

REPORT AUGUST ADJUSTMENT DAYS

Use the Human Resources application to run the following processes to report Regular Payroll (RP) and Employment After Retirement (ER) August adjustment days.

1. Use the Payroll Processing > Run Payroll page to run all of the August payrolls.
2. Create and submit the July adjustment days using the RP25 and ER27 records.
 - Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days utility.
 - In the **Report Date (MM-YYYY)**, type 08-20XX to extract the August adjustment days.
 - Click **Execute**.
 - Navigate to the Utilities > TEAM Submission > Adjustment Days > Adj Days Maintenance > Regular Payroll (RP) and Employment After Retirement (ER) tabs to verify that the extracted data is accurate.
 - Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days to RP25 utility to extract employee August adjustment days to the RP25.

Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days to ER27 utility to extract retiree August adjustment days to the ER27.

- In the **Report Date (MM-YYYY)**, type 08-20XX to extract the August adjustment days.
 - Click **Execute**.
3. Create and submit the RP report for August days. The report only includes employees that were paid in August.

Create and submit the ER report for August days. The report only includes retirees that were paid in August.
 4. Move September employees to current year.
 - Run the Utilities > Next Year > Copy NYR Staff to CYR process. This process allows the RP20 and ER20 in step 5 to include both new and existing employees/retirees who worked in August but will not be paid until September for new contracts.

5. Create and submit the August adjustment days using the RP20 and ER20 for contracts beginning in August.

- Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days utility.
 - In the **Report Date (MM-YYYY)**, type 09-20XX to extract the adjustment days.
 - Click **Execute**.
- Navigate to the Utilities > TEAM Submission > Adjustment Days > Adj Days Maintenance > Regular Payroll (RP) and Employment After Retirement (ER) tabs to verify that the extracted data is accurate.
- Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days to RP25 utility.

Run the Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days to ER27 utility.

- In the **Report Date (MM-YYYY)**, type 09-20XX to extract the adjustment days.
 - Click **Execute**.
6. Run the Reports > TEAM Reports > Regular Payroll (RP) (HRS8905) and Employment After Retirement (ER) (HRS8910) reports to verify that all of the August days are reported.
7. Use the Tables > Workday Calendar page to update the TR calendar to the new school year. You can do this prior to or after the September payrolls.

NOTES:

- When step 3 is performed, the existing employees will have an August 20XX contract begin date, and the TR calendar will be for the same August 20XX month; therefore, no manual adjustments are needed.
- When step 5 is performed, the employees will have an August 20XX contract begin date, and the TR calendar will be for the same August 20XX month.
- TRS allows multiple RP25s to be submitted every month.