



ASCENDER GUIDES



HRS7820 - TRS 3 Report

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The TRS 3 report is the teacher retirement report that displays the district contribution for federal grants. Employees that are displayed all have grant codes in their distribution records. Child nutrition grant amounts are included. The amounts are reported from the job history record by TRS position code. The report must be printed after the last payroll and adjustments have been run each month and before posting the first payroll of the next period.

Employees whose **End 90 Day Period** field on the Pay Info page is within the beginning and ending dates on the Pay Date table for the processed payroll are not included on the report.

This report is printed in landscape orientation.

Parameter	Parameter Description
Report Month (01-12)	Type a specific report month (e.g., 11). This is a required field.
Report Year (YYYY)	Type a report year in the YYYY format. This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.

[Generate the report.](#)