rp20
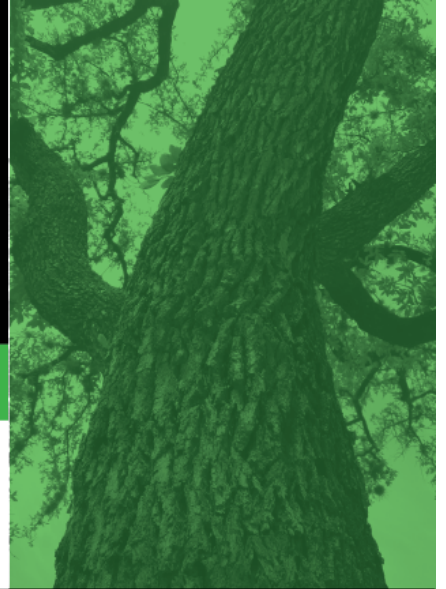
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The RP20 record is used to report TRS-eligible and non TRS-eligible employees' compensation and contribution information. Multiple RP20 records should be submitted for an employee with multiple jobs; one RP20 for each TRS position code. If the various jobs fall within the same position code, only one RP20 record should be submitted per TRS position code.

Per TRS, when reporting employees in non TRS-eligible positions, the only compensation data to be reported is the total gross compensation, no contribution data should be reported. The only exception is that employees in non-eligible positions may purchase Special Service through payroll deduction. Therefore, service credit purchase deduction may be reported for these employees. In addition, the hours worked/scheduled and days worked data must be reported for ALL employees.

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

☐ Under **Job Info**:

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*
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.

Hours Scheduled	Type the number of hours that the employee is scheduled per week. 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 the employee's actual hours are not tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

❑ Under **Monthly Amount**:

TRS Gross	Type the amount of regular TRS-eligible compensation reported for the employee in the current month. Do not include performance pay.
TRS Grant Gross	Type the amount of eligible compensation for the reporting period, if any, paid from Federal funds or private grants.
Emplr TRS Care Contrib	Type the reporting entity's contribution to TRS Care based on eligible compensation reported for the current month.
Perfor Pay Gross	Type the amount of performance pay reported for the employee in the current month.
TRS Care	Type the employee's member contribution to TRS-Care based on regular eligible compensation reported for the current month.
TRS Grant Deposit	Type the state matching contribution amount based on eligible compensation paid from Federal funds or private grants.
Emplr New Member Contrib	Type the state matching contribution on eligible compensation paid to a new TRS member during the first 90 days.
State Min	Type the amount of current state minimum eligible compensation.
TRS Sal Reduction	Type the amount of regular monthly member retirement contribution reported for the employee in the current month.
TRS Grant Care	Type the state TRS-Care matching contribution amount based on eligible compensation paid from a Federal fund or private grant.
Emplr TRS Non-OASDI Contrib	Type the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees. **State Min** x 0.015 = **Public Education Employer Contribution (EC)** (*Previously known as the TRS Non-OASDI Contribution*)
Stat Min Contrib	Type the state's matching contribution on the amount of eligible compensation paid above the state minimum eligible compensation.
Total Gross Pay	Type the employee's total gross compensation amount.

❑ Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the monthly installment payment from a member who is purchasing service credit.

Service Credit Tax Shelter Flag	Click ∨ to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. *A - After tax* *B - Before tax*