



ASCENDER - August TRS Reporting Process

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The purpose of this document is to guide you through the August TRS reporting process.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

Click [here](#) to access the RE Portal Resources page for additional reporting information and complete file record layouts.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

August TRS Reporting Process



CAUTION: If not yet completed, extract teacher service records for all employees.

Note: If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

1. [Process all August payrolls.](#)

Process all August payrolls

[Payroll > Payroll Processing > Interface Processing > Interface to Finance](#)

After all August payrolls are processed, interface the payrolls to Finance.

Before continuing with this process, verify that all service records have been extracted.

2. [Extract August RP records and interface to Finance.](#)

Interface to Finance

[Payroll > Payroll Processing > TRS Processing > Interface](#)

When you access the page, you may need to click **Refresh** to populate the journal voucher.

Payroll Processing > TRS Processing

Save Year: C

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES **INTERFACE** PURGE

☒ Post to Current Account Period: 08 ☐ Post to Next Account Period: 08

Select	Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-QASDI	TRS Insurance
☒	08/	08-30-	0	730.31	110.65	28,838.45	18,026.89	0.00

Rows: 1

First 1: 08/2 / 1 Last

☐ Select the transaction and enter the **Posting Date**.

☐ Click **Interface**. The General Journal Transactions and Fund Transfer preview reports are displayed. [Review the report](#).

☐ Click **Process**. If the selected transactions are successfully interfaced to Finance, a process successful message is displayed, the report window is closed, and the selected row (transaction) is deleted from the grid.

First Last

Date Run: General Journal Transactions Page: 1 of 23
Cntry Dist: File ID: C

Record Type: Child Nutrition
JV Number: TR08 08
Adjustment Number: 0
Fund: 199/4

Fnc-Obj-So-Org-Prog	JV Nbr	Reason	Debit(+) Amount	Credit(-) Amount
00-1261.00-000 00000	TR08	TRS 489 Child Nutrition Care	110.65	0.00
00-1261.00-000 00000	TR08	TRS 3 Child Nutrition Deposit	730.31	0.00
00-2155.01-000 00000	TR08	TRS 3 Child Nutrition Deposit	0.00	-730.31
00-2155.03-000 00000	TR08	TRS 489 Child Nutrition Care	0.00	-110.65
Fund Totals:			840.96	-840.96

3. **Do not** report or submit any records to TRS at this time.

4. [Create user-created report](#).

Create user-created report

Log on to the next year pay frequency.

Payroll > Reports > User Created Reports

It is recommended to create a user-created report to identify employee contract begin dates in late July or August and their corresponding calendar codes. This report will be used in the next step to copy 10-month employees starting in those months (who won't receive their first paycheck until September) to the current year. Employees starting in September should not be included in this copy process.

Reports > User Created Reports Payroll

Create Report Delete Reset

Report Template

☐ Public Retrieve Directory

Report Title

Employee Nbr: ☒ Active Employees Only

☐ Employee Demographic

☒ Employee Nbr
☐ Texas Unique Staff ID
☐ Name Prefix
☒ First Name
☐ Middle Name
☒ Last Name
☐ Generation
☐ Sex
☐ DOB

☐ Staff ID/SSN
☐ Address Number
☐ Street/P.O. Box
☐ Apt
☐ City
☐ State
☐ Zip
☐ Zip+4
☐ Addr Country

☐ Maiden Name
☐ Former Prefix
☐ Former First Name
☐ Former Middle Name
☐ Former Last Name
☐ Former Generation
☐ Driver's License
☐ DL State
☐ DL Expir Date

☐ Phone Area Cd
☐ Phone Nbr
☐ Bus Phone Area
☐ Bus Phone Nbr
☐ Bus Ext
☐ Cell Area Cd
☐ Cell Phone Nbr
☐ Local Restriction
☐ Public Restriction

☐ Last Change Date
☐ Citizenship
☐ Marital Stat
☐ Other Language
☐ Local Use 1
☐ Local Use 2
☐ Email
☐ Home Email
☐ Employee Notes

☐ Emer Contact
☐ Relationship
☐ Emer Notes
☐ Emer Area Cd
☐ Emer Phone Nbr
☐ Emer Ext

☐ Hispanic/Latino
☐ American Indian
☐ Asian
☐ African American
☐ Pacific Islander
☐ White

☐ Job Information

☐ Job Code
☐ Job Descr
☐ Primary Job
☐ Prim Campus
☐ Campus Name
☐ Nbr Mon Contr
☐ Yrs of Job Exper

☐ Percent Assigned
☐ Department
☐ Pay Type
☒ Calendar Code
☒ Contract Begin Dt
☒ Contract End Dt
☐ Yrs in Career Ladder

☒ Payoff Date
☐ Nbr Days Employed
☐ Nbr Days in Contract
☐ Local Contract Days
☐ Nbr of Annual Pymts
☐ Remaining Pymts
☐ Wkly Hrs Sched

☐ Pay Grade
☐ Pay Step
☐ Pay Schedule
☐ State Step
☐ Contract Total
☐ Contract Balance
☐ Wholly Sep Amt

