ASCENDER - TRS Reporting Process

Table of Contents

ASCENDER - TRS Reporting Process 1

ASCENDER - TRS Reporting Process

This guide provides information about the pages in ASCENDER used to manage data for TRS reporting.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

Prerequisites.

Set District HR Options

Payroll > Tables > District HR Options

❑ Address the following District HR Options to indicate how hours (actual/scheduled) are reported and processed for TRS purposes.

Update Actual Hours From Payroll Processing	Select to use actual hour data from the pay transmittals during the Payroll > Payroll Processing > Run Payroll process to update/insert records in the Actual Hours table that is used for TRS processing. This field is selected by default. If selected, the Payroll > Payroll Processing > Run Payroll > Pre-Post Reports > HRS2700 - Actual Hours Worked report uses data from the transmittals. If not selected, you must either use the Payroll > Utilities > Import Actual Hours Worked page to import the actual hours from a file or manually enter the data on the Payroll > Maintenance > Actual Hours Worked page.

Per TRS, each employee must have actual hours worked or hours scheduled reported.

❑ Under **TRS Extract Options**, indicate which hours to report for each listed pay type (pay type 1 - contracted, pay type 2 - non-contracted, pay type 3 - hourly).

Note: Substitutes are paid as contracted and as needed. TRS requires the actual days worked for substitutes, and the actual days and hours worked for retired substitutes.

Use Pay Dates for TRS Month or Actual Date	This field applies to the RP20 and ER20 extracts. Select *A - Actual Hours Table Date* to use the actual date from the Maintenance > Actual Hours Worked page to determine the accumulated actual hours worked for pay type 3 employees. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The actual date, month and year, must be the same as the TRS reporting month and year. The RP20 and ER20 extracts include all actual hours worked table entries regardless if the associated pay date is processed or unprocessed. The TRS month associated with the pay date is ignored. Select *P - Pay Dates for TRS Month* to use the pay date from the pay dates table to determine the accumulated actual hours for a pay type 3 job. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The associated pay date must be a processed pay date that has the same month and year as the TRS reporting month and year. The actual date is ignored.
Pay Type 1 - Report Actual or Scheduled Hours	This field applies to the RP20 extract. Select *A - Actual Hours* to report actual hours worked for a pay type 1 job. Review the **Use Pay Dates for TRS Month or Actual Date** field selection to determine how the records are selected from the actual hours worked table. Select *S - Scheduled Hours* to report scheduled hours worked for a pay type 1 job. If *S - Scheduled Hours* is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.
Pay Type 2 - Report Actual or Scheduled Hours	This field applies to the RP20 extract. Select *A - Actual Hours* to report actual hours worked for a pay type 2 job. Review the **Use Pay Dates for TRS Month or Actual Date** field selection to determine how the records are selected from the actual hours worked table. Select *S - Scheduled Hours* to report scheduled hours worked for a pay type 2 job. If *S - Scheduled Hours* is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.
Pay Type 3 - Report Actual or Scheduled Hours	This field applies to the RP20 extract. Select *A - Actual Hours* to report actual hours worked for a pay type 3 job. Review the **Use Pay Dates for TRS Month or Actual Date** field selection to determine how the records are selected from the actual hours worked table. Select *S - Scheduled Hours* to report scheduled hours worked for a pay type 3 job. If *S - Scheduled Hours* is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.

Update Job Codes

Personnel > Tables > Job/Contract > Job Codes

Use the Job Code table to update the **FTE Hrs** field for all full-time jobs. This information is used on the ED40 (Contract and Position) record to report the number of hours an employee must work in order to be considered full-time.

❑ Locate a job code or click **+Add** to add a new job code.

❑ In the **FTE Hrs** field, type the number of full-time equivalent hours for the selected job code.

❑ Click **Save**.

Update Employee Records

Personnel > Maintenance > Employment Info

Use the Staff/Job Pay Data page to update the necessary TRS reporting data fields.

❑ Retrieve an employee.

Employment Type	Required TRS reporting field. Click ⌄ to select the employee's employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-Time* • *S - Substitute*
Retiree Employment Type	Required TRS reporting field. (for retirees) Click ⌄ to select the retired employee's retiree employment type code. • *C - Combination of Substitute and Half-Time or less* • *F - Full-Time* • *H - Half-Time or less* • *S - Substitute*
ERS Retiree Health Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree and is eligible to receive health coverage for the current year through ERS. If selected, the employee does not pay the Member Insurance Contribution (IN), and the employer does not pay the Reporting Entity TRS-Care payment (RI).
NY ERS Retiree Health Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree, and is eligible to receive health coverage for the next year through ERS.

Payroll > Maintenance > Staff/Job Pay Data > Job Info

TRS Member Pos	Required TRS reporting field. Click ⌄ to select the code indicating the employee's classification. This field is required for All employees. • *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* **Notes**: A value must be selected in the **TRS Member Pos** field and the contract begin date must be less than or equal to the current month when extracting the Contract and Position (ED40) report for the first time (i.e., **First Time Report ED40** is selected.) The **TRS Member Pos** field must be set to 01, 02, or 05 if the value in the **State Min Salary** field is greater than zero.
Wkly Hrs Sched	Required TRS reporting field. Type the employee’s scheduled weekly hours for a specific job where applicable.

❑ Click **Save**.

Before you begin.

Review the following information and/or complete the tasks listed before you begin the TRS processing steps.

Terms:

Term	Description
Days Worked	The actual number of days worked or on paid leave in a reporting period month.
Employment Type	A code that indicates the type of employee (i.e., F - Half-Time or more, M - Temporary, P - Less than Half-Time, S - Substitute).
FTE Hours (full-time equivalent)	The number of weekly full-time employee hours for each job code.
LEA (Local Education Agency)	Refers to the educational entity (e.g., charter, district, etc.).
Public Education Employer Contribution (EC)	*Previously known as the Non-OASDI (Old age, survivor and disability insurance) Contribution.* Per TRS, effective September 1, 2019, all non-higher Public Education employers are required to pay this contribution on all TRS eligible employees, regardless of whether the employer pays Social Security. The purpose of the Public Education Employer Contribution (EC) is to remit on a monthly basis a contribution on the total amount of eligible salary paid to members to TRS under Section 825.4035 of the Texas Government Code.
State Minimum Salary	The state-mandated minimum salary amount that an employee with TRS position code *01 - Professional staff*, *02 - Teacher, librarian*, or *05 - FT nurse/Counselor* must be paid based on the number of years experience as determined by Section 153.1021 of the Texas Administrative Code, Commissioner’s Rules on Creditable Years of Service.
TRS	Teacher Retirement System of Texas
TRS Member Position Code	A TRS 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*) that identifies the employee's position classification. This field is required for **ALL** employees.
TRS On-Behalf	Contributions made by the State of Texas to the Teacher Retirement System (TRS) of Texas on behalf of a reporting entity's employees.
TRS Status	The code indicating the employee's status in regard to having a TRS deposit computed.
Wkly Hrs Sched	The employee’s scheduled weekly hours for a specific job.

TRS Reporting Record Types:

ED Records:

ED20 (Demo)	The ED20 record is used to provide basic demographic enrollment information for employees and must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees. **Note**: If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.
ED25 (Demographic Adjustment)	The ED25 record is used to report adjustments to an employee's previously submitted ED20 (Demo) record. ED25 records are not created for changes made to a terminated employee's demographic record.
ED40 (Contract and Position)	The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time. Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.
ED45 (Contract and Position Adjustment)	The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.
ED90 (Termination)	The ED90 record is used to report an employee who no longer has a contract or work agreement with the LEA. The tab is necessary to process refunds and other retirements. The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary or a previously reported salary adjustment. The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was reported incorrectly on the ED90, you must submit a new ED90 to replace the originally reported month.

RP Records:

RP20 (Regular Payroll)	The RP20 record is used to report TRS-eligible and non TRS-eligible employees' compensation and contribution information. Multiple RP20 records should be submitted for an employee with multiple jobs; one RP20 for each TRS position code. If the various jobs fall within the same position code, only one RP20 record should be submitted per TRS position code. Per TRS, when reporting employees in non TRS-eligible positions, the only compensation data to be reported is the total gross compensation, no contribution data should be reported. The only exception is that employees in non-eligible positions may purchase Special Service through payroll deduction. Therefore, service credit purchase deduction may be reported for these employees. In addition, the hours worked/scheduled and days worked data must be reported for ALL employees.
RP25 (Payroll Adjustment)	The RP25 record is used to report adjustments to an employee's previously reported compensation and contribution information. RP25 Payroll Adjustment records can be used to correct an incorrectly submitted RP20 or add a detail record omitted from a previous report. This is a net difference transaction.

ER Records:

ER20 (Employment of Retirees)	ER20 records are extracted per Primary Job and per Retiree Exception, and the Retiree Exception will be the Retiree Employment Type if selected. • 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.
ER25 (Add Adj)	The ER25 record is used to report an adjustment that adds a record to a previously reported Employment After Retirement report.

ER27 (Edit Adj)	The ER27 record is used to report an adjustment (i.e., edit or deletion of a record) to a previously reported record on an Employment After Retirement report. The ER27 is used to edit a previously submitted and TRS-accepted ER20 or ER25 record. If one or more of the following fields is adjusted, a net difference transaction must be reported: • **Actual Hours Worked** • **Days Worked** • **Total Gross Pay** • **Pension Surcharge** • **TRS-Care Surcharge** Additionally, the ER27 is used to delete a previously submitted and TRS-accepted ER20 or ER25 record. When deleting a record that was previously reported in error, all of the following data must net to zero: • **Actual Hours Worked** • **Days Worked** • **Total Gross Pay** • **Pension Surcharge** • **TRS-Care Surcharge**

TRS Reporting Requirements:

Ensure that the necessary District HR options and employee indicators are present for TRS reporting. All employees including substitutes, part-time, and students must be reported each month regardless of their TRS status. TRS reporting requires the following fields to be updated for all employees. You can use the Mass Update utility to update all of the fields except the **Hire** and **Rehire Date** fields.

