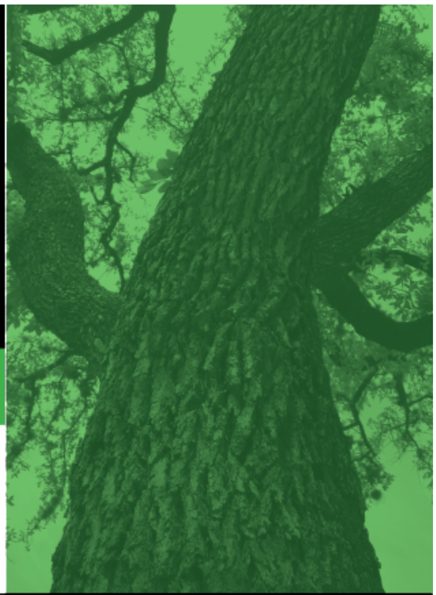

ASCENDER GUIDES

ER20 (Employment of Retirees) - HRS3950

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ER20 (Employment of Retirees) - HRS3950

Payroll > Utilities > TRS Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)

This tab is used to report employment information for retirees, regardless of retirement date or retirement type.

The ER20 records are extracted per Primary Job and per Retiree Exception. Any 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.

Click here to access the RE Portal Resources page for additional reporting information and complete file record layouts.

This page consists of a grid at the top and a free-form area at the bottom.

Create an ER20 record:

Field	Description
TRS Month	Click ⌄ to select a TRS month for which you want to retrieve data. This is a required field.
TRS Year	Type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

❏ Click **Retrieve**. All previously entered TRS Eligible Code 5 (Retired) employment information is displayed.

Note: To retrieve employees with TRS Eligible Code 5 (Retired), click **Directory** to select an employee. The employee selection list is limited to TRS Eligible Code 5 (Retired) employees only.

❏ Click Directory to search for an employee.

❏ Click 🔍 to view additional details for a row.

In the free-form area, the **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only.

❏ Click **+Add** to add another row. A new row is added with the cursor in the **Emp Nbr** field. In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed. You can edit and save the data. If an employee is selected from the Directory, a new row is added. If multiple rows are selected from the Directory, all of the employees are added as new rows in the grid area.

❏ Under **Employment**:

TRS Position Code	Click ⌄ to select the employee's 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*
Retiree Employment Type	Click ⌄ to select the employee's employment type code. *C - Combination of Substitute and Half-time or less* *F - Full-Time* *H - Half-time or less* *S - Substitute*
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 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 MMDDYYYY format.
Contract End Date	Type the date that the contract ends in the MMDDYYYY 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** to save the changes.

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**.