☐ Daily Rate
☐ Hrly Rate
☐ Pay Rate
☐ Base Annual
☐ Accrual Cd
☐ Accrual Rate
☐ Reg Hrs Worked

☐ Overtime Eligible
☐ Overtime Rate
☐ Hours/Day
☐ TRS Position Cd
☐ State Minimum Salary
☐ TRS Year
☐ Retiree Exception

☐ Workers' Comp Cd
☐ Workers' Comp Annual
☐ Workers' Comp Remain
☐ Exempt Status
☐ Incr Pay Step
☐ Vacant Position

- ☐ Select **Active Employees Only** to only include active employee records on the report.
- ☐ Under **Employee Demographic**, select **Employee Nbr**, **First Name**, and **Last Name**.
- ☐ Under **Job Information**, select **Contract Begin Dt**.
- ☐ Click **Create Report** to generate the report.

After you create the report, use the Sort/Filter options to sort by the **Contract Begin Dt**.

5. Copy applicable calendars from NYR to CYR.

Copy applicable calendars from NYR to CYR

Payroll > Next Year > Copy Next Year Tables

Use the user-created report from Step 2 to identify 10-month employees with contract begin dates in late July or August and their corresponding calendar codes. Keep in mind, these are the employees who receive their first pay check in September. In this step, you will **only** copy their calendar codes to the current year.



CAUTION: Do not copy any calendars that begin in September.

Note: If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

Next Year > Copy NYR Tables to CYR Payroll

COPY NEXT YEAR TABLES

Accrual Calendar		☐	...
Extra Duty Pay		☐	...
Hourly / Daily Salary		☐	...
Job Code		☐	...
Local Annual Salary		☐	...
Midpoint Salary		☐	...
School Calendar	01.02.03	☒	...
State Minimum Salary		☐	...
Substitute Salary		☐	...
Workers' Compensation Rates		☐	...

Execute Select All Tables

School Calendars

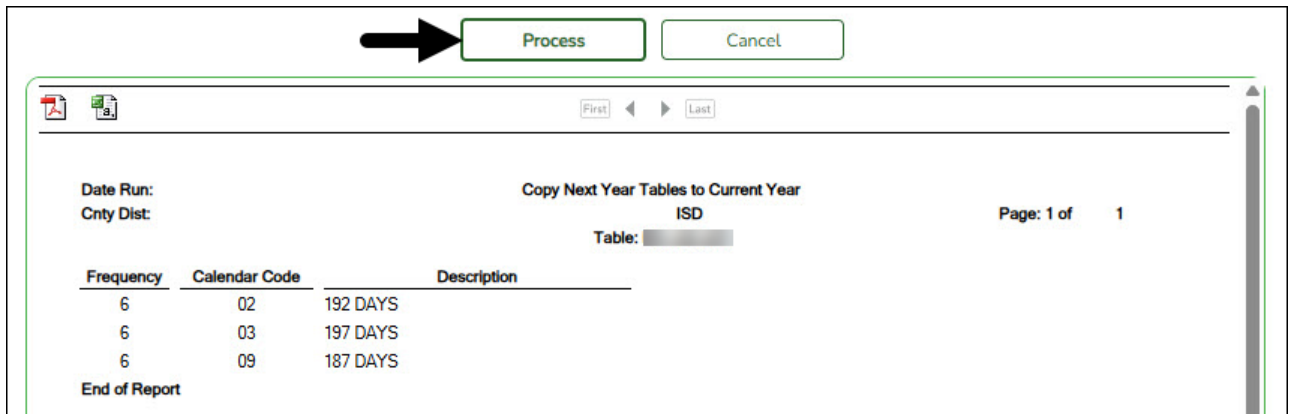
Search:

☐	Calendar Code	Description
☒	01	187 DAYS
☒	02	197 DAYS
☒	03	182 DAYS
☐	05	202 DAYS
☐	07	245 DAYS
☐	08	226 DAYS
☐	26	AVAILABLE
☐	33	AVAILABLE
☐	39	AVAILABLE
☐	TR	TRS CALENDAR

OK Cancel

☐ In the **School Calendar** field, select the calendar codes to be copied.

☐ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).



Process Cancel

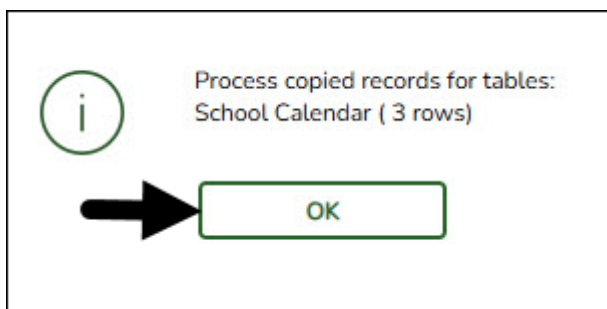
First Last

Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD
 Page: 1 of 1
 Table: [Table Name]

Frequency	Calendar Code	Description
6	02	192 DAYS
6	03	197 DAYS
6	09	187 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

6. Copy employees with August contract begin dates from NYR to CYR

Copy employees with August contract begin dates from NYR to CYR

Log on to the next year pay frequency.

Payroll > Next Year > Copy NYR Staff to CYR



CAUTION: Only copy employees whose contracts begin in August but will not receive first pay of new school year until September.

Next Year > Copy NYR Staff to CYR Payroll

Execute

Year: N

Parameters

Pay Status:
☒ Active ☐ Inactive ☐ Both

Primary Campus: All
 Pay Campus: All
 Contract Begin Date: 08-01-
 Contract End Date:
 Contract Months:

Payoff Date:
 Frequency: F Monthly NYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

Pay Type: All
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Options

☒ Include Employees with Termination Date
☒ Carry over employee deductions
☐ Only process employee deductions

☐ Preview changes

Under **Parameters**:

- ☐ Select **Active** to include employees with an active pay status.
- ☐ Select the necessary parameters (e.g., **Contract Begin Date**, **Payoff Date**, or **Extract ID**) to include the applicable employees in the copy process.
- ☐ Under **Options**, select the applicable options:
 - Select **Include Employees with Termination Date**
 - Only select **Carry over employee deductions** if you updated new year deductions in next year payroll.
- ☐ Click **Execute**. A message is displayed prompting you to create a backup. A backup is recommended.

Note: If you need to import the backup file, use the current year [Payroll > Utilities > Import HR Tables From Database Tables](#) page. This functionality is not available in next year Payroll.

Reminder: Verify the report details before copying data. Be sure not to include employees who have already been moved to the current year such as 11- or 12-month employees, or 10-month employees receiving 13 payments.

[Review the report.](#)

- ☐ Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that

were copied is displayed. Click **OK**.

Verify and save the reports before processing.

7. Extract August TRS records.

Extract August TRS records

Log on to the current year pay frequency.

[Payroll > Payroll Processing > TRS Processing > Extract](#)

Extract August Regular Payroll (RP) records. Process the RP extract with Child Nutrition amounts (if applicable) and interface to Finance. This allows you to process and interface the TRS On-Behalf journal and continue with end-of-year processing in Finance.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there's a 'Save' button and a 'Year: C' dropdown. Below this, there are fields for 'TRS Month: 8' and 'TRS Year: 2026'. The main section is divided into tabs: ADJUSTMENT DAYS, PAYROLL HISTORY, **EXTRACT**, MAINTENANCE, CREATE FILES, INTERFACE, and PURGE. Under the 'EXTRACT' tab, there are several extraction options:

- ☒ Delete All and Insert New Records
- ☐ Insert New Records
- ☐ First Time Reporting
- Frequency: ☐ 4 Biweekly, ☐ 5 Semimonthly, ☒ 6 Monthly
- ☒ Employee Demographic (ED20) Extract
- ☒ Regular Payroll (RP20) Extract
- ☒ Contract and Position (ED40) Extract
- ☒ Employment After Retirement (ER20) Extract
- ☐ Adjustment Days

In the 'Regular Payroll (RP20) Extract' section, there are fields for 'Maximum Days Worked: 21', 'Maximum Hours Worked: 168', and 'Default Zero Days Reason: A - Accrued Pay/Not Terminated'. A callout box points to the 'Maximum Days Worked' field with the text 'If applicable'. Below this, there is a 'Child Nutrition' table with columns: Delete, Grant Code, Account, Description, Current Month Salary, and Previous Month Salary. The table currently shows 'No Rows'.

☐ Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

Maximum Days Worked	Type the actual number of days worked in the reporting period month.
----------------------------	--

Maximum Hours Worked	Type the actual number of hours worked in the reporting period month. The below approach allows each work day to be assigned independently of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position. Notes: Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values. Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following: The employee's job history contract begin/end dates (if either is within the current reporting month/year.) The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee's job master then the job master calendar code is used, if the job does not exist in the employee's job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used. The dates to be considered from each calendar are based on the selected reporting period.
Default Zero Days Reason	Click  to select one of the following reasons: <i>A - Accrued Pay/Not Terminated</i> <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> <i>F - Final Pay/Terminated</i> <i>L - Leave Without Pay</i>

Child Nutrition Information

Child Nutrition (i.e. school breakfast and lunch) is a Special Revenue fund as LEAs are reimbursed based on the number of qualifying meals. Each LEA has the option to decide how the monthly child nutrition contributions submitted under the TRS Grant Deposit and TRS Grant Care are determined, either by actual salaries or on the TRS Child Nutrition Calculation Worksheet (two options).

If the LEA bases the amounts on actual salaries, a **TRS Grant Code** should be entered for that fund (usually 240) on the [Personnel > Tables > Salaries > Fund to Grant](#) table. However, if the LEA uses one of the two methods on the TRS Child Nutrition Calculation Worksheet, then an expenditure **Account** and **Previous** or **Current Month Salary** amount should be entered on the RP extract. The system will proportionately distribute the

entered salary amount for the employees paid out of the same fund as entered in the expenditure **Account** field.

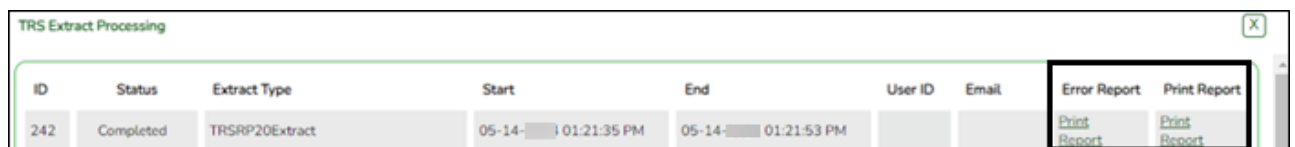
☐ If applicable to your LEA, under **Child Nutrition**, click **+ Add** to add a row and enter data in the following fields:

Grant Code	Type the designated TRS grant code.
Account Code	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
Description	Type a description for the entry.
Current Month Salary	Type the current month gross salary amount. The entered salary amount is proportionately distributed for the employees paid out of the same fund as entered as the expenditure account.
Previous Month Salary	Type the prior month gross salary amount. If an amount is entered, the child nutrition salary is calculated based on the specified fund and all employees who were paid in the prior TRS reporting month and year using the child nutrition fund(s) (e.g., 240). If the current TRS reporting month is 09, the prior year TRS Rates table is used. If an amount is not entered, no processing is completed for the prior month pay dates. RP25 records are automatically updated/inserted for the current reporting month but adjusting the previous reporting month for child nutrition amounts. (e.g., If you are extracting data for April, the current reporting month is April and the adjusting reporting month is March.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated. Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.

☐ Click **Execute** to process the selected extract(s).

☐ Click **Extract Status** to view the details (extract and error reports, status, user details, etc.) for each processed extract.

The TRS Extract Processing pop-up window opens with the extract **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email** address. If the logged-on user has an email address on the Personnel > Maintenance > Staff Demo > Demographic Information tab, an email message is forwarded for each extract after completion.



ID	Status	Extract Type	Start	End	User ID	Email	Error Report	Print Report
242	Completed	TRSRP20Extract	05-14-2026 01:21:35 PM	05-14-2026 01:21:53 PM			Error Report	Print Report

☐ Under **Error Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

☐ Under **Print Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

8. Maintenance ED records.

Maintenance ED records

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED20 \(Demo\) & ED40 \(Contr and Pos\)](#)

Perform ED Maintenance. Use the [Payroll > Reports > TRS Reports > HRS8900 - Employee Data \(ED\)](#) to verify the ED20 and ED40 information that was extracted. You may need to add/edit or delete ED records.



TIP: If ED90 records are added during this step, **it is recommended** that you submit those records after your August RP has reached completed status, which is included in Step 15 of this document.

Utilities > TRS Maintenance > Employee Data (ED) Payroll

Save

TRS Month: 08 TRS Year: Retrieve Directory

ED20 (DEMO) ED25 (DEMO ADI) ED40 (CONTR & POS) ED45 (CONTR & POS ADI) ED90 (TERM)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Membership Eligibility	ERS Retiree Health Elig	FTE Hrs	Hrly Pay Rate	TF
					F - Female	ACHIMON	AARON	JAY		☒	☐	40	0.00	02
					F - Female	ADAM	AARON	L		☒	☐	40	0.00	02
					F - Female	ASHLEY	AMANDA	LYNNE		☒	☐	40	0.00	02
					F - Female	ATKINSON	AMANDA	J		☒	☐	40	0.00	01
					F - Female	BALL	AMY	LISKE		☒	☐	40	0.00	02
					F - Female	BALL	AMY	MICHELLE		☒	☐	40	0.00	02
					F - Female	BANKS	AMY	D		☒	☐	40	0.00	02
					M - Male	BLUNT	AUSTIN	D		☒	☐	0	16.56	04
					F - Female	BOWERS	BETH	PONSE		☒	☐	40	0.00	03
					F - Female	CARR	CARISA	MICHELLE		☒	☐	40	0.00	02
					F - Female	CARRASCO	CARLA	GAIL		☒	☐	40	0.00	02
					M - Male	CASEY	CAROL	S		☒	☐	40	0.00	02
					F - Female	CHAVARRIA	CASSIE	MARIE		☒	☐	40	0.00	02

First 1 / 30 Last Add

Emp Nbr: Staff ID/SSN: 2 Name: ACHIMON, AARON JAY DOB: Gender: F - Female

Position

TRS Membership Eligibility: ☒

ERS Retiree Health Elig: ☐

FTE Hrs: 40

Hrly Pay Rate: 0.00

TRS Position Code: 02 - Teacher, librarian

Employment Type: F - Half-Time or more

Pay Unit/Salary Flag: S - Salary

Contract

Employment Start Date: 11-27-2000

Contract Begin Date: 08-10

Contract End Date: 05-28

RE Pays Social Security: M - Subject to medicare

Non-Standard Work Week: ☒

9. Create ED submission file.

Create ED submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

Create the ED Submission file and upload it to TRS. Be sure to wait until the upload is completed successfully.

Payroll Processing > TRS Processing

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE **CREATE FILES** INTERFACE PURGE

☒ Create ED File

Select ED type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

Execute

- ☐ In the **TRS Month** field, select 8 (August).
- ☐ In the **TRS Year** field, select the applicable TRS reporting year.
- ☐ Select **Create ED File**.
- ☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

Cancel

First Last

Date Run: Signature Data Employee Data (ED) Program: HRS7800

Cnty Dist: ISD

Report Month: August Year:

ED20 Records:	0
ED25 Records:	0
ED40 Records:	212
ED45 Records:	0
ED90 Records:	0
Total Records Submitted:	212

10. [Maintenance RP records.](#)

Maintenance RP records

[Payroll > Utilities > TRS Maintenance > Regular Payroll \(RP\) > RP20 \(Payroll\)](#)

While you are waiting for the ED file to be successfully uploaded, verify employee data and if necessary, perform employee data maintenance.

You may need to manually add all new employees hired in August to the RP20 record.

Utilities > TRS Maintenance > Regular Payroll (RP) Payroll

Save

TRS Month: 08 TRS Year: Retrieve Directory

RP20 (PAYROLL) RP25 (PAYROLL ADJ)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Position Code	Actual Hours Worked	Hours Scheduled
		000265	583-73-5855	04-09-1972	F - Female	COOK	CHRISTIAN	D		02 - Teacher, Librarian	0	38
		000267	670-74-9425	01-03-1977	F - Female	COOPER	CHRISTIE	S		02 - Teacher, Librarian	0	38
		000284	274-40-8396	07-22-1973	F - Female	COX	CHRISTY	KATHLEEN		05 - FT nurse/Counselor	0	41
		000285	272-85-7224	11-19-1981	F - Female	COX	CHRISTYNA	L		02 - Teacher, Librarian	0	38
		000355	161-74-2521	02-05-1976	F - Female	DILLMAN	DAYLON	SERIO		02 - Teacher, Librarian	0	38
		000381	459-76-3910	10-03-1984	M - Male	DUNAVIN	DELORES	PABLO		03 - Support staff	0	38
		000391	424-71-5092	12-31-1989	M - Male	EDWARDS	DEREK	RYAN		02 - Teacher, Librarian	0	38
		001349	405-71-8751	08-02-1993	F - Female	ENRIQUEZ	STEVEN	LYNN		05 - FT nurse/Counselor	0	38
		000413	014-69-0910	06-14-1977	M - Male	FAUGHTENBERRY	DONNA	C		02 - Teacher, Librarian	0	38
		000422	169-28-2816	06-18-1972	F - Female	FIELDER	DORIS	K		02 - Teacher, Librarian	0	38
		000454	153-05-7796	06-10-1964	F - Female	GARNER	ELLEN	DEE		02 - Teacher, Librarian	0	41
		000461	197-68-9929	03-23-1975	F - Female	GATLIN	EMILY	M		02 - Teacher, Librarian	0	38
		000472	210-56-8060	02-16-1971	F - Female	GLASS	ERIN			02 - Teacher, Librarian	0	38

First 2 / 19 Last Add

Emp Nbr: 000265 Staff ID/SSN: 583-73-5855 Name: COOK, CHRISTIAN D DOB: 04-09-1972 Gender: F - Female

Job Info

TRS Position Code: 02 - Teacher, Librarian Actual Hours Worked: 0 Hours Scheduled: 38 Days Worked: 13 Zero Days Reason:

Monthly Amount

TRS Gross: 5,783.37 TRS Grant Gross: 0.00 Emplr TRS Care Contrib: 43.38 Perfor Pay Gross: 0.00

TRS Care: 37.59 TRS Grant Deposit: 0.00 Emplr New Member Contrib: 0.00 Adj State Min: 4,204.79

TRS Sal Reduction: 477.13 TRS Grant Care: 0.00 Emplr TRS Non-OASDI Contrib: 79.89 Stat Min Contrib: 130.24

Total Gross Pay: 5,783.37

Service Credit

Service Credit Purchase Deduction Amount: 0.00

Service Credit Tax Shelter Flag:

☐ To add another row, click **+Add**. 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.

☐ Complete the **Hours Scheduled** and **Days Worked** fields for the employee.

☐ Click **Save**.

Additionally, you can sort the data on this page by clicking the **Days Worked** column name." This allows you to determine that a **Zero Days Reason** is indicated for all employees who actually have zero days worked in August.

If the employee actually worked in August, adjust the **Hours Scheduled** and **Days Worked** fields accordingly.

11. [Create RP submission file](#)

Create RP submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

After the ED submission file is in a Completed status, create the RP submission file and upload it

to TRS.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there is a 'Save' button. Below it, the 'TRS Month' is set to 8 and the 'TRS Year' is set to 2026. The 'CREATE FILES' tab is selected, and the 'Create RP File' option is checked. The 'Execute' button is highlighted with a downward arrow.

- ☐ In the **TRS Month** field, select 8 (August).
- ☐ In the **TRS Year** field, select the applicable TRS reporting year.
- ☐ Select **Create RP File**.
- ☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

First ◀ ▶ Last

Date Run:

Cnty Dist:

Report Month: **August** Year:

Signature Data Regular Payroll (RP)

ISD

Program: **HRS7800**

	Current Month	Prior Month Adjustment
Nbr of Detail Records	273	0
Total Pay	1,312,061.34	0.00
Total Gross Compensation		
TRS Gross	1,309,326.56	0.00
Total Eligible Compensation		
Performance Pay Gross	0.00	0.00
Total Performance Pay		
TRS Salary Reduction	108,019.46	0.00
Total Member Contributions		
TRS Insurance	8,510.65	0.00
Total Member TRS-Care Contributions		
Emplr TRS Care Contribution	9,819.96	0.00
Total RE TRS-Care Contributions		
Service Credit Purchase Deduction	0.00	0.00
Total Service Credit Purchase Deductions		
TRS Federal Gross	59,082.29	0.00
Total Eligible Compensation Paid from Federal Funds/Private Grants		
TRS Federal Grant	4,874.31	0.00
Total Federal Fund/Private Grant Contribution		
TRS Federal Care	738.55	0.00
Total Federal TRS-Care Contributions		
New TRS Member Pension Contrib	0.00	0.00
Total RE Payment for New Member Contribution		
Emplr TRS Non-OASDI Contrib	18,026.89	0.00
Total RE Payment for Non-OASDI Member Contribution		
Adjusted State Minimum	698,065.47	0.00
Total Adjusted State Minimum Compensation		
State Minimum Contribution	28,838.45	0.00
Total Statutory Minimum Contributions		

12. Determine TRS payment.

Determine TRS payment

After all submission files are in a Complete status, determine the TRS payment amount, and then make the payment through TEXNET.

* Total Amount	\$0.00	
* Bank Account		
* Settlement Date		
* Report Month		
Member Contribution Amount	\$0.00	2155.00
Member TRS-Care Contribution Amount	\$0.00	2155.00
RE Federal Fund/Private Grant Contribution Amount	\$0.00	2155.01
RE Statutory Minimum Contribution Amount	\$0.00	2155.02
RE Non-Education/General Funds Contribution Amount	\$0.00	
Pension Penalty Interest Amount Due	\$0.00	2155.09
RE Federal Fund/Private Grant TRS-Care Contribution Amount	\$0.00	2155.03
RE Educational/General Funds Contribution Amount	\$0.00	
Member Service Credit Purchase Payroll Deduction Amount	\$0.00	2159.00-XXX (XXX=DedCd)
RE TRS-ActiveCare Premiums Billed Amount	\$0.00	2153.00-XXX
RE TRS-Care Contribution Amount	\$0.00	2155.04
RE New Member Contribution Amount	\$0.00	2155.05
RE Pension Surcharge for Reported Retirees Contribution Amt	\$0.00	2155.06
RE TRS-Care Surcharge for Reported Retirees Contribution Amt	\$535 / Retiree	2155.07
RE Community/Junior College Contribution Amount	\$0.00	
RE Public Education Employer Contribution Amount	\$0.00	2155.08
RE TRS-Care Penalty Interest Amount Due	\$0.00	2155.09
Penalty Fee Amount Due	\$0.00	

13. [Record TRS payment.](#)

Record TRS payment

After making the TRS payment through TEXNET, use one of the following options to record the actual TRS reporting payment amount and ensure that the transaction is recorded in the correct accounting period.

- Payroll > Utilities > Transfer Transaction Processing
- Finance > Maintenance > Postings > Check Processing - PA - as a district written check
- Finance > Maintenance > Postings > Journal Actual - as a journal entry

14. [Delete pending TRS interface for August.](#)

Delete pending TRS interface for August

[Payroll > Payroll Processing > TRS Processing > Interface](#)

Reminder: This interface was performed in step 2.

- ☐ Select the transaction.
- ☐ Click **Delete Pending**. A warning message is displayed prompting you to continue or cancel.
- ☐ Click **OK** to delete the selected transaction. A delete successful message is displayed.

15. [Enter ED90 records/create submission file.](#)

Enter ED90 records/create submission file

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED90 \(Term\)](#)

After all reports are completed, enter the ED90 Termination records for August.

Utilities > TRS Maintenance > Employee Data (ED) Payroll

Save

TRS Month: 08 TRS Year: Retrieve Directory

ED20 (DEMO) ED25 (DEMO ADJ) ED40 (CONTR & POS) ED45 (CONTR & POS ADJ) ED90 (TERM)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	Termination Date	Termination Reason Code	Final Payroll Transaction Report Period	Ann
					F - Female	ACHIMON	AARON	JAY		05-25-	E - End of Employment	08 -	

First 1 / 1 Last Add

Emp Nbr: Staff ID/SSN: Name: ACHIMON, AARON JAY DOB: Gender: F - Female

Termination
Date: 05-25- Reason: E - End of Employment

Final Pay
Month: 08 Year: Annualized Eligible TRS Compensation: 0.00

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

Create the ED90 submission file and upload it to TRS.

