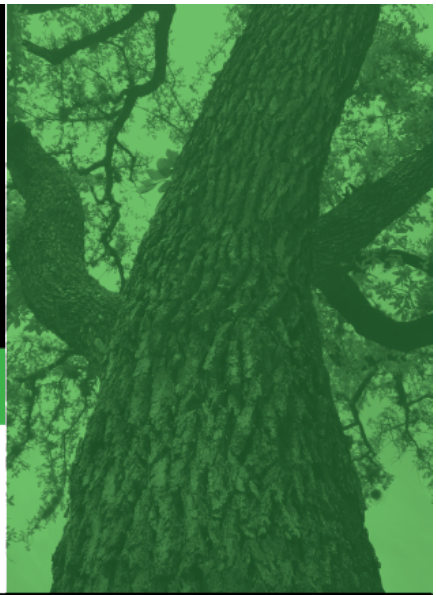
ASCENDER GUIDES



Maintenance

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Maintenance

Human Resources > Payroll Processing > TRS Processing > Maintenance

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

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

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select a TRS month for which you want to retrieve or add data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click to select the TRS year for which you want to retrieve or add data. This is a required field.
Employee	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**. The employee's data is retrieved based on the selected TRS month and year.

ED Records

Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.

Modify an ED record.

The record count is displayed under **Nbr of Records**. The button is not displayed if there are existing records for the ED20, ED25, and ED90.

❏ Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

❏ Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.

❏ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add an ED record.

❏ Click ✚ to add a record.

The corresponding maintenance pop-up window is displayed allowing you to add and save data.

❏ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

❏ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

ED20 Demographic record details.

ED20 Demographic

The ED20 Demographic record is used to report an employee's demographic information. 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.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MM-DD-YYYY format.
Gender	Click ⌄ to select the employee's gender.
Name	Type the employee's last, first, and middle name.
Generation	Click ⌄ to select the employee's generation code.

Under **Address**:

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⋮ to select the country of the employee's address. The Demographic Address Country lookup is displayed. In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code. This field is only necessary for foreign addresses.
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

Under **Contact Info**:

Phone Nbr	Type the employee's 10-digit phone number.
Work E-mail	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

ED25 Adjustment record details.

ED25 Demographic Adjustment

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **New Demo Information**:

Staff ID/SSN	Type only corrections to originally submitted staff ID/Social Security Number data.
DOB	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
Gender	Type only corrections to originally submitted gender data.
Name	Type only corrections to the originally submitted employee's last, first, and middle names.
Generation	Click to select the corrected generation code.

Under **Original Demo Information**, the following fields must be completed.

Staff ID/SSN	Type the employee's originally submitted staff ID/Social Security Number data.
DOB	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
Gender	Click to select the employee's originally submitted gender.
Name	Type the employee's originally submitted last, first, and middle names.
Generation	Click to select the originally submitted generation code.

Under **New Address**:

Notes: If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
Street/P.O. Box	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new province of the employee's address. This field is only necessary for foreign addresses.
Country	Click to select the country of the employee's address. The Demographic Address Country lookup is displayed. In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code. This field is only necessary for foreign addresses.

Postal Code	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

Under **New Contact Info**:

Phone Nbr	Type only corrections to the employee's previously submitted 10-digit phone number.
Work E-mail	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.

ED40 Contract and Position record details.

ED40 Contract and Position

The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

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

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's new hourly pay rate.
TRS Position Code	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*

Field	Description
Employment Type	Click ⌄ to select the employee's new employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's new pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

Under **Contract**:

Employment Start Date	Type the employee's most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

ED45 Contract and Position Adjustment record details

ED45 Contract and Position Adjustment

The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **New Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type only corrections to the employee's hourly pay rate.