TRS Reporting Requirements

- **ALL** employees are reported.
- Retired employees are only reported on the ER record.
- A contract **Begin** and **End Date** is required for **ALL** employees.

Required Information	ASCENDER Business Page
The **FTE Hours** (full-time equivalent) is required for the ED record if 30 hours or more.	Personnel > Tables > Job/Contract > Job Codes
The **Days Worked** or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar.	Personnel > Tables > Workday Calendars
The **Employment Type** is required for the ED record.	Personnel > Maintenance > Employment Info
The **TRS Status** (TRS membership eligibility flag) is required for the ED record.	Payroll > Maintenance > Staff Job/Pay Data > Pay Info

A **TRS Member Pos** (position) **Code** is required for all employees (including substitutes). The **Wkly Hrs. Sched** (hours scheduled) is required for the RP record.	Payroll > Maintenance > Staff Job/Pay Data > Job Info
The **Retiree Employment Type** is required for the ER record.	Personnel > Maintenance > Employment Info

Calculating Retiree Surcharge Table:

The Run Payroll process uses the **Retiree Exception** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab along with the **Employment Type** and **Take Retiree Surcharge** fields on the Personnel > Maintenance > Employment Info tab to determine whether or not to calculate a retiree surcharge for an employee. This table provides information on when a surcharge should be calculated based on these factors.

Key:

Employment Type	*F - Half-Time or more* *M - Temporary* *P - Less than Half-Time* *S - Substitute*
Take Retiree Surcharge	Selected = (Y) Yes Not selected = (N) No
Retiree Exception	*E Surge Personnel* *B Non-Profit Tutor Substitute* *N Non-Profit Tutor Half Time or Less* *T Non-Profit Tutor Full Time*

Employment Type	Take Retiree Surcharge	Retiree Exception	Calculate Surcharge?
S	Y, N	E	No
H	Y, N	E	No
F	Y	E	No
F	N	E	No
C	Y	E	No
C	N	E	No
S	Y, N	B	No
H	Y	B	Yes
H	N	B	No
F	Y	B	Yes
F	N	B	No
C	Y	B	Yes
C	N	B	No
S	Y	N	Yes
S	N	N	No
H	Y	N	Yes
H	N	N	No

Employment Type	Take Retiree Surcharge	Retiree Exception	Calculate Surcharge?
F	Y	N	Yes
F	N	N	No
C	Y	N	Yes
C	N	N	No
S	Y	T	Yes
S	N	T	No
H	Y	T	Yes
H	N	T	No
F	Y	T	Yes
F	N	T	No
C	Y	T	Yes
C	N	T	No

TRS Reporting Process

1. Address adjustment days.

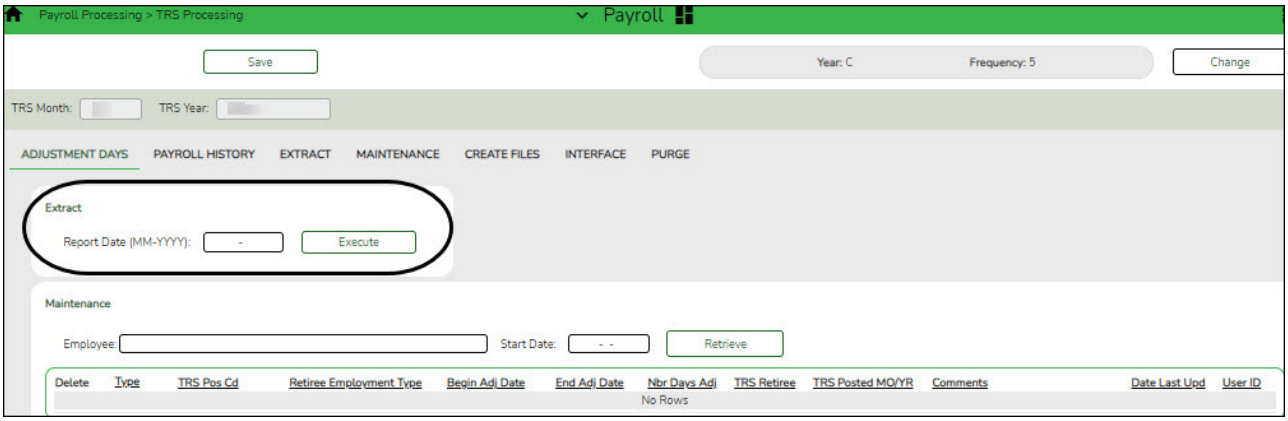
   Payroll > Payroll Processing > TRS Processing > Adjustment Days

   This tab is used to add, edit, and delete adjustment days for TRS reporting.

   The **Extract** function on this tab is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types with **Use For Dock TRS Days** selected on the Payroll > Tables > Leave > Leave Type Description tab. If the adjustment days are a result of a leave dock and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. After the data is extracted, the information can be retrieved for a specific employee in the **Maintenance** section of this tab. This data is used for the RP (Regular Payroll) and ER (Employment after Retirement) records.

   The **Maintenance** function on this tab is used to view and maintain adjustment days for a specific employee. The information is automatically updated when the TRS adjustment days are extracted. In addition, the data can be manually added.

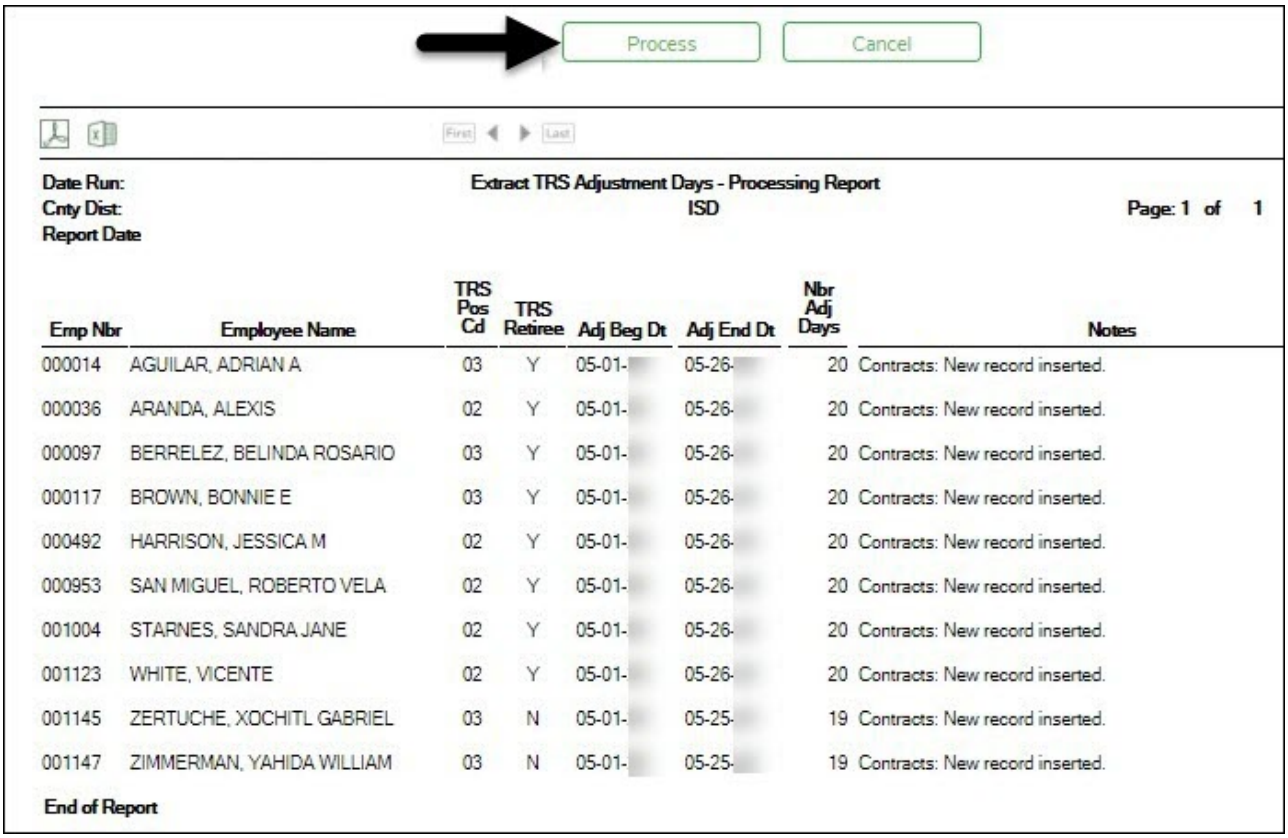
   The **TRS Month** and **TRS Year** fields are disabled on this tab.



❑ Under **Extract**:

Field	Description
Report Date (MM-YYYY)	Type the reporting month and year for the report.

