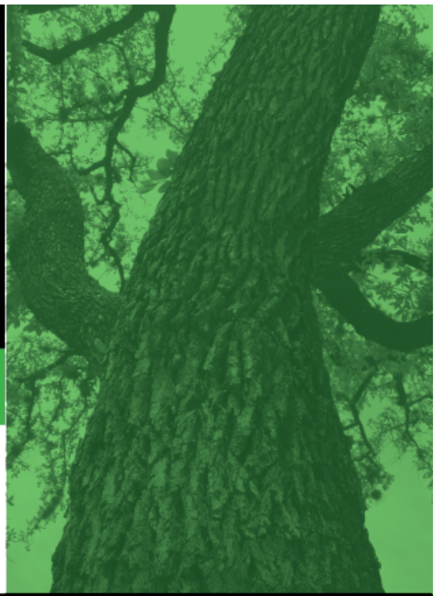
ASCENDER GUIDES



Adjustment Days

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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.

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**.