



## RP Records



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**Payroll > Payroll Processing > TRS Processing > Maintenance**

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

Field	Description
<b>TRS Month</b>	This field defaults to the current TRS reporting month.  Click  to select a TRS month for which you want to retrieve or add data. This is a required field.
<b>TRS Year</b>	This field defaults to the current reporting TRS year.  Click  to select the TRS year for which you want to retrieve or add data. This is a required field.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . The employee's data is retrieved based on the selected TRS month and year.

**ED Records**

Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.

[Modify an ED record.](#)

The record count is displayed under **Nbr of Records**. The  button is not displayed if there are existing records for the ED20, ED25, and ED90.

Payroll Processing > TRS Processing Payroll

Year: C Frequency: 5

Save

TRS Month:  TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:  Retrieve

TRS Month:  TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	1			
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	01 Professional staff	0	3,113.00				
RP25 Regular Payroll Adj							

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

Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

ED40 Contract & Position

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

Position

TRS Membership Eligibility: ☐ TRS Position Code:  Employment Start Date:  RE Pays Social Security:

ERS Retiree Health Elig: ☐ Employment Type:  Contract Begin Date:  Non-Standard Work Week: ☐

FTE Hrs:  Pay Unit/Salary Flag:  Contract End Date:

Hrly Pay Rate:

Save Close

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

Warning

ED45 record will be deleted.

Click OK to delete, or Cancel to return.

OK Cancel

Regular Payroll (RP) Type	TRS Position Code
RP20 Regular Payroll	01 Professional staff
RP25 Regular Payroll Adj	
RP27 Regular Payroll Adj	

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

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.

ED40 Contract & Position

☐ TRS Position Code

☐ 01- Professional staff

☒ 03- Support staff

Select Cancel

Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.

Warning

ED40 record will be deleted.

Click OK to delete, or Cancel to return.

OK Cancel

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

### Add an ED record.

Click **+** to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

Payroll Processing > TRS Processing
Payroll

Save
Year: C
Frequency:

TRS Month:
TRS Year:

ADJUSTMENT DAYS
PAYROLL HISTORY
EXTRACT
MAINTENANCE
CREATE FILES
INTERFACE
PURGE

Employee: 000249 : DE HOYOS, DEANNA STAR
Retrieve

TRS Month:
TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	0			+
ED25 Demographic Adj	0			+
ED40 Contract & Position	2			+
ED45 Contract & Position Adj	1			+
ED90 Termination	0			+

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				+
RP25 Regular Payroll Adj							+

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

□ 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.

ED20 Demographic
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767

**Demo Information**

Staff ID/SSN:  DOB:  Gender:

Name:

Last First Middle Generation

**Address**

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip:  +4

Province:

Country:

Postal Code:

**Contact Info**

Phone Nbr:

Work Email:

Add Successful

Add Close

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:  Retrieve

TRS Month:  TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	1			
ED25 Demographic Adj	0			
ED40 Contract & Position	2			
ED45 Contract & Position Adj	1			
ED90 Termination	0			

## ED20 Demographic record details.

The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

ED20 Demographic

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767

Demo Information

Staff ID/SSN: 112-79-8767

DOB: 06-25-1952

Gender: F - Female

Name: DE HOYOS

DEANNA

STAR

Last

First

Middle

Generation

Address

Nbr: 2142

Street/P.O. Box: INGRAM

Apt:

City: Alamo City

State: TX - Texas

Zip: 46112 +4

Province:

Country:

Postal Code:

Contact Info

Phone Nbr: 555 464-7833

Work Email:

Save

Close

☐ Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

<b>Staff ID/SSN</b>	Type the employee's nine-digit social security number.
<b>DOB</b>	Type the employee's date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click ▼ to select the employee's gender.
<b>Name</b>	Type the employee's last, first, and middle name.
<b>Generation</b>	Click ▼ to select the employee's generation code.

☐ Under **Address**:

<b>Nbr</b>	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
<b>Apt</b>	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
<b>State</b>	Click ▼ to select a state for the mailing address of the employee.
<b>Zip</b>	Type the five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the additional four digits of the zip code.
<b>Province</b>	Type the province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	<p>Click 🌐 to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the <b>Search</b> field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the <b>Country</b> field is populated with the selected code. Otherwise, click <b>Cancel</b> to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
<b>Postal Code</b>	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

☐ Under **Contact Info**:

<b>Phone Nbr</b>	Type the employee's 10-digit phone number.
<b>Work E-mail</b>	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

#### [ED25 Adjustment record details.](#)

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

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

## ED25 Demographic Adj



Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

## New Demo Information

Staff ID/SSN:  -  DOB:  -  Gender:    
 Name:       
 Last First Middle Generation

## Original Demo Information

Staff ID/SSN:  112-79-8767 DOB:  06-25-1952 Gender:  F - Female   
 Name:  DE HOYOS  DEANNA  STAR    
 Last First Middle Generation

## New Address

Nbr:    
 Street/P.O. Box:    
 Apt:    
 City:    
 State:    
 Zip:  +4    
 Province:    
 Country:    
 Postal Code:

## New Contact Info

Phone Nbr:  -    
 Work Email:

Add

Close

☐ Under **New Demo Information**:

<b>Staff ID/SSN</b>	Type only corrections to originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
<b>Gender</b>	Type only corrections to originally submitted gender data.
<b>Name</b>	Type only corrections to the originally submitted employee's last, first, and middle names.
<b>Generation</b>	Click <input type="text"/> to select the corrected generation code.

☐ Under **Original Demo Information**, the following fields must be completed.

<b>Staff ID/SSN</b>	Type the employee's originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click <input type="text"/> to select the employee's originally submitted gender.
<b>Name</b>	Type the employee's originally submitted last, first, and middle names.
<b>Generation</b>	Click <input type="text"/> to select the originally submitted generation code.

☐ Under **New Address:**

**Notes:** If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

<b>Nbr</b>	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
<b>Street/P.O. Box</b>	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
<b>Apt</b>	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
<b>State</b>	Click ▼ to select a new state for the mailing address of the employee.
<b>Zip</b>	Type the new five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the new additional four digits of the zip code.
<b>Province</b>	Type the new province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	<p>Click 🌐 to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the <b>Search</b> field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the <b>Country</b> field is populated with the selected code. Otherwise, click <b>Cancel</b> to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
<b>Postal Code</b>	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

☐ Under **New Contact Info:**

<b>Phone Nbr</b>	Type only corrections to the employee's previously submitted 10-digit phone number.
<b>Work E-mail</b>	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.

[ED40 Contract and Position record details.](#)

The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

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

ED40 Contract & Position
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

**Position**

TRS Membership Eligibility: ☐

ERS Retiree Health Elig: ☐

FTE Hrs:

Hrly Pay Rate:

TRS Position Code:

Employment Type:

Pay Unit/Salary Flag:

**Contract**

Employment Start Date:

RE Pays Social Security:

Contract Begin Date:

Non-Standard Work Week: ☐

Contract End Date:

Save


Close

☐ Under **Position**:

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type the employee's new hourly pay rate.
<b>TRS Position Code</b>	Click  to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Employment Type</b>	Click  to select the employee's new employment type code. <ul style="list-style-type: none"> <li>• F - Half-Time or more</li> <li>• M - Temporary</li> <li>• P - Less than Half-time</li> <li>• S - Substitute</li> </ul>
<b>Pay Unit/Salary Flag</b>	Click  to select whether the employee's new pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

☐ Under **Contract**:

<b>Employment Start Date</b>	Type the employee's most recent employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the date that the contract ends in the MM-DD-YYYY format.