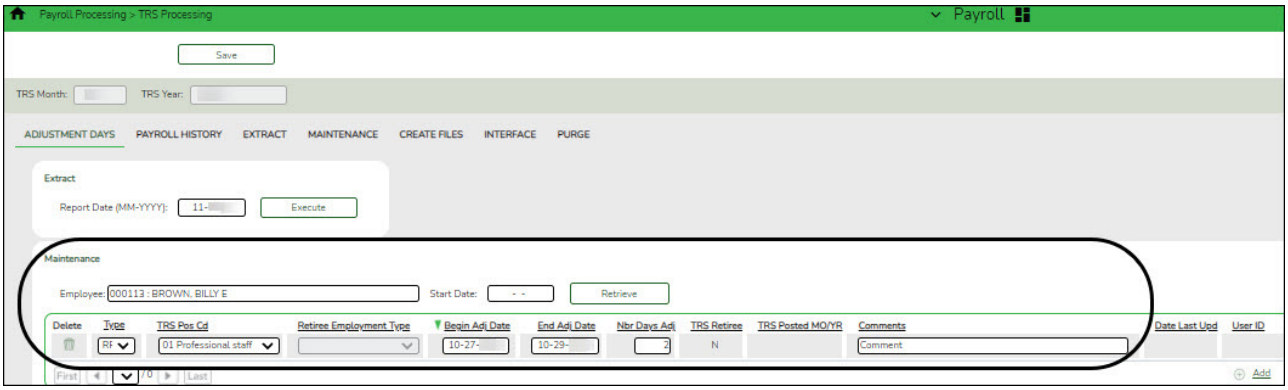
❑ Click **Execute**. The Extract TRS Adjustment Days - Processing Report is displayed. Review the report.



❑ Click **Process** to process the records. A message is displayed indicating that the process was successful. Or, click **Cancel** to return to the Adjustment Days tab.

❑ Under **Maintenance**:

Employee	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name to be retrieved.
Start Date	Type the date in the MM-DD-YYYY format. Leave blank to display all available data for the selected employee.



❑ Click **Retrieve**. The employee's existing adjustment day records are displayed; processed records cannot be changed.

❑ Click **+Add** to add a row.

Type	Click ⌄ to select one of the following record types for the record. • *RP - Regular Payroll* • *ER - Employment After Retirement*
TRS Pos Cd	Click ⌄ to select the applicable TRS member 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* See Calculating Retiree Surcharge for additional information.
Begin Adj Date	Type the beginning adjustment date in the MM-DD-YYYY format.
End Adj Date	Type the ending adjustment date in the MM-DD-YYYY format.
Nbr Days Adj	Type the number of adjustment days for the record.
TRS Retiree	Displays the employee's TRS retirement status: • *Y - Yes, the employee is a TRS retiree.* • *N - No, the employee is not a TRS retiree.*

TRS Posted MO/YR	This field displays the month and year of the last TRS posting if any.
Comments	Type any comments or other information that pertains to the record.
Date Last Upd	This field displays the last date that the record was updated.
User ID	This field identifies the user who created the transaction. The user ID is tracked through the user's logon to the system.

❑ 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.
Errors	The **Errors** button is displayed at the top of the page if any errors are encountered. In addition, the tab name is displayed in red to indicate the tab on which the error occurred, and a TRS Processing pop-up window is displayed with a list of the encountered error(s). Click **X** to close the pop-up window and correct the errors.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

2. (If Necessary) Update payroll history.

Payroll > Payroll Processing > TRS Processing > Payroll History

This tab is used to make changes to an employee's payroll history data. The saved extra duty table and employee payroll history data can be retrieved for a selected TRS reporting month and year. If the extra duty table values and/or the employee's payroll history data is updated, the TRS processing reports can be recreated using the Payroll > Payroll Processing > TRS Processing > Extract tab.

Records are created and/or updated each time a payroll run is posted.

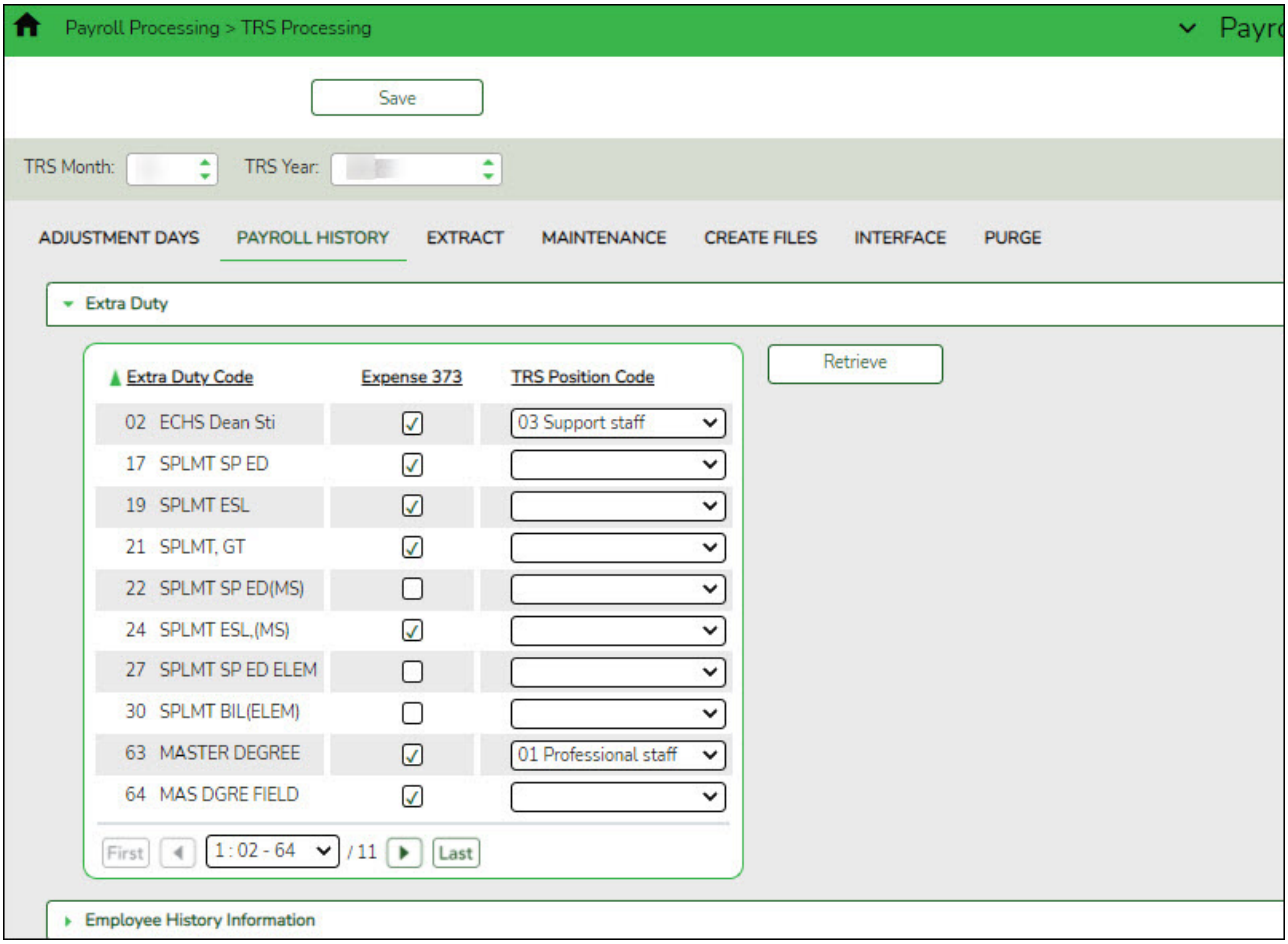
Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select the TRS reporting month for which you want to retrieve data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click to select the TRS reporting year for which you want to retrieve data. This is a required field.

❑ Click **Retrieve**.

The **Extra Duty** section is collapsed by default.

❑ Click **Extra Duty** to expand the section. This section allows you to change how extra duty is reported for a TRS reporting period.

- The extra duty code table for the selected **TRS Month** and **TRS Year** is displayed.
- Only S-type extra duties are displayed.

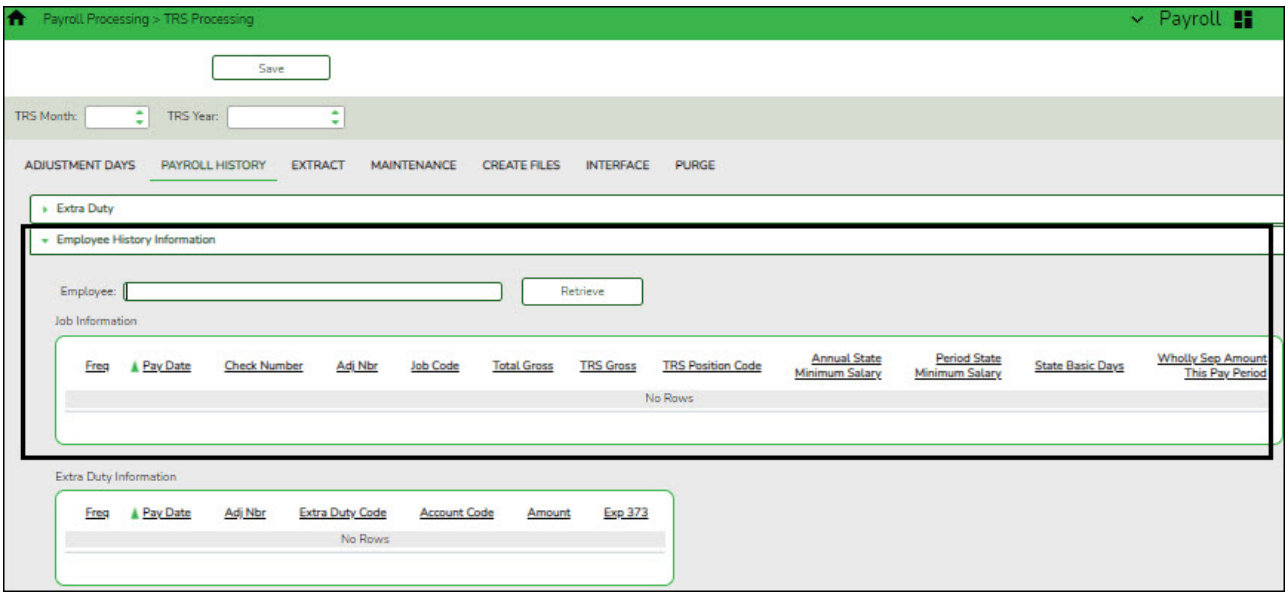


Field	Description
Extra Duty Code	The extra duty code and description from the Payroll > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.

