
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Extract

Table of Contents

Extract i
Extract 1

Extract

Payroll > Payroll Processing > TRS Processing > Extract

This tab is used to extract the following TRS reporting data. All six extracts (ED20, ED40, ER20, RP20, Adjustment Days to RP25, and Adjustment Days to ER27) can be run simultaneously while you perform other system tasks. You can extract per frequency or for all frequencies.

1. Employee Demographic (ED20)

   Extracts employee demographic information (employee number, name, address, date of birth, gender, and contact information) for all employees from the Personnel > Maintenance > Staff Demo > Demographic Information tab to the TRS Processing Maintenance tab.

   An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees. The ED25 record is used to change previously submitted employee demographic information.

2. Contract and Position (ED40)

   Extracts contract and position information for all employees prior to the start of employment and prior to the submittal of regular payroll contributions for the first time. The data is extracted from the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to the Payroll > Payroll Processing > TRS Processing > Maintenance tab.

   Multiple ED40 records should be submitted for an employee with multiple TRS position codes. If the various jobs fall within the same position code, then only one record can be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

   FTE Hours Notes:

   - The extract first uses data from the **Wkly Hrs Sched** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
   - If the **Wkly Hrs Sched** field is zero, the extract uses the value in the **FTE Hrs** field on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab.
   - If the **FTE Hrs** field is zero on the Job Codes tab, the extract uses the value in the **Standard Hours per Workday** field on the Payroll > 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 Payroll > Maintenance > Staff Job/Pay Data > Job Info tab is factored into the calculation.
   - If **No FTE** is selected on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab, then the **FTE Hrs** for the job is set to zero.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

3. Regular Payroll (RP20)

Extracts 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 Adjustment Days function should be processed prior to performing this function. **Note**: The extract first uses data from the **Wkly Hrs Sched** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. If the field is zero, the extract uses the **FTE Hrs** field on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab. If that field is zero, then the extract uses the **Standard Hours per Workday** field on the Payroll > 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 Payroll > 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.
- If the **TRS Insurance Employer Paid** check box is selected on the Payroll > Tables > Taxes/Deductions > TRS Rates tab, the TRS Insurance calculations are excluded from the regular payroll calculations and performed when the RP20 Extract is performed. The TRS Insurance is calculated and expensed for the LEA based on the employee's distributions for the applicable payrolls that were processed during the reporting month. This applies to distribution history record types G, O, A, and S.
- If the RP20 extract does not include Employer Paid TRS Insurance calculations, the RP20 - Employer Paid TRS Insurance report is not generated.
- The RP20 extract uses the **TRS Extract Options** on the Payroll > Tables > District HR Options page to determine which hours (actual or scheduled) to report for pay type 1,

2, and 3 employees.
- The Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) uses the following calculation: State Minimum Salary x Public Education Employer Contribution Rate = **Public Education Employer Contribution**.

Note: Per the State of Texas Education Code, Section 42.102, effective September 01, 2019, the TRS Processing Extract will no longer use the cost of education adjustment (index) (CEI) value when calculating TRS 373 Statutory Minimum Contributions. As a result:

- The Adjusted State Minimum salary is not calculated and state contributions are due on all eligible compensation paid above the statutory minimum salary schedule.
- The CEI value no longer exists in TRS 373 Above State Base calculations that are used in TRS Processing, NY Payroll to Budget, and PMIS Simulations.
- The **TRS Cost Education Index** field remains on the Payroll > Tables > District HR Options page for any 2018 processing needs.

❑ Future software updates will remove the CEI, reformat the TRS 373 report to remove the Adjusted State Minimum column, rename TRS Non-OASDI (Reporting Entity Payment for Non-OASDI Members) to Public Education Employer Contribution and any other changes that are required to coincide with TRS changes.

❑ Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations are performed for all TRS-eligible employees who are subject to FICA tax.

❑ **Charter schools**: TRS-eligible salaries are used to calculate the Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*). The Public Education Employer Contribution is not capped by state minimum salaries.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract to creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

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 Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations if the employee has multiple jobs.

4. Employment after Retirement (ER20)

   Extracts employment data of retirees regardless of the retirement date or type. The data is extracted from the payroll history to the Payroll > Payroll Processing > TRS Processing > Maintenance tab.

   ER20 Notes

   ER20 Notes:

   ER20 records are extracted per Primary Job and per Retiree Exception, and the Retiree Exception will be the Retiree Employment Type if selected.

   • Employees with multiple jobs will have multiple ER20 records reported.

   • Any extra duty pay (XTRA job) that is not attached to the job with the Retiree Exception should be reported with the Primary Job.

   • The TRS Adjustment Days extract will not extract a value for ER type records. Users are expected to update the extracted records with the Retiree Employment Type.

   The ER20 record always extracts the actual hours for retired employees.

   The ER20 record bases the reporting dates for the reporting month/year on that reporting month year using the following circumstances:

   If the contract begin or end date is within that reporting period, those dates are reported.

   If the reporting month is within the contract begin/end dates, the entire date range for the month is reported.

   If the contract begin/end date is outside of the reporting month year (e.g., the employee is paid from accruals), the original contract dates are reported.

