



**trsprocessing\_extractbody3**



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☐ Select **Employee Demographic (ED20) Extract** to extract employee demographic data.

☐ Select **Contract and Position (ED40) Extract** to extract contract and position data.

<b>From Contract Begin Date</b>	Type the from contract begin date in the MM-DD-YYYY format to specify a beginning date range to be used to determine which records should be included in the extract. If this field is populated, the <b>To Contract Begin Date</b> must be populated and vice versa.
<b>To Contract Begin Date</b>	<p>Type the to contract begin date in the MM-DD-YYYY format to specify an ending date range to be used to determine which records should be included in the extract. If this field is populated, the <b>From Contract Begin Date</b> must be populated and vice versa.</p> <p><b>Notes:</b></p> <p>If a date range is entered, the contract begin date from the job record must be within the range.</p> <p>If a date range is not entered and the <b>First Time Reporting</b> is not selected, then the contract begin date month and year must be equal to the TRS reporting month and year.</p> <p>If a date range is not entered and <b>First Time Reporting</b> is selected, then the contract begin date month and year must be equal to or less than the TRS reporting month and year.</p>

☐ Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

<b>Maximum Days Worked</b>	Type the actual number of days worked in the reporting period month.
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<b>Maximum Hours Worked</b>	<p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p><b>Notes:</b></p> <p>Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values.</p> <p>Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following:</p> <p>The employee's job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee's job master then the job master calendar code is used, if the job does not exist in the employee's job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p>
<b>Default Zero Days Reason</b>	<p>Click  to select one of the following reasons:</p> <p><i>A - Accrued Pay/Not Terminated</i></p> <p><i>C - Employee on less than 12 month pay schedule/Not Terminated</i></p> <p><i>F - Final Pay/Terminated</i></p> <p><i>L - Leave Without Pay</i></p>

### Child Nutrition Information

Child Nutrition (i.e. school breakfast and lunch) is a Special Revenue fund as LEAs are reimbursed based on the number of qualifying meals. Each LEA has the option to decide how the monthly child nutrition contributions submitted under the TRS Grant Deposit and TRS Grant Care are determined, either by actual salaries or on the TRS Child Nutrition Calculation Worksheet (two options).


If the LEA bases the amounts on actual salaries, a **TRS Grant Code** should be entered for that fund (usually 240) on the Fund to Grant table. However, if the LEA uses one of the two methods on the TRS Child Nutrition Calculation Worksheet, then an **Expenditure Account Code** and **Salary** amount should be entered below for the RP extract. The system will proportionately distribute the entered salary amount for the employees paid out of the same fund as entered in the **Expenditure Account Code** field.

☐ Under **Child Nutrition**, click + **Add** to add a row and enter data in the following fields:

<b>Grant Code</b>	Type the designated TRS grant code.
<b>Account Code</b>	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
<b>Description</b>	Type a description for the entry.
<b>Current Month Salary</b>	Type the current month gross salary amount. The entered salary amount is proportionately distributed for the employees paid out of the same fund as entered as the expenditure account.
<b>Previous Month Salary</b>	<p>Type the prior month gross salary amount. If an amount is entered, the child nutrition salary is calculated based on the specified fund and all employees who were paid in the prior TRS reporting month and year using the child nutrition fund(s) (e.g., 240). If the current TRS reporting month is 09, the prior year TRS Rates table is used.</p> <p>If an amount is not entered, no processing is completed for the prior month pay dates.</p> <p>RP25 records are automatically updated/inserted for the current reporting month but adjusting the previous reporting month for child nutrition amounts. (e.g., If you are extracting data for 04-2019, the current reporting month is 04-2019 and the adjusting reporting month is 03-2019.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated.</p> <p>Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.</p>

☐ Select **Employment after Retirement (ER20) Extract** to extract employment after retirement data.

<b>Maximum Days Worked</b>	Type the actual number of days worked in the reporting period month.
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<b>Maximum Hours Worked</b>	<p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p><b>Notes:</b></p> <p>Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values.</p> <p>Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following:</p> <p>The employee's job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee's job master then the job master calendar code is used, if the job does not exist in the employee's job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p>
<b>Default Zero Days Reason</b>	<p>Click  to select the reason for reporting zero days worked.</p> <p><i>A - Accrued Pay/Not Terminated</i></p> <p><i>C - Employee on less than 12 month pay schedule/Not Terminated</i></p> <p><i>F - Final Pay/Terminated</i></p> <p><i>L - Leave Without Pay</i></p>

☐ Select **Adjustment Days** to extract adjustment days data.

<b>Adjustment Days to RP25</b>	<p>Select to extract all adjustments from the Maintenance tab page that do not have an amount in the <b>TRS Posted MO/YR</b> field, and the TRS reporting month and year does not match the <b>Begin Adj Date</b> field. Only records with the <b>TRS Retiree</b> field set to <i>N</i> are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. Only the net difference days worked are extracted to the RP25 record.</p>
<b>Adjustment Days to ER27</b>	<p>Select to extract adjustments from the Maintenance tab. Only records that have the <b>TRS Retiree</b> field set to <i>Y</i> are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each TRS position code. No amounts are extracted to the ER27 record. Only net difference days worked, the contract begin and end dates, and records with the default reason code set to <i>E</i> are extracted.</p>

☐ Click **Execute** to process the selected extracts.