Field	Description
Expense 373	Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank. If an employee is paid using the specified extra duty code, **Expense 373** is selected, a **TRS Position Code** is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job. If a **TRS Position Code** is selected on this page, it is used for reporting the pay associated with the extra duty code. If **Expense 373** is selected and the **TRS Position Code** is *01*, *02*, or *05*, then the amount is included in the TRS 373 calculations where applicable. If **Expense 373** is not selected for an extra duty code but the **TRS Position Code** is *01*, *02*, or *05*, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Public Education Employer Contribution calculations. **Example**: A teacher teaching summer school is paid using an extra duty stipend, **Expense 373** should not be selected in the Payroll History extra duty table and the appropriate **TRS Position Code** (*03*, *04*, *07*, or *9*) should be selected.
TRS Position Code	Click ⌄ to select the applicable TRS member 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*

The **Employee History Information** section is expanded by default.

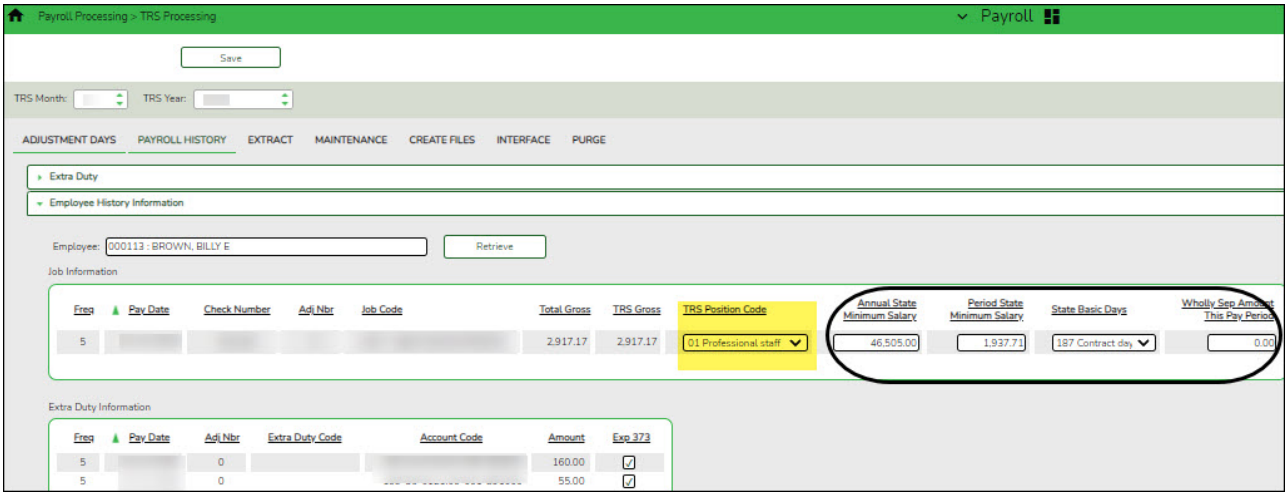
❑ Click **Employee History Information** to collapse the section. This section allows you to change how an employee's payroll history is reported for a TRS reporting period.



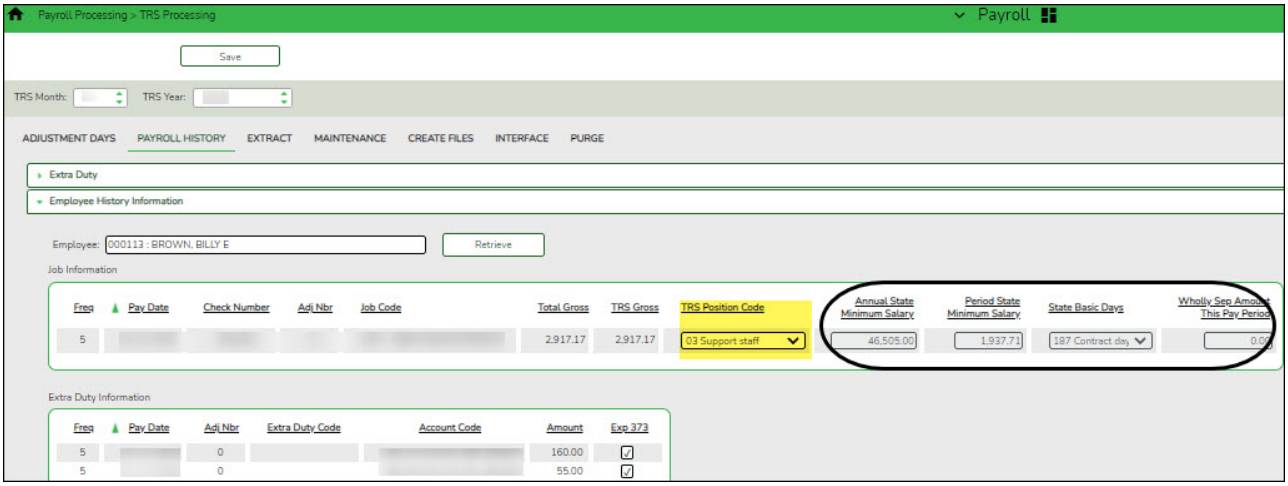
Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**.

The employee's payroll history data for the selected TRS reporting month and year is displayed. All jobs (non-XTRA) are displayed for all pay frequencies (4, 5, and 6) and for each pay date/adjustment (including voids). System adjustments are not included.

If the **TRS Position Code** is 01, 02, or 05, the **Annual State Minimum Salary**, **Period State Minimum Salary**, **State Basic Days**, and **Wholly Sep Amount This Pay Period** fields are enabled and can be changed.



If the **TRS Position Code** is *03*, *04*, *06*, or *07*, the **Annual State Minimum Salary**, **Period State Minimum Salary**, **State Basic Days**, and **Wholly Sep Amount This Pay Period** fields are disabled and cannot be changed.



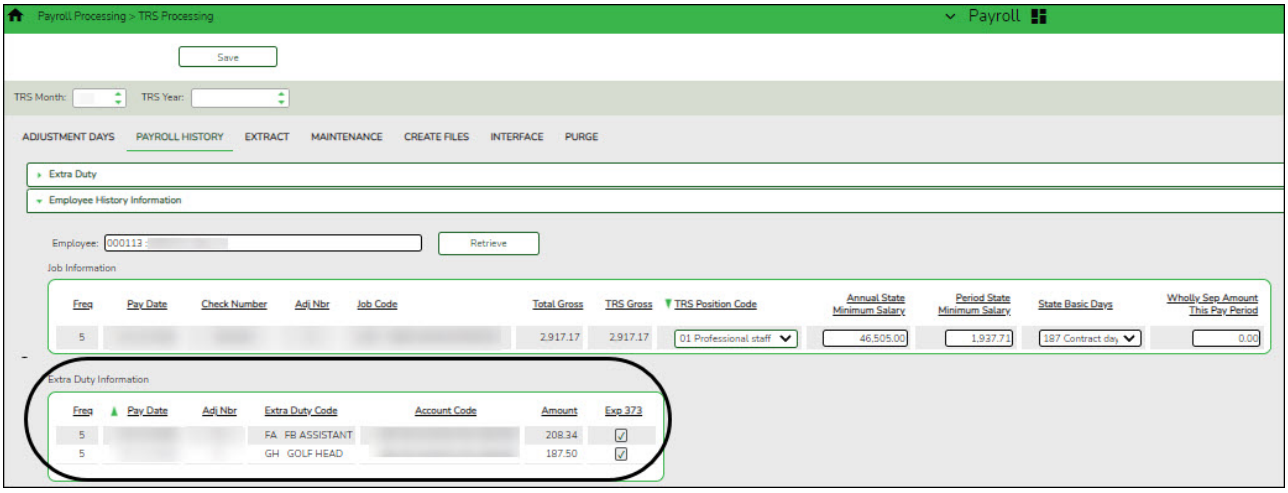
Under **Job Information**, the following information is displayed from the employee's job history table.

Freq	The pay frequency is displayed.
Pay Date	The pay date associated with the selected TRS reporting month and year is displayed.
Check Number	The check number for the specified payroll run is displayed.

Adj Nbr	If any adjustments exist for the specified payroll run, the adjustment number is displayed.
Job Code	The employee's job code and job code description are displayed and cannot be changed.
Total Gross	The employee's total gross amount for the current payroll period is displayed. The amount is calculated by dividing total contract amount by the number of pay periods (according to the pay frequency) in the fiscal year. The value cannot be changed.
TRS Gross	The employee's TRS gross amount is displayed and cannot be changed.
TRS Position Code	The employee's TRS member position code is displayed and can be changed.
Annual State Minimum Salary	The employee's annual (total) state minimum salary is displayed. The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The amount can be changed. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.
Period State Minimum Salary	The employee's state minimum salary for the current payroll period is displayed. The salary is calculated by dividing the annual (total) state salary by the number of pay periods (according to the pay frequency) in the fiscal year. The amount can be changed. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.
State Basic Days	The employee's number of state minimum days is displayed. The number of days can be changed. Click ⌄ to select the number of days in the contract for the employee. • *000 TRS - Non contract* • *187 Valid basic days in contract* • *202 Valid basic days in contract* • *207 Valid basic days in contract* • *220 Valid basic days in contract* • *226 Valid basic days in contract* This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.

