


# Non TRS - HRS3300

# Table of Contents

**Non TRS - HRS3300** ..... i
**Non TRS - HRS3300** ..... 1

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***Human Resources > Maintenance > Hours/Pay Transmittals > Non TRS***

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.

The tab consists of a grid at the top and a free-form area at the bottom.

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. |

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

| | |
|---|---|
| **Emp Nbr** | 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 **Retrieve**. 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. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the non-TRS transactions for those pay dates.

Click **Save**.

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. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the non-TRS transactions for those pay dates.

Click **Save**.

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** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Print** | Print the Non TRS Transmittal List.<br><br>**Review the report using the following buttons**:<br><br>Click  to go to the first page of the report.<br>Click  to go back one page.<br>Click  to go forward one page.<br>Click  to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |