Set District HR Options

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Use the District HR Options page to indicate whether you want to report the weekly scheduled hours or the actual number of hours worked for pay type 3 (hourly) and 4 (substitute) jobs. Pay type 1 (contracted) and 2 (non-contracted) jobs are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.

Per TRS, each employee must have actual hours worked or hours scheduled reported.

Under **TEAM Extract Options**:

Use Pay Dates for TRS Month or Actual Date	This field applies to the RP20 and ER20 extracts. Select *A - Actual Hours Table Date* to use the actual date from the Maintenance > Actual Hours Worked page to determine the accumulated actual hours worked for pay type 3 employees. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The actual date, month and year, must be the same as the TRS reporting month and year. The RP20 and ER20 extracts include all actual hours worked table entries regardless if the associated pay date is processed or unprocessed. The TRS month associated with the pay date is ignored. Select *P - Pay Dates for TRS Month* to use the pay date from the pay dates table to determine the accumulated actual hours for a pay type 3 job. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The associated pay date must be a processed pay date that has the same month and year as the TRS reporting month and year. The actual date is ignored.
Pay Type 3 - Report Actual or Scheduled Hours	This field applies to the RP20 extract. Select *A - Actual Hours* to report actual hours worked for a pay type 3 job. Review the **Use Pay Dates for TRS Month or Actual Date** field selection to determine how the records are selected from the actual hours worked table. Select *S - Scheduled Hours* to report scheduled hours worked for a pay type 3 job. If *S - Scheduled Hours* is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.

Human Resources > Tables > Job/Contract > Job Codes

Update Job Codes

Use the Job Code table to update the FTE Hours field for all full-time jobs. This information is used on the ED40 (Contract and Position) record to report the number of hours an employee must work in order to be considered full-time.

Locate a job code, or click +Add to add a new job code. In the FTE Hrs, type the number of full-time employee hours for the selected job code. Click Save to save the changes.

Update Employee Records Use the Staff/Job Pay Data page to update the necessary TEAM reporting data fields. Maintenance > Staff/Job Pay Data > Employment Info

Retrieve an employee. In the Employment Type field, select one of the following: F - Half-Time or more M - Temporary P - Less than Half-Time S - Substitute

If the employee is a retiree, in the Retiree Employment Type field, select one of the following: C - Combination of Substitute and Half-Time or less F - Full-Time H - Half-Time or less S - Substitute If an employee is eligible for group insurance coverage as a retiree from Employment Retirement System of Texas (ERS), University of Texas (UT), or Texas A&M University, select the ERS Retiree Health Elig for current year eligibility, and select NY ERS Retiree Health Elig for next year eligibility. If selected, the employee does not pay the Member Insurance Contribution (IN), and the employer does not pay the Reporting Entity TRS-Care payment (RI) or Federal TRS-Care (FI) Maintenance > Staff/Job Pay Data > Job Info

In the TRS Member Pos field, select one of the following: 01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker For pay type 1 and 2 jobs, in the Weekly Hrs Sched field, type the employee's scheduled weekly hours for the selected job. Click Save to save the changes.