Wholly Sep Amount This Pay Period	The wholly separate amount is displayed for the pay period if any. This field should only be used if part of the contract total includes a wholly separate amount. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*. If so, type the total salary for the current pay period that is not subject to the State Base. **Example**: An employee's primary job is a teacher and his extra duty job is a bus driver. Since the bus driver salary is not subject to the State Base, **it is recommended** to set up the bus driver duty as a separate job or as an extra duty without **Expense 373** selected. In this case, a wholly separate amount does not need to be entered as it is already excluded. However, if the employee's teacher and bus driver salary is lumped together in the contract total, the bus driver salary (extra duty compensation) is not subject to the Stat Min because it is wholly separate from his main duties; therefore, the annual bus driver salary amount should be indicated in the **Wholly Sep Amt** field.

Under **Extra Duty Information**, the following information is displayed from the employee pay distribution history record and cannot be changed:



- **Freq**
- **Pay Date**
- **Adj Nbr**
- **Extra Duty Code**
- **Account Code**
- **Amount**

The **Exp 373** check box can be changed if the extra duty pay was from a transmittal without an applied extra duty code.

❑ Click **Save**. Use the Payroll > Payroll Processing > TRS Processing > Extract tab to recreate the TRS processing reports.

3. Extract data.

Payroll > Payroll Processing > TRS Processing > Extract

This tab is used to extract the following TRS reporting data. All six extracts (ED20, ED40, ER20, RP20, Adjustment Days to RP25, and Adjustment Days to ER27) can be run simultaneously while you perform other system tasks. You can extract per frequency or for all frequencies.

1. Employee Demographic (ED20)

   Extracts employee demographic information (employee number, name, address, date of birth, gender, and contact information) for all employees from the Personnel > Maintenance > Staff Demo > Demographic Information tab to the TRS Processing Maintenance tab.

   An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees. The ED25 record is used to change previously submitted employee demographic information.

2. Contract and Position (ED40)

   Extracts contract and position information for all employees prior to the start of employment and prior to the submittal of regular payroll contributions for the first time. The data is extracted from the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to the Payroll > Payroll Processing > TRS Processing > Maintenance tab.

   Multiple ED40 records should be submitted for an employee with multiple TRS position codes. If the various jobs fall within the same position code, then only one record can be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

   FTE Hours Notes:

   - The extract first uses data from the **Wkly Hrs Sched** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
   - If the **Wkly Hrs Sched** field is zero, the extract uses the value in the **FTE Hrs** field on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab.
   - If the **FTE Hrs** field is zero on the Job Codes tab, the extract uses the value in the **Standard Hours per Workday** field on the Payroll > Tables > District HR Options page (the extract multiplies the field by five to get the hours per week).
   - If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the Payroll > Maintenance > Staff Job/Pay Data > Job

Info tab is factored into the calculation.
- If **No FTE** is selected on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab, then the **FTE Hrs** for the job is set to zero.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

3. Regular Payroll (RP20)

   Extracts employee compensation and contribution information for the selected reporting period.

   - Multiple RP20 records should be submitted for an employee with multiple TRS position codes; one RP20 for each TRS position code. If the various jobs fall within the same position code, only one RP20 record should be submitted per position code.
   - Per TRS, when reporting employees in non-TRS-eligible positions, the only compensation data to be reported is the total gross compensation, no contribution data should be reported. The only exception is that employees in non-eligible positions may purchase Special Service through payroll deduction. Therefore, service credit purchase deduction may be reported for these employees. In addition, the hours worked/scheduled and days worked data must be reported for ALL employees.
   - The Adjustment Days function should be processed prior to performing this function.
     Note: The extract first uses data from the **Wkly Hrs Sched** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab. If the field is zero, the extract uses the **FTE Hrs** field on the Personnel > Maintenance > Tables > Job/Contract > Job Codes tab. If that field is zero, then the extract uses the **Standard Hours per Workday** field on the Payroll > Tables > District HR Options page (the extract multiplies the field by five to get the hours per week). If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab is factored into the calculation. The RP20 record informs TRS of the employee's weekly scheduled hours. For example, the employee works 20 hours a week as a part-time employee in a full-time job.
   - If the **TRS Insurance Employer Paid** check box is selected on the Payroll >

Tables > Taxes/Deductions > TRS Rates tab, the TRS Insurance calculations are excluded from the regular payroll calculations and performed when the RP20 Extract is performed. The TRS Insurance is calculated and expensed for the LEA based on the employee's distributions for the applicable payrolls that were processed during the reporting month. This applies to distribution history record types G, O, A, and S.
- If the RP20 extract does not include Employer Paid TRS Insurance calculations, the RP20 - Employer Paid TRS Insurance report is not generated.
- The RP20 extract uses the **TRS Extract Options** on the Payroll > Tables > District HR Options page to determine which hours (actual or scheduled) to report for pay type 1, 2, and 3 employees.
- The Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) uses the following calculation: State Minimum Salary x Public Education Employer Contribution Rate = **Public Education Employer Contribution**.

Note: Per the State of Texas Education Code, Section 42.102, effective September 01, 2019, the TRS Processing Extract will no longer use the cost of education adjustment (index) (CEI) value when calculating TRS 373 Statutory Minimum Contributions. As a result:

- The Adjusted State Minimum salary is not calculated and state contributions are due on all eligible compensation paid above the statutory minimum salary schedule.
- The CEI value no longer exists in TRS 373 Above State Base calculations that are used in TRS Processing, NY Payroll to Budget, and PMIS Simulations.
- The **TRS Cost Education Index** field remains on the Payroll > Tables > District HR Options page for any 2018 processing needs.

❑ Future software updates will remove the CEI, reformat the TRS 373 report to remove the Adjusted State Minimum column, rename TRS Non-OASDI (Reporting Entity Payment for Non-OASDI Members) to Public Education Employer Contribution and any other changes that are required to coincide with TRS changes.

❑ Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations are performed for all TRS-eligible employees who are subject to FICA tax.

❑ **Charter schools**: TRS-eligible salaries are used to calculate the Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*). The Public Education Employer Contribution is not capped by state minimum salaries.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code

09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract to creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

Payroll calculation notes:

- During payroll calculations, absence deductions and coded absence deductions are allocated to the selected job when processing dock amounts that affect the state minimum salary.
- Leave Docks are allocated based on the percent assigned to the jobs, which may cause differences in the TRS 373 and Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations if the employee has multiple jobs.

4. Employment after Retirement (ER20)

   Extracts employment data of retirees regardless of the retirement date or type. The data is extracted from the payroll history to the Payroll > Payroll Processing > TRS Processing > Maintenance tab.

   ER20 Notes

   ER20 Notes:

   ER20 records are extracted per Primary Job and per Retiree Exception, and the Retiree Exception will be the Retiree Employment Type if selected.

   • 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.

   The ER20 record always extracts the actual hours for retired employees.

The ER20 record bases the reporting dates for the reporting month/year on that reporting month year using the following circumstances:

If the contract begin or end date is within that reporting period, those dates are reported.

If the reporting month is within the contract begin/end dates, the entire date range for the month is reported.

If the contract begin/end date is outside of the reporting month year (e.g., the employee is paid from accruals), the original contract dates are reported.

Example: If a retiree's contract begin date is 08-17-2023 and end date is 05-25-2024, the dates reported for this employee are as follows:

Extract Month/Year	Reported Dates
August 2023	08-17-2023 - 08-31-2023
September 2023	09-01-2023 - 09-30-2023
October 2023	10-01-2023 - 10-31-2023
November 2023	11-01-2023- 11-30-2023
December 2023	12-01-2023 - 12-31-2023
January 2024	01-01-2024 - 01-31-2024
February 2024	02-01-2024 - 02-28-2024
March 2024	03-01-2024 - 03-31-2024
April 2024	04-01-2024 - 04-30-2024
May 2024	05-01-2024 - 05-25-2024
June 2024	06-01-2024 - 06-30-2024

