

Non TRS - HRS3300

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This tab is used to maintain records for employees who receive non-TRS supplemental pay amounts such as travel and uniform allowances and TRS ActiveCare contributions taken as compensation. Note that transmittal records cannot be changed after a payroll has been run. Nontaxable amounts are not included in the 457 deferred compensation when the percentages for 457 deferred compensation is used. Nontaxable amounts also are not included in unemployment, FICA, TRS, and withholding tax calculations.

Non-TRS payment matrix

Note: Entries on this page are processed when selecting Regular Payroll or Supplemental Payroll in the Run Payroll process.

Create a non-TRS transmittal:

❑ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ⌄ to select a campus code.
Job Code	Click ⌄ to select a job code.

❑ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Account Code	Type an account code against which the selected employee is authorized to charge. As the user types the data, a drop-down list of corresponding account codes is displayed. Select an account code.
Payment Cd	Click ⌄ to select whether to pay and tax payment or to not pay, but tax. If *N Do not pay* is selected, the **Payment Type** field automatically is set to *2 - Non TRS Bus Allow*, and the user cannot modify. Transactions using this combination will not display on the Account Distribution Journal but are displayed on the Payroll Earnings Register, Check Stub, and Calendar YTD report.

Payment Type	Click ⌄ to select the type of payment (e.g., Non TRS business expense).
Taxable Amt	Type the dollar amount that is taxable.
Non-Taxable Amt	Type the dollar amount that is not subject to taxes.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
W/C Code	Click ⌄ to select the workers' compensation code (e.g., A, B), or leave blank if the non-TRS amount is not subject to workers' compensation taxes. If the **Payment Cd** field is N, the **Payment Type** field is 2, and only the nontaxable amount is entered, the user cannot have a workers' compensation code for this transmittal.
Taxed Fringe Benefit	Select to include the amount in the **Taxed Fringe Benefit** field on the Calendar YTD tab of the Calendar YTD page. This applies to the taxable amount only when the **Payment Cd** field is N and the **Payment Type** field is 2.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
User ID	Displays the name of the individual who made the last change to the employee records.

❑ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click **Directory** to perform a search in the Employees directory.

❑ Click **Duplicate Selected** to duplicate non-TRS transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the non-TRS transactions for those pay dates.
- Otherwise, click **Cancel**.

❑ Click **Save** to save the changes.

❑ Click **Duplicate All** to duplicate non-TRS transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the non-TRS transactions for those pay dates.
- Otherwise, click **Cancel**.

❑ Click **Save** to save the changes.

❑ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Click to print the report. Review the report.