<b>RE Pays Social Security</b>	Click  to indicate if social security is paid by the reporting entity. <ul style="list-style-type: none"> <li>• <i>Y - Yes</i></li> <li>• <i>M - Medicare Only</i></li> <li>• <i>N - No</i></li> </ul>
<b>Non-Standard Work Week</b>	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

### ED45 Contract and Position Adjustment record details.

The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

**Note:** All **Original** fields must be completed and at least one **New** field.

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

ED45 Contract & Position Adj
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

**New Position**

TRS Membership Eligibility: ☒ Y - Yes
ERS Retiree Health Elig: ☐
FTE Hrs: 
Hrly Pay Rate:

TRS Position Code: 
Employment Type: 
Pay Unit/Salary Flag:

**New Contract**

Employment Start Date: 
Contract Begin Date: 
Contract End Date:

RE Pays Social Security: 
Non-Standard Work Week:

**Original Position**

TRS Membership Eligibility: ☐
ERS Retiree Health Elig: ☐
FTE Hrs: 
Hrly Pay Rate:

TRS Position Code: 
Employment Type: 
Pay Unit/Salary Flag:

**Original Contract**

Employment Start Date: 
Contract Begin Date: 
Contract End Date:

RE Pays Social Security: 
Non-Standard Work Week:

**Adjustment**
Reason Code:

Save

Close

☐ Under **New Position**:

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.

Field	Description
<b>TRS Position Code</b>	Click ▼ to select the employee's corrected position code.  <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Employment Type</b>	Click ▼ to select the employee's corrected employment type code.  <ul style="list-style-type: none"> <li>• F - Half-Time or more</li> <li>• M - Temporary</li> <li>• P - Less than Half-time</li> <li>• S - Substitute</li> </ul>
<b>Pay Unit/Salary Flag</b>	Click ▼ to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

☐ Under **Original Position:**

Field	Description
<b>TRS Membership Eligibility</b>	Select if the employee is eligible for TRS.
<b>ERS Retiree Health Elig</b>	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
<b>FTE Hrs</b>	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
<b>Hrly Pay Rate</b>	This field is required if the <b>Pay Unit</b> field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
<b>TRS Position Code</b>	Click ▼ to select the employee's corrected position code.  <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Employment Type</b>	Click ▼ to select the employee's originally submitted employment type code.  <ul style="list-style-type: none"> <li>• F - Half-Time or more</li> <li>• M - Temporary</li> <li>• P - Less than Half-time</li> <li>• S - Substitute</li> </ul>
<b>Pay Unit/Salary Flag</b>	Click ▼ to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the <b>Hrly Pay Rate</b> field is required.

☐ Under **New Contract:**

<b>Employment Start Date</b>	Type the employee's corrected most recent employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the corrected date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the corrected date that the contract ends in the MM-DD-YYYY format.
<b>RE Pays Social Security</b>	Click ▼ to select a corrected response to indicate if social security is paid by the reporting entity.  <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• M - Medicare Only</li> <li>• N - No</li> </ul>
<b>Non-Standard Work Week</b>	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

☐ Under **Original Contract:**

<b>Employment Start Date</b>	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
<b>Contract Begin Date</b>	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
<b>RE Pays Social Security</b>	Click ▼ to select the originally submitted response to indicate if social security is paid by the reporting entity.  <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• M - Medicare Only</li> <li>• N - No</li> </ul>
<b>Non-Standard Work Week</b>	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

☐ Under **Adjustment:**

<b>Reason Code</b>	Click ▼ to select the reason for the adjustment. A - End/Add Contract/Position Record - If selected, all <b>New Position</b> and <b>Contract</b> fields that are required on the ED40 are required. If the <b>FTE Hours</b> and <b>Hourly Pay Rate</b> fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the <b>Pay Units/Salary Flag</b> .  <ul style="list-style-type: none"> <li>• D - Delete</li> <li>• E - Edit</li> <li>• N - End Contract/Position Record</li> </ul>
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[ED90 Termination record details.](#)

The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds and other

ED90 Termination

X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

Termination


Final Pay


Date: 11-25- Reason: E - End of Employment

Month: 12 Year: Annualized Eligible TRS Compensation: 20,000.00

Add

Close

<b>Date</b>	Type the employee's last date of employment in the MMDDYYYY format.
<b>Reason</b>	Click  to select the reason code for the employee's termination. <ul style="list-style-type: none"> <li>• <i>D - Death</i></li> <li>• <i>E - End of Employment</i></li> </ul>