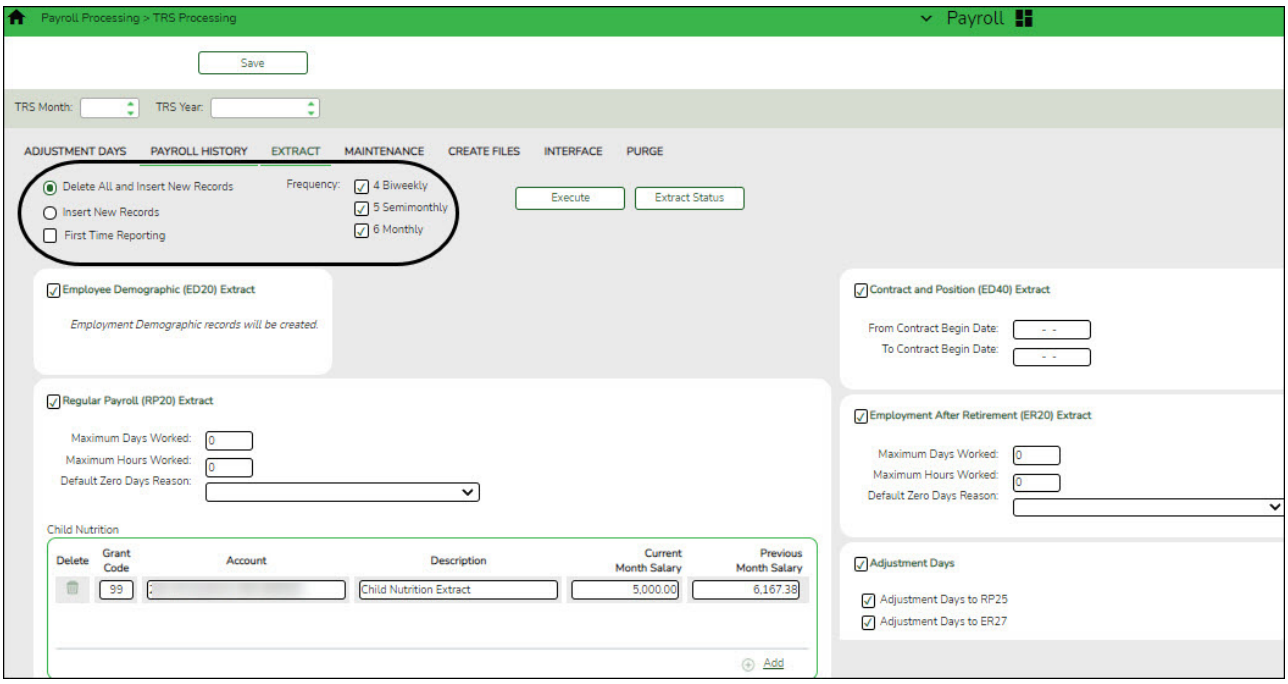
5. Adjustment Days

   This utility is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types that have **Use For Dock TRS Days** selected on the Payroll > Tables > Leave > Leave Type Description tab. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. The data is extracted to the Adjustment Days tab in the **Maintenance** section.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select the TRS reporting month. This is a required field.

Field	Description
TRS Year	This field defaults to the current TRS reporting year. Click to select the TRS reporting year. This is a required field.

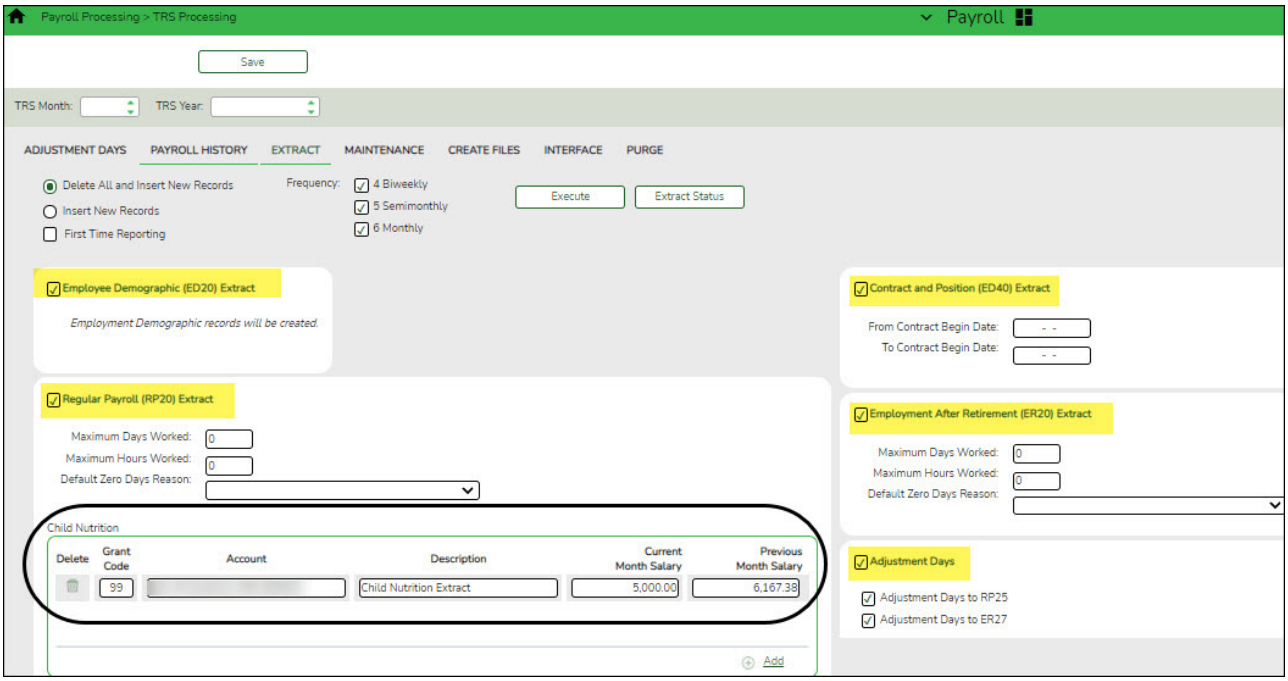


❑ Select one of the following extract options:

- **Delete All and Insert New Records** - Select to delete existing data and insert new records.
- **Insert New Records** - Select to only insert new records.

First Time Reporting	Select if this is the first time the local education agency (LEA) is submitting an ED20 or ED40 report. **ED20 Notes**: Employees must have an active status in the CYR payroll. Employees are required to have either the **Original Emp. Date** or **Latest Re-Employ Date** populated on the Personnel > Maintenance > Employment Info tab. The most recent value of either of these dates is used to determine if the employee should be included in the extract. If **First Time Reporting** is not selected, the most recent date value (**Original Emp. Date** or **Latest Re-Employ Date**) that is used must match the TRS reporting month and year. If **First Time Reporting** is selected, the most recent date value (**Original Emp. Date** or **Latest Re-Employ Date**) that is used must be equal to or less than the TRS reporting month and year. **ED40 Notes**: A value must be selected in the **TRS Member Pos** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab and the contract begin date must be less than or equal to the current month when extracting the ED40 report for the first time. To be considered for the extract, employees must have an active status in CYR payroll and not have a **TRS Status Code** of 4 or 5 on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
Frequency	Select the payroll frequencies (e.g., 4 (biweekly), 5 (semimonthly), 6 (monthly)) to be extracted for the report. Multiple frequencies can be selected. By default, only the pay frequencies that are selected on the District Administration > Tables > District Information > Payroll Frequencies tab are enabled and selected.

❑ Select the extracts to be processed. You can run multiple extracts simultaneously while you perform other system tasks.



❑ Select **Employee Demographic (ED20) Extract** to extract employee demographic data.

❑ Select **Contract and Position (ED40) Extract** to extract contract and position data.

From Contract Begin Date	Type the from contract begin date in the MM-DD-YYYY format to specify a beginning date range to be used to determine which records should be included in the extract. If this field is populated, the **To Contract Begin Date** must be populated and vice versa.
To Contract Begin Date	Type the to contract begin date in the MM-DD-YYYY format to specify an ending date range to be used to determine which records should be included in the extract. If this field is populated, the **From Contract Begin Date** must be populated and vice versa. **Notes**: If a date range is entered, the contract begin date from the job record must be within the range. If a date range is not entered and the **First Time Reporting** is not selected, then the contract begin date month and year must be equal to the TRS reporting month and year. If a date range is not entered and **First Time Reporting** is selected, then the contract begin date month and year must be equal to or less than the TRS reporting month and year.

❑ 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: • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *F - Final Pay/Terminated* • *L - Leave Without Pay*

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 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 Code** and **Salary** amount should be entered below for 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 Code** field.

❑ 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 04-2019, the current reporting month is 04-2019 and the adjusting reporting month is 03-2019.) 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.

❑ Select **Employment after Retirement (ER20) Extract** to extract employment after retirement data.

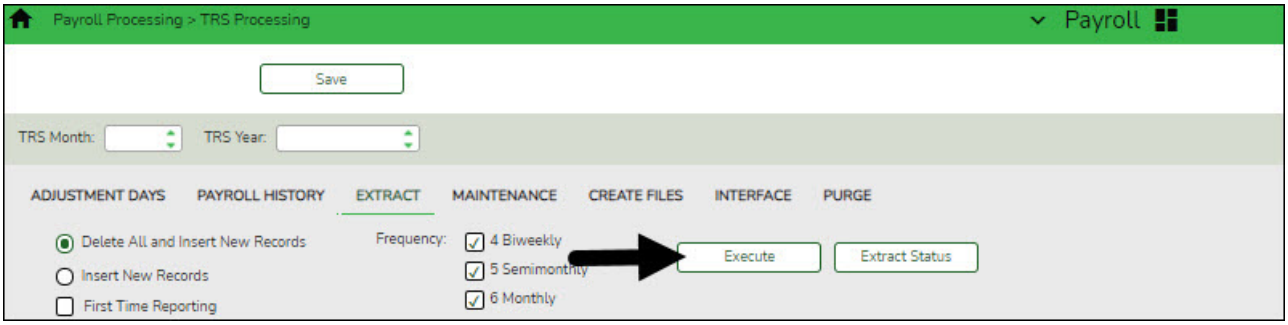
Maximum Days Worked	Type the actual number of days worked in the reporting period month.

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 the reason for reporting zero days worked. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *F - Final Pay/Terminated* • *L - Leave Without Pay*

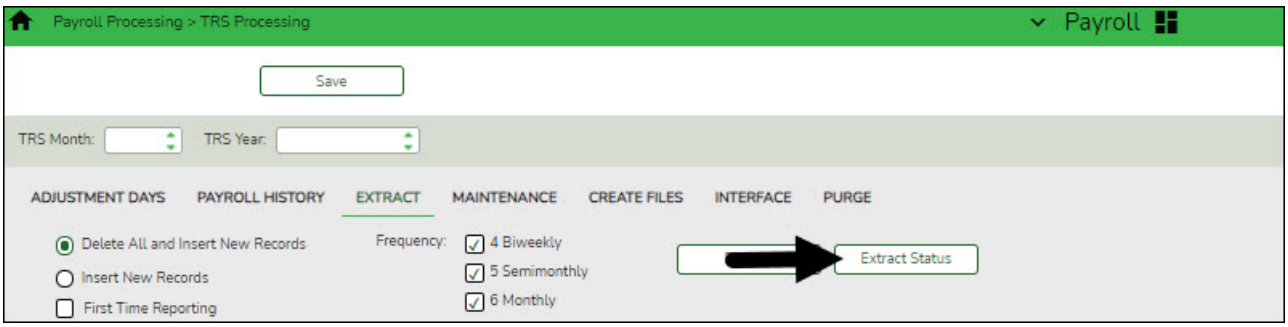
❑ Select **Adjustment Days** to extract adjustment days data.

Adjustment Days to RP25	Select to extract all adjustments from the Maintenance tab page that do not have an amount in the **TRS Posted MO/YR** field, and the TRS reporting month and year does not match the **Begin Adj Date** field. Only records with the **TRS Retiree** field set to *N* are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. Only the net difference days worked are extracted to the RP25 record.
Adjustment Days to ER27	Select to extract adjustments from the Maintenance tab. Only records that have the **TRS Retiree** field set to *Y* are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each TRS position code. No amounts are extracted to the ER27 record. Only net difference days worked, the contract begin and end dates, and records with the default reason code set to *E* are extracted.

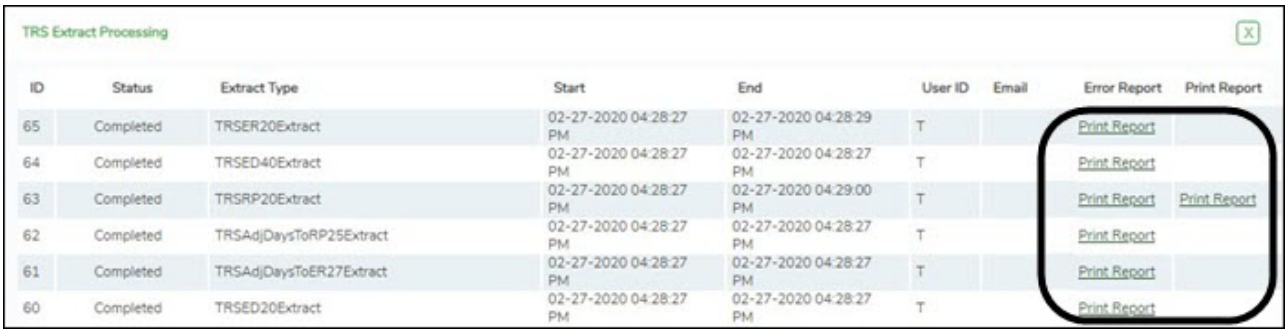
❑ Click **Execute** to process the selected extracts.



❑ 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 is displayed 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.



❑ Under **Error Report**, click **Print Report** to display the selected error report. Review the report.

Date Run:
Cnty Dist:
Report Month: Year:

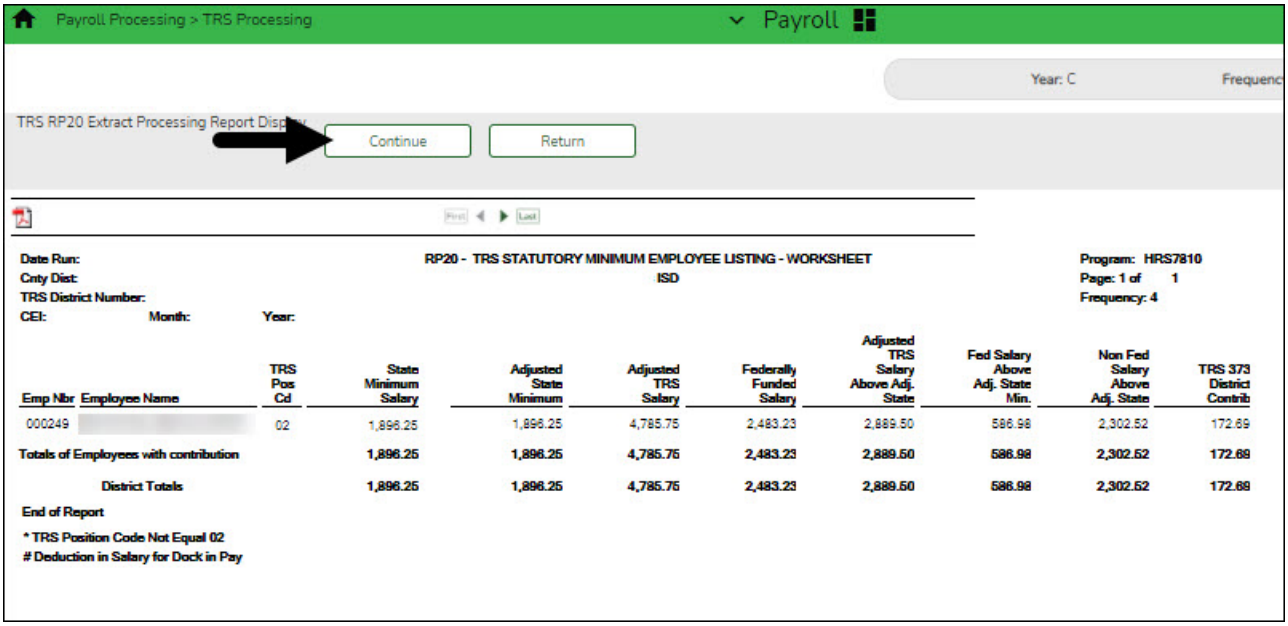
Extract Regular Payroll to RP20 Errors
ISD

Page: 1 of 1
Frequency: 4

Emp Nbr	Freq	Employee Name	Error Message
			The TRS TRS373 Calculations process executed successfully.
			The TRS Non-OASDI Calculations process executed successfully.
			The Current Month TRS Child Nutrition Calculation process executed successfully.
			The Previous Month TRS Child Nutrition Calculation process executed successfully.
			The TRS NON-OASDI DISTRIBUTION create interface transactions process completed successfully.
			The TRS ABOVE STATE DISTRIBUTION create interface transactions process completed successfully.
			The TRS CHILD NUTRITION Current month create interface transactions process completed successfully.
			The TRS CHILD NUTRITION Previous month create interface transactions process completed successfully.
			The TRS Regular Payroll Extract to RP20 process completed successfully. Records were successfully deleted and inserted.
			Warning: Current Mo Total Child Nutrition Salary of 5000.00 exceeds total salary of 0.00 extracted for selected employees. Use the TEAM TRS 3 or 489 to locate employees where From Child Nutr is set to Y. 0.00 has been used.
			Warning: Previous Mo Total Child Nutrition Salary of 6167.38 exceeds total salary of 0.00 extracted for selected employees. Use the TEAM TRS 3 or 489 to locate employees where From Child Nutr is set to Y. 0.00 has been used.
000072	4	BARRERA, ANGELA	Warning: TRS Status not the same across all pay dates used for the extract.
000072	5	BARRERA, ANGELA	Warning: TRS Status not the same across all pay dates used for the extract.
000072	4	BARRERA, ANGELA	Warning: Both Salary and Hourly job pay types defined for same TRS Position Code for pay dates used for the extract.
000072	5	BARRERA, ANGELA	Warning: Both Salary and Hourly job pay types defined for same TRS Position Code for pay dates used for the extract.
000890	4	RODRIGUEZ, PATRICIA L	Warning: Both Salary and Hourly job pay types defined for same TRS Position Code for pay dates used for the extract.
000890	6	RODRIGUEZ, PATRICIA L	Warning: Both Salary and Hourly job pay types defined for same TRS Position Code for pay dates used for the extract.
001147	4	ZIMMERMAN, YAHIDA WILLIAM	Warning: TRS Status not the same across all pay dates used for the extract.
001147	5	ZIMMERMAN, YAHIDA WILLIAM	Warning: TRS Status not the same across all pay dates used for the extract.

End of Report

❑ Under **Print Report**, click **Print Report** to display the selected extract reports. Review the report.



Date Run:
Cnty Dist:
TRS District Number:
CEI: Month: Year:

RP20 - TRS STATUTORY MINIMUM EMPLOYEE LISTING - WORKSHEET
ISD

Program: HRS7810
Page: 1 of 1
Frequency: 4

Emp Nbr	Employee Name	TRS Pos Cd	State Minimum Salary	Adjusted State Minimum	Adjusted TRS Salary	Federally Funded Salary	Adjusted TRS Salary Above Adj. State	Fed Salary Above Adj. State Min.	Non Fed Salary Above Adj. State	TRS 373 District Contrib
000249		02	1,896.25	1,896.25	4,785.75	2,483.23	2,889.50	586.98	2,302.52	172.69
Totals of Employees with contribution			1,896.25	1,896.25	4,785.75	2,483.23	2,889.50	586.98	2,302.52	172.69
District Totals			1,896.25	1,896.25	4,785.75	2,483.23	2,889.50	586.98	2,302.52	172.69

End of Report

* TRS Position Code Not Equal 02
# Deduction in Salary for Dock in Pay

❑ Click **Continue** to continue through the list of reports for the selected extract.