Payroll Processing > TRS Processing Payroll

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

☒ Create ED File
 Select ED type(s), or blank for ALL: ED90
 Select Employee(s), or blank for ALL:

☐ Create RP File
 Select RP type(s), or blank for ALL:
 Select Employee(s), or blank for ALL:

☐ Create ER File
 Select ER type(s), or blank for ALL:
 Select Employee(s), or blank for ALL:

Execute

- ☐ In the **TRS Month** field, select 8 (August).
- ☐ In the **TRS Year** field, select the applicable TRS reporting year.
- ☐ Under **Create ED File**, in the **Select ED type(s), or blank for ALL** field, click to open the Employee Demographic (ED) pop-up window.

- Select **ED90 Termination**.
- Click **Select** to close the pop-up window and populate the field with the selection.

☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

16. [Create ER submission file.](#)

Create ER submission file

[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Create Files](#)

In September, create the ER file and upload it to TRS to submit retiree information.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there's a green header bar with a home icon, the breadcrumb 'Payroll Processing > TRS Processing', and a 'Payroll' button with a grid icon. Below the header, there's a 'Save' button. The main area has two dropdowns: 'TRS Month:' set to '8' and 'TRS Year:' with a date range selector. Below these are tabs: 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT', 'MAINTENANCE', 'CREATE FILES' (which is underlined in green), 'INTERFACE', and 'PURGE'. Under the 'CREATE FILES' tab, there are three sections: 'Create ED File' (checkbox unchecked), 'Create RP File' (checkbox unchecked), and 'Create ER File' (checkbox checked). Each section has two text input fields: 'Select [file type] type(s), or blank for ALL:' and 'Select Employee(s), or blank for ALL:'. To the right of these sections is an 'Execute' button, which is highlighted with a large black arrow pointing down to it.

- ☐ In the **TRS Month** field, select 8 (August).
- ☐ In the **TRS Year** field, select the applicable TRS reporting year.
- ☐ Select **Create ER File**.
- ☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.

17. [Verify TRS On-Behalf is posted.](#)

Verify TRS On-Behalf is posted

[Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry](#)

Run an inquiry for account codes 5831 (revenues) and 6144 (expenditures) to verify that On-Behalf has been posted for all 12 months.



TIP: If you are performing this step after you closed your fiscal year in Finance, you need to log on to the prior file ID to verify this posting.

Inquiry > General Ledger Inquiry

File ID: C Account Period: 08

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

☒ Processed ☒ Current Period: 08 ☒ Next Period: 08 ☒ Include soft encumbrances when POs exist ☐ Exclude Objects 61XX ☐ Include Inactive Accounts

☒ Show Details Report will display Transaction Details

Description
☐ Reason ☒ Vendor Name

Account Code: Fund Func **Obj** Sobj Org Prog
 XXX XX 5831 XX XXX X XX X XX

Retrieve Reset

Date Run: Cnty Dist: Processed ☒ Current ☐ Next ☒

Detail Transactions for Revenue Accounts
 ISD
 XXX XX 5831 XX XXX X XX X XX

Page: 1 of 1
 File ID: C

18. (If necessary) [Calculate TRS on-behalf.](#)

(If necessary) Calculate TRS On-Behalf

Log on to the CYR payroll frequency.

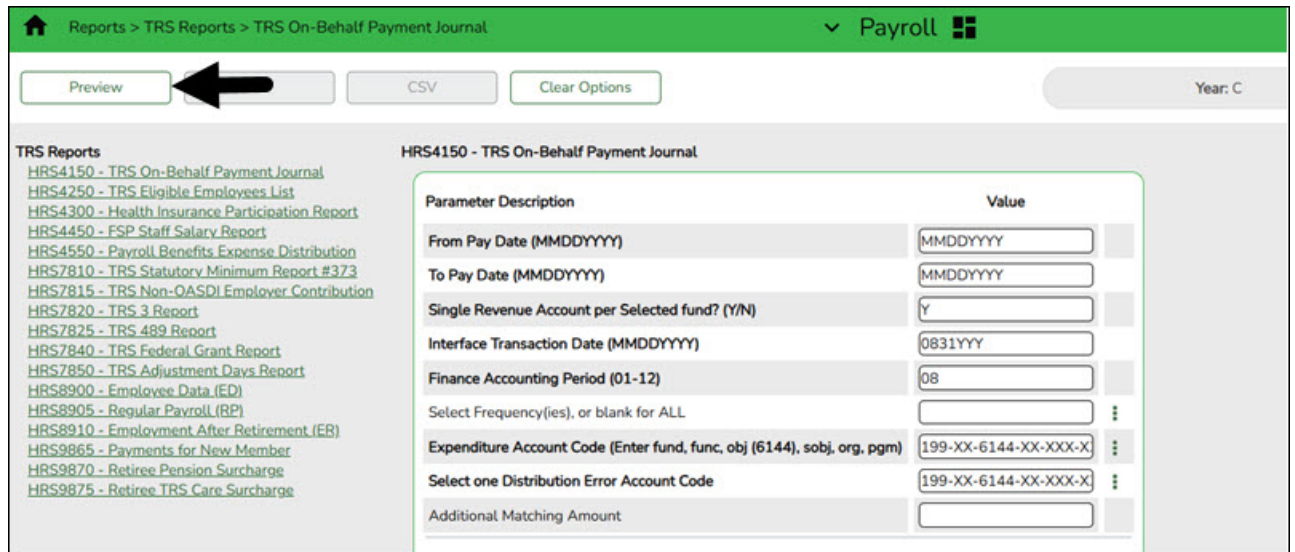
[Payroll > Reports > TRS Reports > HRS4150 - TRS On-Behalf Payment Journal](#)

If you do not post your TRS On-Behalf on a monthly basis:

- Calculate your TRS On-Behalf for the year.
- Verify On-Behalf revenue and expenditures are posted for 12 months.

