



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:**

| | |
|---------------------------------------|--|
| <p>TRS Position Code</p> | <p>Click ▼ to select the applicable TRS member position code:</p> <ul style="list-style-type: none"> • 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 |
| <p>Retiree Employment Type</p> | <p>Click ▼ to select the employee's employment type code.</p> <p>C - Combination of Substitute and Half-time or less F - Full-Time H - Half-time or less S - Substitute</p> |
| <p>Zero Days Reason</p> | <p>Click ▼ to select the reason for reporting zero days worked for an employee.</p> <p>A - Accrued Pay/Not Terminated C - Employee on less than 12 month pay schedule/Not Terminated F - Final Pay/Terminated L - Leave Without Pay</p> |
| <p>Actual Hours Worked</p> | <p>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.</p> |


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|--|--|
| 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. |

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. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |