



ER25 (Add Adj) - HRS3950

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

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 employment of retirees adjustment:

| 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 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 |
| 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 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. |

☐ 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. |

☐ 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 . |