<b>Month</b>	Click  to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
<b>Year</b>	Type the reporting year in the YYYY format for the reporting year after which no further deposits or adjustments for this employee will be submitted to TRS.
<b>Annualized Eligible TRS Compensation</b>	<p>Type the amount of eligible compensation that an employee would have earned in the school year.</p> <p>This is a required field if the <b>Reason</b> field is set to <i>D - Death</i>.</p> <p>If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.</p>

## RP Records

Under **Regular Payroll (RP) Type**, a list of RP records is displayed with the **TRS Position Code**, **Days Worked**, **Total Gross Pay**, and **Adj Mo/Year**.

[Modify a RP record.](#)

Payroll Processing > TRS Processing

Save Year: C

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee: 000249 : DE HOYOS, DEANNA STAR Retrieve

TRS Month: TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	1			
ED25 Demographic Adj	0			
ED40 Contract & Position	2			
ED45 Contract & Position Adj	1			
ED90 Termination	0			

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				
RP25 Regular Payroll Adj	01 Professional staff			10/			

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

Click to view the record details. The corresponding maintenance pop-up window is displayed with the record details.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

**Warning**

RP20 record will be deleted.

**TRS Position Code:** 01 Professional staff

Click OK to delete, or Cancel to return.

OK Cancel

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

### Add a RP record.

Click **+** to add a record. The corresponding maintenance pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record.

RP20 Regular Payroll

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

**Job Info**

TRS Position Code: 03 - Support staff Actual Hours Worked: 0 Hours Scheduled: 0 Days Worked: 0 Zero Days Reason: C - Employee on less than 1

**Monthly Amount**

TRS Gross: 2,000.00 TRS Grant Gross: 0.00 Emplr TRS Care Contrib: 24.85 Perfor Pay Gross: 0.00

TRS Care: 21.54 TRS Grant Deposit: 0.00 Emplr New Member Contrib: 0.00 Adj State Min: 1,520.00

TRS Sal Reduction: 255.10 TRS Grant Care: 0.00 Emplr TRS Non-OASDI Contrib: 29.07 Stat Min Contrib: 93.52

Total Gross Pay: 2,000.00

**Service Credit**

Service Credit Purchase Deduction Amount: 0.00

Service Credit Tax Shelter Flag:

Add Close

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

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

If an RP record is added with a different TRS position code, a separate row is added to the grid.

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				
RP20 Regular Payroll	03 Support staff	0	2,000.00				
RP25 Regular Payroll Adj	01 Professional staff			10/			

### RP20 Regular Payroll record details.

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.

RP20 Regular Payroll

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

Job Info

TRS Position Code:

03 - Support staff

Actual Hours Worked:

0

Hours Scheduled:

0

Days Worked:

0

Zero Days Reason:

C - Employee on less than 1

Monthly Amount

TRS Gross:

2,000.00

TRS Grant Gross:

0.00

Emplr TRS Care Contrib:

24.85

Perfor Pay Gross:

0.00

TRS Care:

21.54

TRS Grant Deposit:

0.00

Emplr New Member Contrib:

0.00

Adj State Min:

1,520.00

TRS Sal Reduction:

255.10

TRS Grant Care:

0.00

Emplr TRS Non-OASDI Contrib:

29.07

Stat Min Contrib:

93.52

Total Gross Pay:

2,000.00

Service Credit

Service Credit Purchase Deduction Amount:

0.00


Service Credit Tax Shelter Flag:

Add

Close

☐ Under **Job Info**:

<b>TRS Position Code</b>	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Actual Hours Worked</b>	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.

