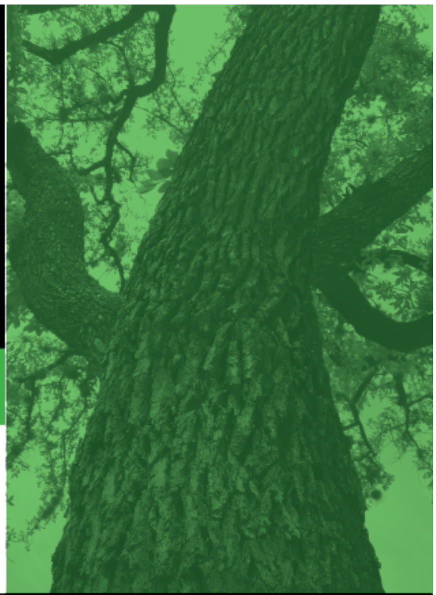
ASCENDER GUIDES



# (OBSOLETE) TEAM Extract - Regular Payroll (RP20) - HRS7800

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***Human Resources > Utilities > TEAM Submission > Extract Data > Regular Payroll (RP20)***

This utility is used to extract employee compensation and contribution information for the selected reporting period.

Multiple RP20 records should be submitted for an employee with multiple TRS position codes; 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 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 Extract Adjustment Days utility should be processed prior to running this utility.

**Note**: The extract first uses data from the **Wkly Hrs Sched** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the field is zero, the extract uses the **FTE Hrs** field on the Maintenance > Tables > Job/Contract > Job Codes tab. If that field is zero, then the extract uses the **Standard Hours per Workday** field on the Tables > District HR Options page (the extract multiplies the field by five to get the hours per week). If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the Maintenance > Staff Job/Pay Data > Job Info tab is factored into the calculation. The RP20 record informs TRS of the employee's weekly scheduled hours. For example, the employee works 20 hours a week as a part-time employee in a full-time job.

Payroll calculation notes

During payroll calculations, absence deductions and coded absence deductions are allocated to the selected job when processing dock amounts that affect the state minimum salary.

Leave Docks are allocated based on the percent assigned to the jobs, which may cause differences in the TRS 373 and TRS Non-OASDI calculations if the employee has multiple jobs.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

## Extract regular payroll (RP20) data:

Under **Extract Option**, select one of the following options:

- **Insert new records.**
- **Delete all existing records and insert new records.** (selected by default)

| Field | Description |
|---|---|
| **Frequency** | Select the payroll frequencies to be extracted for the report. |
| **Report Date MM-YYYY** | Type the reporting month and year for the report. |
| **Maximum Days Worked** | Type the actual number of days worked in the reporting period month. |
| **Maximum Hours Worked** | Type the actual number of hours worked in the reporting period month.<br><br>The below approach allows each work day to be assigned independent 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 TEAM adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TEAM adjustment days table) can easily be applied per TRS position.<br><br>**Notes**:<br><br>Maximum hours worked and maximum days worked should be entered to allow a warning message to be issued, which to identifies employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values.<br><br>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:<br><br>The employee’s job history contract begin/end dates (if either is within the current reporting month/year.)<br><br>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.<br><br>The dates to be considered from each calendar are based on the selected reporting period. |
| **Default Zero Days Reason** | Click to select one of the following reasons:<br><br>*A - Accrued Pay/Not Terminated*<br>*C - Employee on less than 12 month pay schedule/Not Terminated*<br>*F - Final Pay/Terminated*<br>*L - Leave Without Pay* |
| **Finance Transaction Date (MM-DD-YYYY)** | Type the finance posting date. |

Under **Post Options**, select one of the following options: (This option will be available in Fall 2016.)

- **Insert RP20 Records**
- **Insert RP20 Records, Update Pay History and Interface to Finance** - If selected, the interface to Finance and pay history update for TRS 373 and Non-OASDI contribution amounts are processed.

This process creates the RP20 records and performs the TRS 373 and Non-OASDI calculations based on the TRS position codes. These processes will no longer be performed independently. All interfaces and pay history updates are immediate if this option is selected.

Under **Accounting Period**, select one of the following options:

- **Post to Current Account Period XX**
- **Post to Next Accounting Period XX**

**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:

| **Field** | **Description** |
|---|---|
| **Grant Code** | Type the designated TRS grant code. |
| **Description** | Type a description for the entry. |
| **Current Month Salary** | 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. |

| Field | Description |
|---|---|
| **Previous Month Salary** | 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.<br><br>If an amount is not entered, no processing is completed for the prior month pay dates.<br><br>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 04-2018, the current reporting month is 04-2018 and the adjusting reporting month is 03-2018.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated.<br><br>Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts. |
| **Expenditure Account Code** | Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year. |

Click **Execute**. A list of report options (Process Warnings and Errors, TRS 373, Non-OASDI Employee Contribution, TRS 3, and TRS 489) is displayed.

- Select the individual reports to be generated. Or, click Select All to select all reports or Unselect All to clear the report selections.
- Click **Cancel Reports** to cancel the report process and return to the Regular Payroll (RP20) tab.
- Click **Generate Reports** to generate the selected reports.

Review the report.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◄ to go back one page.
Click ► to go forward one page.
Click Last to go to the last page of the report.

**The report can be viewed and saved in various file formats**.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

**Notes**:

Failure messages do not prevent RP20 records from being updated.

The TRS 373 and Non-OASDI reports include the general journals even if an interface is not being processed.

If the actual hours worked table actual date is not within the begin and end date of the associated pay date, then a warning message will be displayed and the hours for the actual hours worked record is not included.