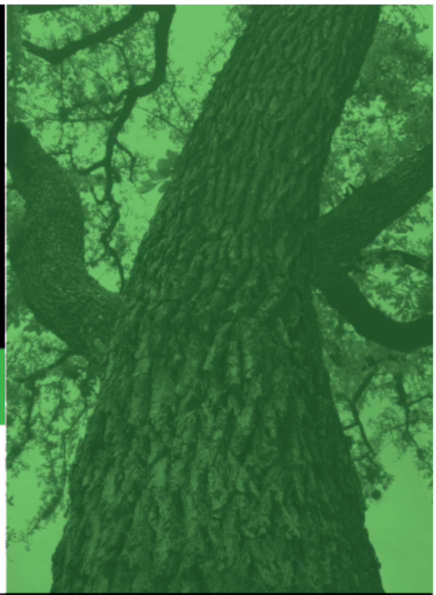
ASCENDER GUIDES



Adjustment Days

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Adjustment Days

Payroll > Payroll Processing > TRS Processing > Adjustment Days

This tab is used to add, edit, and delete adjustment days for TRS reporting.

The **Extract** function on this tab is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types with **Use For Dock TRS Days** selected on the Payroll > Tables > Leave > Leave Type Description tab. 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. After the data is extracted, the information can be retrieved for a specific employee in the **Maintenance** section of this tab. This data is used for the RP (Regular Payroll) and ER (Employment after Retirement) records.

The **Maintenance** function on this tab is used to view and maintain adjustment days for a specific employee. The information is automatically updated when the TRS adjustment days are extracted. In addition, the data can be manually added.

The **TRS Month** and **TRS Year** fields are disabled on this tab.

❏ Under **Extract**:

Field	Description
Report Date (MM-YYYY)	Type the reporting month and year for the report.

❏ Click **Execute**. The Extract TRS Adjustment Days - Processing Report is displayed. Review the report.

❏ Click **Process** to process the records. A message is displayed indicating that the process was successful. Or, click **Cancel** to return to the Adjustment Days tab.

❏ Under **Maintenance**:

Employee	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name to be retrieved.
Start Date	Type the date in the MM-DD-YYYY format. Leave blank to display all available data for the selected employee.

❏ Click **Retrieve**. The employee's existing adjustment day records are displayed; processed records cannot be changed.

❏ Click **+Add** to add a row.

Type	Click ⌄ to select one of the following record types for the record. *RP - Regular Payroll* *ER - Employment After Retirement*

TRS Pos Cd	Click to select the applicable TRS member position code: • *01 - Professional staff* • *02 - Teacher, librarian* • *03 - Support staff* • *04 - Bus driver* • *05 - FT nurse/Counselor* • *06 - Peace Officers* • *07 - Food service worker* • *09 - Summer School*
Begin Adj Date	Type the beginning adjustment date in the MM-DD-YYYY format.
End Adj Date	Type the ending adjustment date in the MM-DD-YYYY format.
Nbr Days Adj	Type the number of adjustment days for the record.
TRS Retiree	Displays the employee's TRS retirement status: *Y - Yes, the employee is a TRS retiree.* *N - No, the employee is not a TRS retiree.*
TRS Posted MO/YR	This field displays the month and year of the last TRS posting if any.
Comments	Type any comments or other information that pertains to the record.
Date Last Upd	This field displays the last date that the record was updated.
User ID	This field identifies the user who created the transaction. The user ID is tracked through the user’s logon to the system.

❑ Click **Save**.

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.
Errors	The **Errors** button is displayed at the top of the page if any errors are encountered. In addition, the tab name is displayed in red to indicate the tab on which the error occurred, and a TRS Processing pop-up window is displayed with a list of the encountered error(s). Click **X** to close the pop-up window and correct the errors.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.