<b>Hours Scheduled</b>	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.
<b>Days Worked</b>	Type the actual number of days worked or on paid leave in the reporting period month.
<b>Zero Days Reason</b>	Click  to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the <b>Days Worked</b> field. <ul style="list-style-type: none"> <li>• A - Accrued Pay/Not Terminated</li> <li>• C - Employee on less than 12 month pay schedule/Not Terminated</li> <li>• F - Final Pay/Terminated</li> <li>• L - Leave Without Pay</li> </ul>

☐ Under **Monthly Amount:**

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

☐ Under **Service Credit:**

<b>Service Credit Purchase Deduction Amount</b>	Type the monthly installment payment from a member who is purchasing service credit.
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**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

### RP25 Regular Payroll Adjustment record details.

The RP25 record is used to report adjustments to an employee's previously reported compensation and contribution information. RP25 Payroll Adjustment records can be used to correct an incorrectly submitted RP20 or to add a detail record omitted from a previous report. This is a net difference transaction.

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

RP25 Regular Payroll Adj									
Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female									
<b>Job Info</b>									
TRS Position:	01 - Professional staff ▼	Actual Hours Worked:	0	Hours Scheduled:	0	Days Worked:	0	Zero Days Reason:	▼
<b>Monthly Amount</b>									
TRS Gross:	0.00	TRS Grant Gross:	0.00	Emplr TRS Care Contrib:	0.00	Perfor Pay Gross:	0.00		
TRS Care:	0.00	TRS Grant Deposit:	0.00	Emplr New Member Contrib:	0.00	Adj State Min:	0.00		
TRS Sal Reduction:	0.00	TRS Grant Care:	0.00	Emplr TRS Non-OASDI Contrib:	0.00	Stat Min Contrib:	0.00		
Total Gross Pay:	0.00								
<b>Service Credit</b>									
Service Credit Purchase Deduction Amount:		0.00		<b>Adj Report Period</b>					
Service Credit Tax Shelter Flag:		▼		Month:		▼		Year:	
								Add	Close

☐ 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.


<b>Hours Scheduled</b>	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.
<b>Days Worked</b>	Type the net difference between the originally reported number of days and the correct number of days in the reporting period month.
<b>Zero Days Reason</b>	<p>Click ▼ to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the <b>Days Worked</b> field.</p> <ul style="list-style-type: none"> <li>• <i>A - Accrued Pay/Not Terminated</i></li> <li>• <i>C - Employee on less than 12 month pay schedule/Not Terminated</i></li> <li>• <i>D - Delete</i></li> <li>• <i>F - Final Pay/Terminated</i></li> <li>• <i>L - Leave Without Pay</i></li> </ul>

☐ Under **Monthly Amount:**


<b>TRS Gross</b>	Type the net difference between the originally reported amount and the correct amount of regular eligible compensation, Do not include performance pay.
<b>TRS Grant Gross</b>	Type the net difference between the originally reported amount and the correct amount of eligible compensation paid from Federal funds or private grants for the adjustment month.
<b>Emplr TRS Care Contrib</b>	Type the net difference between the originally reported amount and the correct amount of the reporting entity's contribution to TRS Care based on eligible compensation reported for the adjustment month.
<b>Perfor Pay Gross</b>	Type the net difference between the originally reported amount and the correct amount of performance pay.
<b>TRS Care</b>	Type the net difference between the originally reported amount and the correct amount of the member's contribution to TRS Care based on regular eligible compensation reported for the adjustment month.
<b>TRS Grant Deposit</b>	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
<b>Emplr New Member Contrib</b>	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution on eligible compensation paid to a new TRS member during the first 90 days of employment.
<b>State Min</b>	Type the net difference between the originally reported amount and the correct amount of the state minimum compensation for the adjustment month.
<b>TRS Sal Reduction</b>	Type the net difference between the originally reported amount and the correct amount of the regular monthly member retirement contribution reported.
<b>TRS Grant Care</b>	Type the net difference between the originally reported amount and the correct amount of the state TRS Care matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
<b>Emplr TRS Non-OASDI Contrib</b>	Type the net difference between the originally reported amount and the correct amount of the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees.
<b>Stat Min Contrib</b>	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution for eligible compensation paid above the state minimum.

<b>Total Gross Pay</b>	Type the net difference between the originally reported amount and the correct amount of total gross compensation.
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☐ Under **Service Credit**:

<b>Service Credit Purchase Deduction Amount</b>	Type the net difference between the originally reported amount and the correct amount of the monthly installment payment of the member's service credit purchase.
<b>Service Credit Tax Shelter Flag</b>	<p>Click  to select whether a payroll deduction is after-tax or before-tax.</p> <p><b>Note:</b> Currently, only A is allowed.</p> <ul style="list-style-type: none"> <li>• A - After tax</li> <li>• B - Before tax</li> </ul>

☐ Under **Adj Report Period**:

<b>Month</b>	Click  to select the month of the adjusted report.
<b>Year</b>	Type the year of the adjusted report in the YYYY format.

## ER Records

Under **Employment After Retirement (ER) Type**, a list of ER record types with the number of existing records (**Nbr of Records**) is displayed. The ER table [functions](#) the same as the ED table.

[ER20 Employment of Retirees record details.](#)

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.

ER20 Employment of Retirees

Emp Nbr: 000113 Staff ID/SSN: 202-06-2164 Name: BROWN, BILLY E DOB: 07-13-1962 Gender: M - Male

Employment

TRS Position Code: 01 - Professional staff

Retiree Employment Type: H - Half-Time or less

Zero Days Reason: A - Accrued Pay/Not Terminated

Actual Hours Worked: 0

Days Worked: 0

Paid Through Third Party Entity: ☐

Contract Begin Date: 10-01-2019

Contract End Date: 06-15-2020

Amount

Total Gross Pay: 0.00

Pension Surcharge: 0.00

TRS Care Surcharge: 0.00

Save

Close

☐ Under **Employment:**

<b>TRS Position Code</b>	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Retiree Employment Type</b>	Click ▼ to select the employee's employment type code.  <i>C - Combination of Substitute and Half-time or less</i> <i>F - Full-Time</i> <i>H - Half-time or less</i> <i>S - Substitute</i>
<b>Zero Days Reason</b>	Click ▼ to select the reason for reporting zero days worked for an employee.  <i>A - Accrued Pay/Not Terminated</i> <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> <i>F - Final Pay/Terminated</i> <i>L - Leave Without Pay</i>
<b>Actual Hours Worked</b>	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.
<b>Days Worked</b>	Type the actual number of days worked or on paid leave in the reporting period month.
<b>Paid Through Third Party Entity</b>	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
<b>Contract Begin Date</b>	Type the date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the date that the contract ends in the MM-DD-YYYY format.

☐ Under **Amount:**

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

[ER25 Employment of Retirees Add Adjustment record details.](#)

The ER25 record is used to report an adjustment that adds a record to a previously reported Employment After Retirement report.

ER25 Add Adj

Emp Nbr: 000113 Staff ID/SSN: 202-06-2164 Name: BROWN, BILLY E DOB: 07-13-1962 Gender: M - Male

Employment

TRIS Position Code: 01 - Professional staff

Actual Hours Worked: 0

Contract Begin Date: 10-01-2019

Retiree Employment Type: H - Half-Time or less

Days Worked: 0

Contract End Date: 06-15-2020

Zero Days Reason: A - Accrued Pay/Not Terminated

Paid Through Third Party Entity: ☐

Amount

Total Gross Pay: 0.00

Pension Surcharge: 0.00

TRIS Care Surcharge: 0.00

Adjusted Report

Month: 05

Year: 2020

Save

Close

☐ Under **Employment:**

<b>TRIS Position Code</b>	<p>Click ▼ to select the employee's new TRIS position code.</p> <p>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>
<b>Retiree Employment Type</b>	<p>Click ▼ to select the employee's new 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>
<b>Zero Days Reason</b>	<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>
<b>Actual Hours Worked</b>	<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>
<b>Days Worked</b>	<p>Type the actual number of days worked or on paid leave in the reporting period month.</p>
<b>Paid Through Third Party Entity</b>	<p>Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).</p>
<b>Contract Begin Date</b>	<p>Type the date that the contract began in the MM-DD-YYYY format.</p>
<b>Contract End Date</b>	<p>Type the date that the contract ends in the MM-DD-YYYY format.</p>

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23

RP Records

☐ Under **Amount:**

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

☐ Under **Adjusted Report:**

<b>Month</b>	Click ▼ to select the month of the adjusted report.
<b>Year</b>	Type the year of the adjusted report in the YYYY format.