This report must be processed and interfaced after the TRS 373 Stat. Min. report is interfaced to Finance.

Generate the HRS4150 - TRS On-Behalf Payment Journal report to calculate the TRS On-Behalf payments, create a journal, and interface the amounts to Finance.



Reports > TRS Reports > TRS On-Behalf Payment Journal

Payroll

Preview CSV Clear Options Year: C

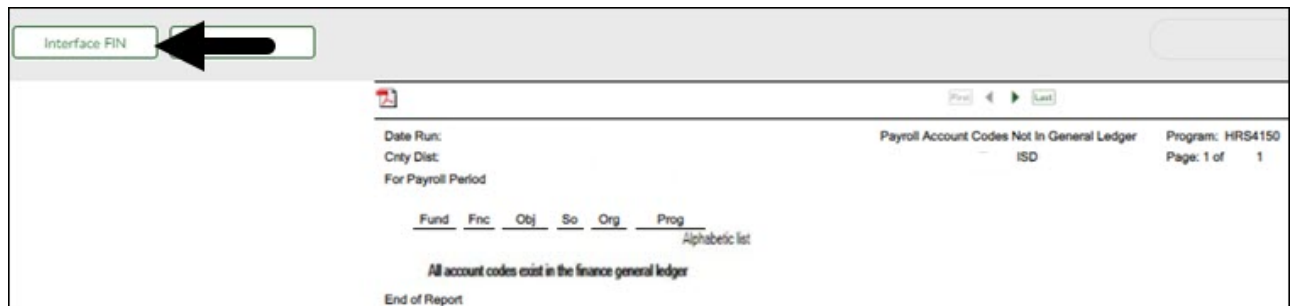
TRS Reports

- HRS4150 - TRS On-Behalf Payment Journal
- HRS4250 - TRS Eligible Employees List
- HRS4300 - Health Insurance Participation Report
- HRS4450 - FSP Staff Salary Report
- HRS4550 - Payroll Benefits Expense Distribution
- HRS7810 - TRS Statutory Minimum Report #373
- HRS7815 - TRS Non-OASDI Employer Contribution
- HRS7820 - TRS 3 Report
- HRS7825 - TRS 489 Report
- HRS7840 - TRS Federal Grant Report
- HRS7850 - TRS Adjustment Days Report
- HRS8900 - Employee Data (ED)
- HRS8905 - Regular Payroll (RP)
- HRS8910 - Employment After Retirement (ER)
- HRS9865 - Payments for New Member
- HRS9870 - Retiree Pension Surcharge
- HRS9875 - Retiree TRS Care Surcharge

HRS4150 - TRS On-Behalf Payment Journal

Parameter Description	Value
From Pay Date (MMDDYYYY)	MMDDYYYY
To Pay Date (MMDDYYYY)	MMDDYYYY
Single Revenue Account per Selected fund? (Y/N)	Y
Interface Transaction Date (MMDDYYYY)	0831YYY
Finance Accounting Period (01-12)	08
Select Frequency(ies), or blank for ALL	
Expenditure Account Code (Enter fund, func, obj (6144), sobj, org, pgm)	199-XX-6144-XX-XXX-X
Select one Distribution Error Account Code	199-XX-6144-XX-XXX-X
Additional Matching Amount	

Enter the necessary parameters and generate the report.



Interface FIN

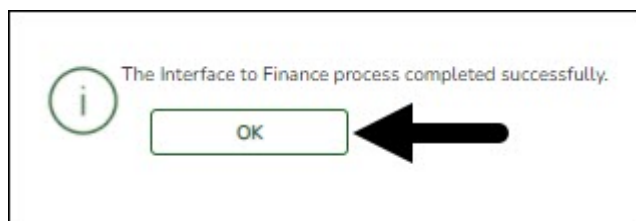
Date Run: Payroll Account Codes Not in General Ledger Program: HRS4150
Cnty Dist: ISD Page: 1 of 1
For Payroll Period

Fund	Fnc	Obj	So	Org	Prog
Alphabetic list					

All account codes exist in the finance general ledger

End of Report

Click **Interface to Finance**. The following message is displayed.



The interface to Finance process completed successfully.

OK

Click **OK**.

These are just suggested codes, review your general ledger to verify what codes have been budgeted. It is acceptable under GASB Statement No. 24 for ALL of the "On-Behalf" payments to be charged to the general fund by function. Reference Item 5 section 1.3.3.2 of the [Financial Accountability System Resource Guide \(FASRG\)](#).



Back Cover