   Example: If a retiree's contract begin date is 08-17-2023 and end date is 05-25-2024, the dates reported for this employee are as follows:

Extract Month/Year	Reported Dates
August 2023	08-17-2023 - 08-31-2023
September 2023	09-01-2023 - 09-30-2023
October 2023	10-01-2023 - 10-31-2023
November 2023	11-01-2023- 11-30-2023
December 2023	12-01-2023 - 12-31-2023
January 2024	01-01-2024 - 01-31-2024
February 2024	02-01-2024 - 02-28-2024
March 2024	03-01-2024 - 03-31-2024
April 2024	04-01-2024 - 04-30-2024
May 2024	05-01-2024 - 05-25-2024
June 2024	06-01-2024 - 06-30-2024

5. Adjustment Days

   This utility 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 that have **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. The data is extracted to the Adjustment Days tab in the **Maintenance** section.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

Extract data:

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click to select the TRS reporting year. This is a required field.

❑ Select one of the following extract options:

- **Delete All and Insert New Records** - Select to delete existing data and insert new records.
- **Insert New Records** - Select to only insert new records.

First Time Reporting	Select if this is the first time the local education agency (LEA) is submitting an ED20 or ED40 report. **ED20 Notes**: Employees must have an active status in the CYR payroll. Employees are required to have either the **Original Emp. Date** or **Latest Re-Employ Date** populated on the Personnel > Maintenance > Employment Info tab. The most recent value of either of these dates is used to determine if the employee should be included in the extract. If **First Time Reporting** is not selected, the most recent date value (**Original Emp. Date** or **Latest Re-Employ Date**) that is used must match the TRS reporting month and year. If **First Time Reporting** is selected, the most recent date value (**Original Emp. Date** or **Latest Re-Employ Date**) that is used must be equal to or less than the TRS reporting month and year. **ED40 Notes**: A value must be selected in the **TRS Member Pos** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab and the contract begin date must be less than or equal to the current month when extracting the ED40 report for the first time. To be considered for the extract, employees must have an active status in CYR payroll and not have a **TRS Status Code** of 4 or 5 on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
Frequency	Select the payroll frequencies (e.g., 4 (biweekly), 5 (semimonthly), 6 (monthly)) to be extracted for the report. Multiple frequencies can be selected. By default, only the pay frequencies that are selected on the District Administration > Tables > District Information > Payroll Frequencies tab are enabled and selected.

❑ Select the extracts to be processed. You can run multiple extracts simultaneously while you perform other system tasks.

❑ Select **Employee Demographic (ED20) Extract** to extract employee demographic data.

❑ Select **Contract and Position (ED40) Extract** to extract contract and position data.

From Contract Begin Date	Type the from contract begin date in the MM-DD-YYYY format to specify a beginning date range to be used to determine which records should be included in the extract. If this field is populated, the **To Contract Begin Date** must be populated and vice versa.

To Contract Begin Date	Type the to contract begin date in the MM-DD-YYYY format to specify an ending date range to be used to determine which records should be included in the extract. If this field is populated, the **From Contract Begin Date** must be populated and vice versa. **Notes**: If a date range is entered, the contract begin date from the job record must be within the range. If a date range is not entered and the **First Time Reporting** is not selected, then the contract begin date month and year must be equal to the TRS reporting month and year. If a date range is not entered and **First Time Reporting** is selected, then the contract begin date month and year must be equal to or less than the TRS reporting month and year.

❑ Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

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. The below approach allows each work day to be assigned independently 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 TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position. **Notes**: Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values. 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: The employee’s job history contract begin/end dates (if either is within the current reporting month/year.) 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. 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: *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

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:

Grant Code	Type the designated TRS grant code.
Account Code	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
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.
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. If an amount is not entered, no processing is completed for the prior month pay dates. 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 04-2019, the current reporting month is 04-2019 and the adjusting reporting month is 03-2019.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated. Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.

❑ Select **Employment after Retirement (ER20) Extract** to extract employment after retirement data.

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. The below approach allows each work day to be assigned independently 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 TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position. **Notes**: Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values. 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: The employee's job history contract begin/end dates (if either is within the current reporting month/year.) 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. The dates to be considered from each calendar are based on the selected reporting period.
Default Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

❑ Select **Adjustment Days** to extract adjustment days data.

Adjustment Days to RP25	Select to extract all adjustments from the Maintenance tab page that do not have an amount in the **TRS Posted MO/YR** field, and the TRS reporting month and year does not match the **Begin Adj Date** field. Only records with the **TRS Retiree** field set to *N* are extracted. 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. Only the net difference days worked are extracted to the RP25 record.

Adjustment Days to ER27	Select to extract adjustments from the Maintenance tab. Only records that have the **TRS Retiree** field set to *Y* are extracted. 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 TRS position code. No amounts are extracted to the ER27 record. Only net difference days worked, the contract begin and end dates, and records with the default reason code set to *E* are extracted.

❑ Click **Execute** to process the selected extracts.

❑ Click **Extract Status** to view the details (extract and error reports, status, user details, etc.) for each processed extract.

The TRS Extract Processing pop-up window is displayed with the extract **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email** address. If the logged-on user has an email address on the Personnel > Maintenance > Staff Demo > Demographic Information tab, an email message is forwarded for each extract after completion.

❑ Under **Error Report**, click **Print Report** to display the selected error report. Review the report.

❑ Under **Print Report**, click **Print Report** to display the selected extract reports. Review the report.

❑ Click **Continue** to continue through the list of reports for the selected extract.

❑ Click **Return** to return to the Extract tab.

Extract Error Report Notes:

- If a **Warning** message is displayed, the data is extracted and you can address the issue(s) on the Maintenance tab.
- If a **Failure** message is displayed, the data is not extracted and you must resolve the issue(s) and extract the data again.

❑ Click **Close** to close the TRS Extract Processing pop-up window and return to the Extract tab.