Payroll History

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Payroll > Payroll Processing > TRS Processing > Payroll History

> This tab is used to make changes to an employee's payroll history data. The saved extra duty table and employee payroll history data can be retrieved for a selected TRS reporting month and year. If the extra duty table values and/or the employee's payroll history data is updated, the TRS processing reports can be recreated using the Payroll > Payroll Processing > TRS Processing > Extract tab.
>
> Records are created and/or updated each time a payroll run is posted.

Modify a record:

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click ▲▼ to select the TRS reporting month for which you want to retrieve data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click ▲▼ to select the TRS reporting year for which you want to retrieve data. This is a required field.

❑ Click **Retrieve**.

Under **Extra Duty**:

This section is collapsed by default. Click **Extra Duty** to expand the section.

This section allows you to change how extra duty is reported for a TRS reporting period.

The extra duty code table for the selected **TRS Month** and **TRS Year** is displayed. Only S-type extra duties are displayed.

Field	Description
Extra Duty Code	The extra duty code and description from the Payroll > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.
Expense 373	Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank. If an employee is paid using the specified extra duty code, **Expense 373** is selected, a **TRS Position Code** is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job. If a **TRS Position Code** is selected on this page, it is used for reporting the pay associated with the extra duty code. If **Expense 373** is selected and the **TRS Position Code** is *01*, *02*, or *05*, then the amount is included in the TRS 373 calculations where applicable. If **Expense 373** is not selected for an extra duty code but the **TRS Position Code** is *01*, *02*, or *05*, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Public Education Employer Contribution calculations. **Example**: A teacher teaching summer school is paid using an extra duty stipend, **Expense 373** should not be selected in the Payroll History extra duty table and the appropriate **TRS Position Code** (*03*, *04*, *07*, or *9*) should be selected.

Field	Description
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*

The **Employee History Information** section is expanded by default.

❑ Click **Employee History Information** to collapse the section. This section allows you to change how an employee's payroll history is reported for a TRS reporting period.

Under **Employee History Information**:

This section is expanded by default. Click **Employee History Information** to collapse the section.

This section allows you to change how an employee's payroll history is reported for a TRS reporting period.

❑ Click **Save**. Use the Payroll > Payroll Processing > TRS Processing > Extract tab to recreate the TRS processing reports.