Field	Description
TRS Position Code	Click to select the employee's corrected 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*
Employment Type	Click to select the employee's corrected employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click to select whether the employee's corrected pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

Under **Original Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click to select the employee's corrected 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*
Employment Type	Click to select the employee's originally submitted employment type code. *F - Half-Time or more* *M - Temporary* *P - Less than Half-time* *S - Substitute*
Pay Unit/Salary Flag	Click to select whether the employee's originally submitted pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

Under **New Contract**:

Employment Start Date	Type the employee's corrected most recent employment start date in the MM-DD-YYYYformat.
Contract Begin Date	Type the corrected date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the corrected date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click to select a corrected response to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under **Original Contract**:

Employment Start Date	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click to select the originally submitted response to indicate if social security is paid by the reporting entity. *Y - Yes* *M - Medicare Only* *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under **Adjustment**:

Reason Code	Click to select the reason for the adjustment. *A - End/Add Contract/Position Record* - If selected, all **New Position** and **Contract** fields that are required on the ED40 are required. If the **FTE Hours** and **Hourly Pay Rate** fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the **Pay Units/Salary Flag**. • D - Delete • E - Edit • N - End Contract/Position Record

ED90 Termination record details.

ED90 Termination

The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds and other retirements.

The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary or a previously reported salary adjustment.

The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the originally reported month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Termination**:

Date	Type the employee's last date of employment in the MMDDYYYY format.
Reason	Click ⌄ to select the reason code for the employee's termination. *D - Death* *E - End of Employment*

Under **Final Pay**:

Month	Click ⌄ to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
Year	Type the reporting year in the YYYY format for the reporting year after which no further deposits or adjustments for this employee will be submitted to TRS.
Annualized Eligible TRS Compensation	Type the amount of eligible compensation that an employee would have earned in the school year. This is a required field if the **Reason** field is set to *D - Death*. If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.

RP Records

Under **Regular Payroll (RP) Type**, a list of RP records is displayed with the **TRS Position Code**, **Days Worked**, **Total Gross Pay**, and **Adj Mo/Year**.

Modify a RP record.

❑ Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

❑ Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add a RP record.

❑ Click to add a record. The corresponding maintenance pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record.

When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

❑ Click **Close** to close the pop-up window.

If an RP record is added with a different TRS position code, a separate row is added to the grid.

RP20 Regular Payroll record details.

RP20 Regular Payroll

The RP20 record is used to report TRS-eligible and non TRS-eligible employees' compensation and contribution information. Multiple RP20 records should be submitted for an employee with multiple jobs; 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 TRS 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 **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Job Info**:

TRS Position Code	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*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked.
Hours Scheduled	Type the number of hours that the employee is scheduled per week. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if the employee's actual hours are not tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Zero Days Reason	Click to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

Under **Monthly Amount**:

TRS Gross	Type the amount of regular TRS-eligible compensation reported for the employee in the current month. Do not include performance pay.
TRS Grant Gross	Type the amount of eligible compensation for the reporting period, if any, paid from Federal funds or private grants.
Emplr TRS Care Contrib	Type the reporting entity's contribution to TRS Care based on eligible compensation reported for the current month.
Perfor Pay Gross	Type the amount of performance pay reported for the employee in the current month.
TRS Care	Type the employee's member contribution to TRS-Care based on regular eligible compensation reported for the current month.
TRS Grant Deposit	Type the state matching contribution amount based on eligible compensation paid from Federal funds or private grants.
Emplr New Member Contrib	Type the state matching contribution on eligible compensation paid to a new TRS member during the first 90 days.
State Min	Type the amount of current state minimum eligible compensation.
TRS Sal Reduction	Type the amount of regular monthly member retirement contribution reported for the employee in the current month.
TRS Grant Care	Type the state TRS-Care matching contribution amount based on eligible compensation paid from a Federal fund or private grant.

Emplr TRS Non-OASDI Contrib	Type the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees. **State Min** x 0.015 = **Public Education Employer Contribution (EC)** (*Previously known as the TRS Non-OASDI Contribution*)
Stat Min Contrib	Type the state's matching contribution on the amount of eligible compensation paid above the state minimum eligible compensation.
Total Gross Pay	Type the employee's total gross compensation amount.

Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the monthly installment payment from a member who is purchasing service credit.
Service Credit Tax Shelter Flag	Click ⌄ to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. *A - After tax* *B - Before tax*

RP25 Regular Payroll Adjustment record details.

RP25 Payroll Adjustment

The RP25 record is used to report adjustments to an employee's previously reported compensation and contribution information. RP25 Payroll Adjustment records can be used to correct an incorrectly submitted RP20 or to add a detail record omitted from a previous report. This is a net difference transaction.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Job Info**:

TRS Position Code	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*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked.

Hours Scheduled	Type the number of hours that the employee is scheduled per week. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if the employee's actual hours are not tracked.
Days Worked	Type the net difference between the originally reported number of days and the correct number of days in reporting period month.
Zero Days Reason	Click to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *D - Delete* *F - Final Pay/Terminated* *L - Leave Without Pay*

Under **Monthly Amount**:

TRS Gross	Type the net difference between the originally reported amount and the correct amount of regular eligible compensation, Do not include performance pay.
TRS Grant Gross	Type the net difference between the originally reported amount and the correct amount of eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Care Contrib	Type the net difference between the originally reported amount and the correct amount of the reporting entity's contribution to TRS Care based on eligible compensation reported for the adjustment month.
Perfor Pay Gross	Type the net difference between the originally reported amount and the correct amount of performance pay.
TRS Care	Type the net difference between the originally reported amount and the correct amount of the member's contribution to TRS Care based on regular eligible compensation reported for the adjustment month.
TRS Grant Deposit	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr New Member Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution on eligible compensation paid to a new TRS member during the first 90 days of employment.
State Min	Type the net difference between the originally reported amount and the correct amount of the state minimum compensation for the adjustment month.
TRS Sal Reduction	Type the net difference between the originally reported amount and the correct amount of the regular monthly member retirement contribution reported.
TRS Grant Care	Type the net difference between the originally reported amount and the correct amount of the state TRS Care matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Non-OASDI Contrib	Type the net difference between the originally reported amount and the correct amount of the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees.
Stat Min Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution for eligible compensation paid above the state minimum.

Total Gross Pay	Type the net difference between the originally reported amount and the correct amount of total gross compensation.

Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the net difference between the originally reported amount and the correct amount of the monthly installment payment of member's service credit purchase.
Service Credit Tax Shelter Flag	Click ⌄ to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. *A - After tax* *B - Before tax*

Under **Adj Report Period**:

Month	Click ⌄ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.

ER Records

Under **Employment After Retirement (ER) Type**, a list of ER record types with the number of existing records (**Nbr of Records**) is displayed. The ER table functions the same as the ED table.

ER20 Employment of Retirees record details.

ER20 Employment of Retirees

The ER20 record is used to report employment information for retirees, regardless of retirement date or retirement type.

ER20 records are extracted per Primary Job and per Retiree Exception, 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 **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

❏ Under **Employment**:

TRS Position Code	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*
Retiree Employment Type	Click to select the employee's retiree employment type code. • *B - Non-Profit Tutor Substitute* • *C - Combination of Substitute and Half-time or less* • *E - Surge Personnel* • *F - Full-Time* • *H - Half-time or less* • *N - Non-Profit Tutor Half Time or Less* • *S - Substitute* • *T - Non-Profit Tutor Full Time*
Zero Days Reason	Click to select the reason for reporting zero days worked for an employee. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *F - Final Pay/Terminated* • *L - Leave Without Pay*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked. This field must be reported if actual hours are tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.

❏ Under **Amount**:

Total Gross Pay	Type the retiree’s total gross compensation amount.
Pension Surcharge	Type the amount of pension surcharge due based on retiree's employment, if any.
TRS Care Surcharge	Type the amount of TRS Care surcharge due based on retiree's employment, if any.

❏ 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.

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

ER25 Employment of Retirees Add Adjustment record details.

