



# Payroll History



# Table of Contents

<b>Payroll History</b> .....	i
<b>Payroll History</b> .....	1





# Payroll History

## **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
<b>TRS Month</b>	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.
<b>TRS Year</b>	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**.

The **Extra Duty** 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
<b>Extra Duty Code</b>	The extra duty code and description from the Payroll > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.

Field	Description
<b>Expense 373</b>	<p>Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.</p> <p>If an employee is paid using the specified extra duty code, <b>Expense 373</b> is selected, a <b>TRS Position Code</b> 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.</p> <p>If a <b>TRS Position Code</b> is selected on this page, it is used for reporting the pay associated with the extra duty code. If <b>Expense 373</b> is selected and the <b>TRS Position Code</b> is <i>01, 02, or 05</i>, then the amount is included in the TRS 373 calculations where applicable.</p> <p>If <b>Expense 373</b> is not selected for an extra duty code but the <b>TRS Position Code</b> is <i>01, 02, or 05</i>, 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.</p> <p><b>Example:</b> A teacher teaching summer school is paid using an extra duty stipend, <b>Expense 373</b> should not be selected in the Payroll History extra duty table and the appropriate <b>TRS Position Code</b> (<i>03, 04, 07, or 9</i>) should be selected.</p>
<b>TRS Position Code</b>	<p>Click  to select the applicable TRS member position code:</p> <ul style="list-style-type: none"> <li>• <i>01 - Professional staff</i></li> <li>• <i>02 - Teacher, librarian</i></li> <li>• <i>03 - Support staff</i></li> <li>• <i>04 - Bus driver</i></li> <li>• <i>05 - FT nurse/Counselor</i></li> <li>• <i>06 - Peace Officers</i></li> <li>• <i>07 - Food service worker</i></li> <li>• <i>09 - Summer School</i></li> </ul>

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.

Field	Description
<b>Employee</b>	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 <b>Retrieve</b> .

The employee's payroll history data for the selected TRS reporting month and year is displayed. All jobs (non-XTRA) are displayed for all pay frequencies (4, 5, and 6) and for each pay date/adjustment (including voids). System adjustments are not included.

If the **TRS Position Code** is *01, 02, or 05*, the **Annual State Minimum Salary, Period State Minimum Salary, State Basic Days**, and **Wholly Sep Amount This Pay Period** fields are enabled and can be changed.