[ER27 Employment of Retirees Edit Adjustment record details.](#)

The ER27 record is used to report an adjustment (i.e., edit or deletion of a record) to a previously reported record on an Employment After Retirement report.

The ER27 is used to edit a previously submitted and TRS-accepted ER20 or ER25 record. If one or more of the following fields is adjusted, a net difference transaction must be reported:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Additionally, the ER27 is used to delete a previously submitted and TRS-accepted ER20 or ER25 record. When deleting a record that was previously reported in error, all of the following data must net to zero:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

ER27 Edit Adj

X

Emp Nbr: 000113 Staff ID/SSN: 202-06-2164 Name: BROWN, BILLY E DOB: 07-13-1962 Gender: M - Male

New Employment

TRS Position Code:

01 - Professional staff

Actual Hours Worked:

0

Contract Begin Date:

--

Retiree Employment Type:

C - Combination of Substitut

Days Worked:

0

Contract End Date:

--

Zero Days Reason:

Paid Through Third Party Entity:

Amount

Total Gross Pay:

0.00

Pension Surcharge:

0.00

TRS Care Surcharge:

0.00

Original Employment

TRS Position Code:

01 - Professional staff

Contract Begin Date:

10-01-2019

Paid Through Third Party Entity:

☐

Retiree Employment Type:

H - Half-Time or less

Contract End Date:

06-15-2020

Adjusted Report

Month:

05

Year:

2020

Reason Code:

E - Edit a previously reported ER20/25 record

Save

Close

☐ Under **New Employment:**

<b>TRS Position Code</b>	<p>Click ▼ to select the employee's new TRS position code.</p> <p>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>
<b>Retiree Employment Type</b>	<p>Click ▼ to select the employee's new retiree 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>
<b>Zero Days Reason</b>	<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 D - Delete F - Final Pay/Terminated L - Leave Without Pay</p>
<b>Actual Hours Worked</b>	<p>Type the net difference between the originally reported amount and the correct amount of actual number of hours that the retiree 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>

<b>Days Worked</b>	Type the net difference between the originally reported amount and the correct amount of days that the retiree worked in the reporting period month.
<b>Paid Through Third Party Entity</b>	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
<b>Contract Begin Date</b>	Type the new date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the new date that the contract ends in the MMDDYYYY format.

☐ Under **Original Employment:**

<b>TRS Position Code</b>	Click ▼ to select the employee's original reported TRS 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
<b>Retiree Employment Type</b>	Click ▼ to select the employee's original reported retiree employment type code.  C - Combination of Substitute and Half-time or less F - Full-Time H - Half-time or less S - Substitute
<b>Contract Begin Date</b>	Type the originally reported date that the contract began in the MM-DD-YYYY format.
<b>Contract End Date</b>	Type the originally reported date that the contract ends in the MM-DD-YYYY format.
<b>Paid Through Third Party Entity</b>	Select to indicate the originally reported selection of whether the retiree works for a third party entity and not the local education agency (LEA).

☐ Under **Amount:**

<b>Total Gross Pay</b>	Type the net difference between the originally reported amount and the correct total gross compensation amount.
<b>Pension Surcharge</b>	Type the net difference between the amount originally reported and the correct amount of pension surcharge due, if any.
<b>TRS Care Surcharge</b>	Type the net difference between the amount originally reported and the correct amount of TRS Care surcharge due, if any.

☐ Under **Adjusted Report:**

<b>Month</b>	Click ▼ to select the month of the adjusted report.
<b>Year</b>	Type the year of the adjusted report in the YYYY format.
<b>Reason Code</b>	Click ▼ to select the reason for adjusting the record.  D - Delete a previously reported ER20/25 record E - Edit a previously reported ER20/25 record