ER25 Add Adj

The ER25 record is used to report an adjustment that adds a record to a previously reported Employment After Retirement report.

Under **Employment**:

TRS Position Code	Click to select the employee's new TRS 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*
Retiree Employment Type	Click to select the employee's retiree employment type code. • *B - Non-Profit Tutor Substitute* • *C - Combination of Substitute and Half-time or less* • *E - Surge Personnel* • *F - Full-Time* • *H - Half-time or less* • *N - Non-Profit Tutor Half Time or Less* • *S - Substitute* • *T - Non-Profit Tutor Full Time*
Zero Days Reason	Click to select the reason for reporting zero days worked for an employee. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *F - Final Pay/Terminated* • *L - Leave Without Pay*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked. This field must be reported if actual hours are tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).

Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.

Under **Amount**:

Total Gross Pay	Type the retiree's total gross compensation amount.
Pension Surcharge	Type the amount of pension surcharge due based on retiree's employment, if any.
TRS Care Surcharge	Type the amount of TRS-Care surcharge due based on retiree's employment, if any.

Under **Adjusted Report**:

Month	Click ⌄ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.

ER27 Employment of Retirees Edit Adjustment record details.

ER27 Edit Adj

The ER27 record is used to report an adjustment (i.e., edit or deletion of a record) to a previously reported record on an Employment After Retirement report.

The ER27 is used to edit a previously submitted and TRS-accepted ER20 or ER25 record. If one or more of the following fields is adjusted, a net difference transaction must be reported:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Additionally, the ER27 is used to delete a previously submitted and TRS-accepted ER20 or ER25 record. When deleting a record that was previously reported in error, all of the following data must net to zero:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Under **New Employment**:

TRS Position Code	Click to select the employee's new TRS 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*
Retiree Employment Type	Click to select the employee's retiree employment type code. • *B - Non-Profit Tutor Substitute* • *C - Combination of Substitute and Half-time or less* • *E - Surge Personnel* • *F - Full-Time* • *H - Half-time or less* • *N - Non-Profit Tutor Half Time or Less* • *S - Substitute* • *T - Non-Profit Tutor Full Time*
Zero Days Reason	Click to select the reason for reporting zero days worked for an employee. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *D - Delete* • *F - Final Pay/Terminated* • *L - Leave Without Pay*
Actual Hours Worked	Type the net difference between the originally reported amount and the correct amount of actual number of hours that the retiree worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked. This field must be reported if actual hours are tracked.
Days Worked	Type the net difference between the originally reported amount and the correct amount of days that the retiree worked in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
Contract Begin Date	Type the new date that the contract began in the MMDDYYYY format.
Contract End Date	Type the new date that the contract ends in the MMDDYYYY format.

Under **Original Employment**:

TRS Position Code	Click to select the employee's original reported TRS 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*
Retiree Employment Type	Click to select the employee's retiree employment type code. • *B - Non-Profit Tutor Substitute* • *C - Combination of Substitute and Half-time or less* • *E - Surge Personnel* • *F - Full-Time* • *H - Half-time or less* • *N - Non-Profit Tutor Half Time or Less* • *S - Substitute* • *T - Non-Profit Tutor Full Time*
Contract Begin Date	Type the originally reported date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally reported date that the contract ends in the MM-DD-YYYY format.
Paid Through Third Party Entity	Select to indicate the originally reported selection of whether the retiree works for a third party entity and not the local education agency (LEA).

Under **Amount**:

Total Gross Pay	Type the net difference between the originally reported amount and the correct total gross compensation amount.
Pension Surcharge	Type the net difference between the amount originally reported and the correct amount of pension surcharge due, if any.
TRS Care Surcharge	Type the net difference between the amount originally reported and the correct amount of TRS Care surcharge due, if any.

Under **Adjusted Report**:

Month	Click to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.
Reason Code	Click to select the reason for adjusting the record. • *D - Delete a previously reported ER20/25 record* • *E - Edit a previously reported ER20/25 record*