge	Type the amount of TRS Care surcharge due based on retiree's employment, if any.