❑ Click **Return** to return to the Extract tab.

Extract Error Report Notes:

- If a **Warning** message is displayed, the data is extracted and you can address the issue(s) on the Maintenance tab.
- If a **Failure** message is displayed, the data is not extracted and you must resolve the issue(s) and extract the data again.

❑ Click **Close** to close the TRS Extract Processing pop-up window and return to the Extract tab.

4. Perform maintenance.

Payroll > Payroll Processing > TRS Processing > Maintenance

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

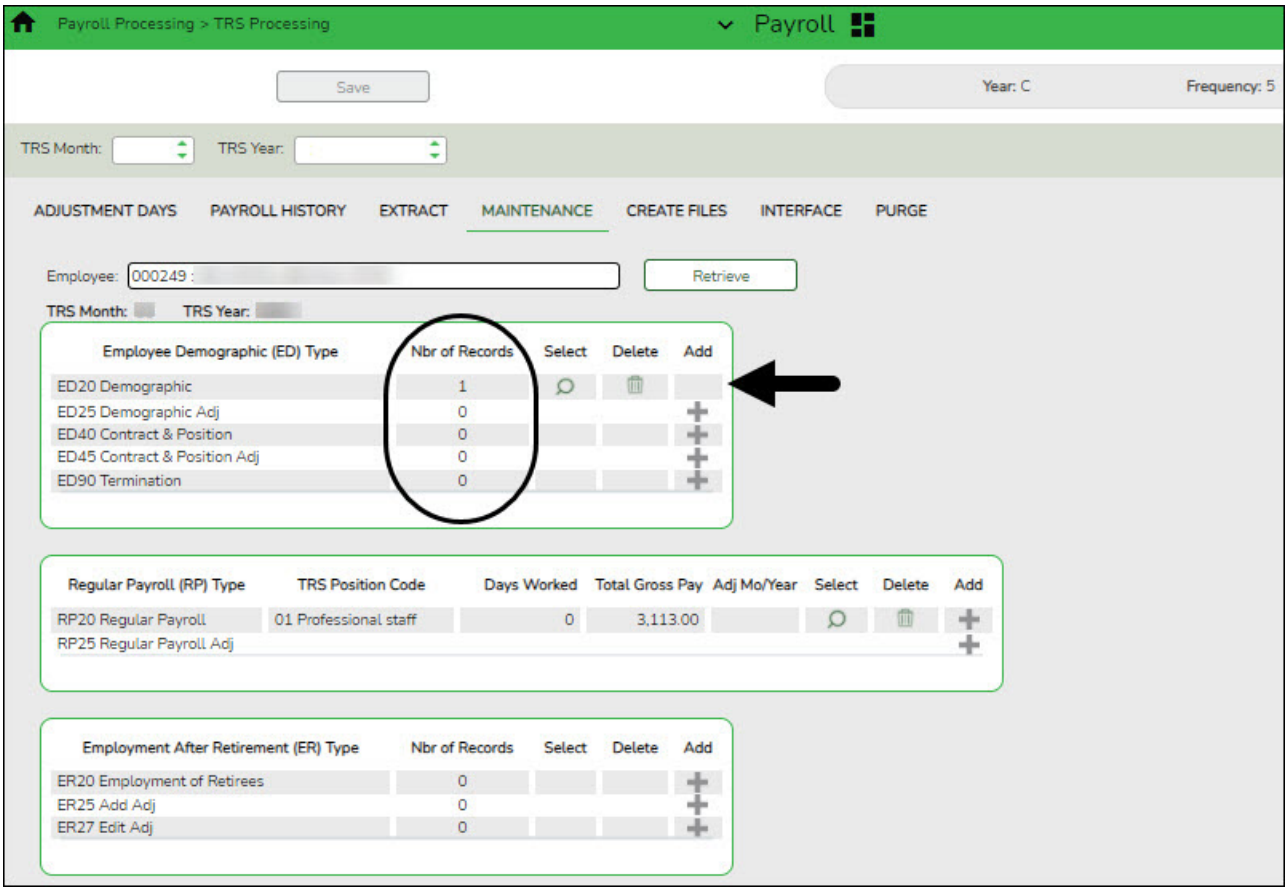
Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select a TRS month for which you want to retrieve or add data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click to select the TRS year for which you want to retrieve or add data. This is a required field.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. The employee's data is retrieved based on the selected TRS month and year.

ED Records

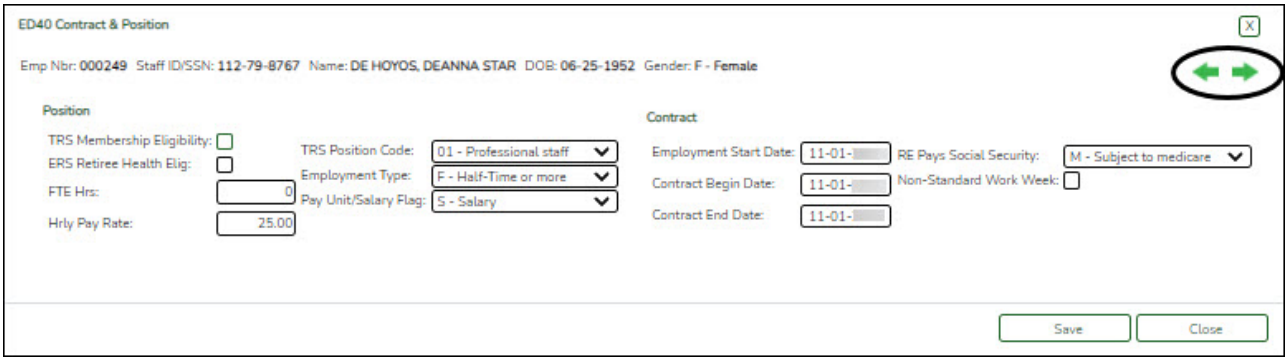
Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.

Modify an ED record.

The record count is displayed under **Nbr of Records**. The button is not displayed if there are existing records for the ED20, ED25, and ED90.



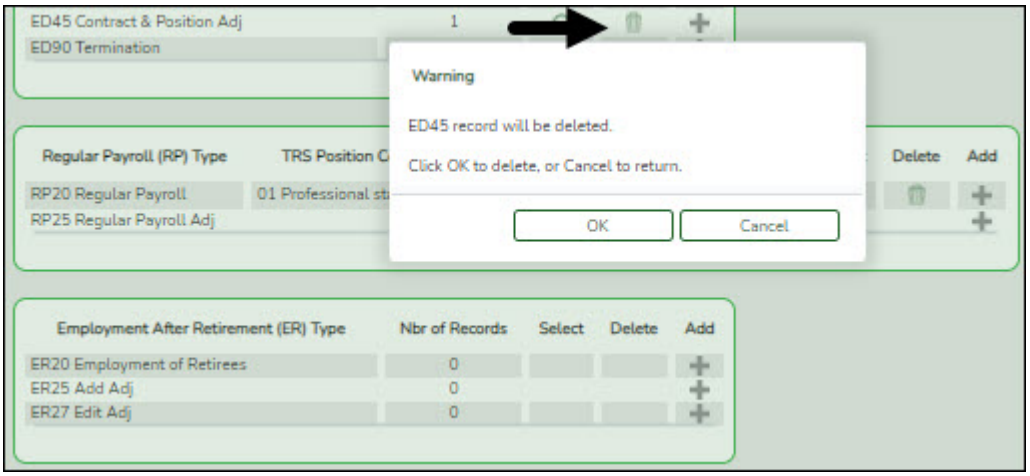
❑ Click 🔍 to view the record details. The corresponding maintenance pop-up window opens with the record details.



If there are multiple records for a record type (ED40, ED45, ER25, ER27), click ⬅ ➡ to toggle between the records.

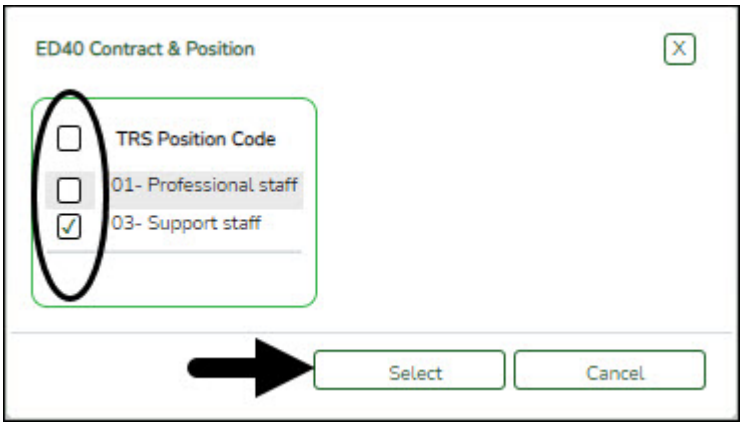
- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

❑ Click 🗑 to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

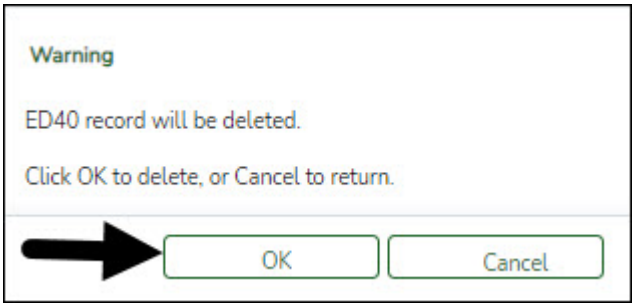


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.



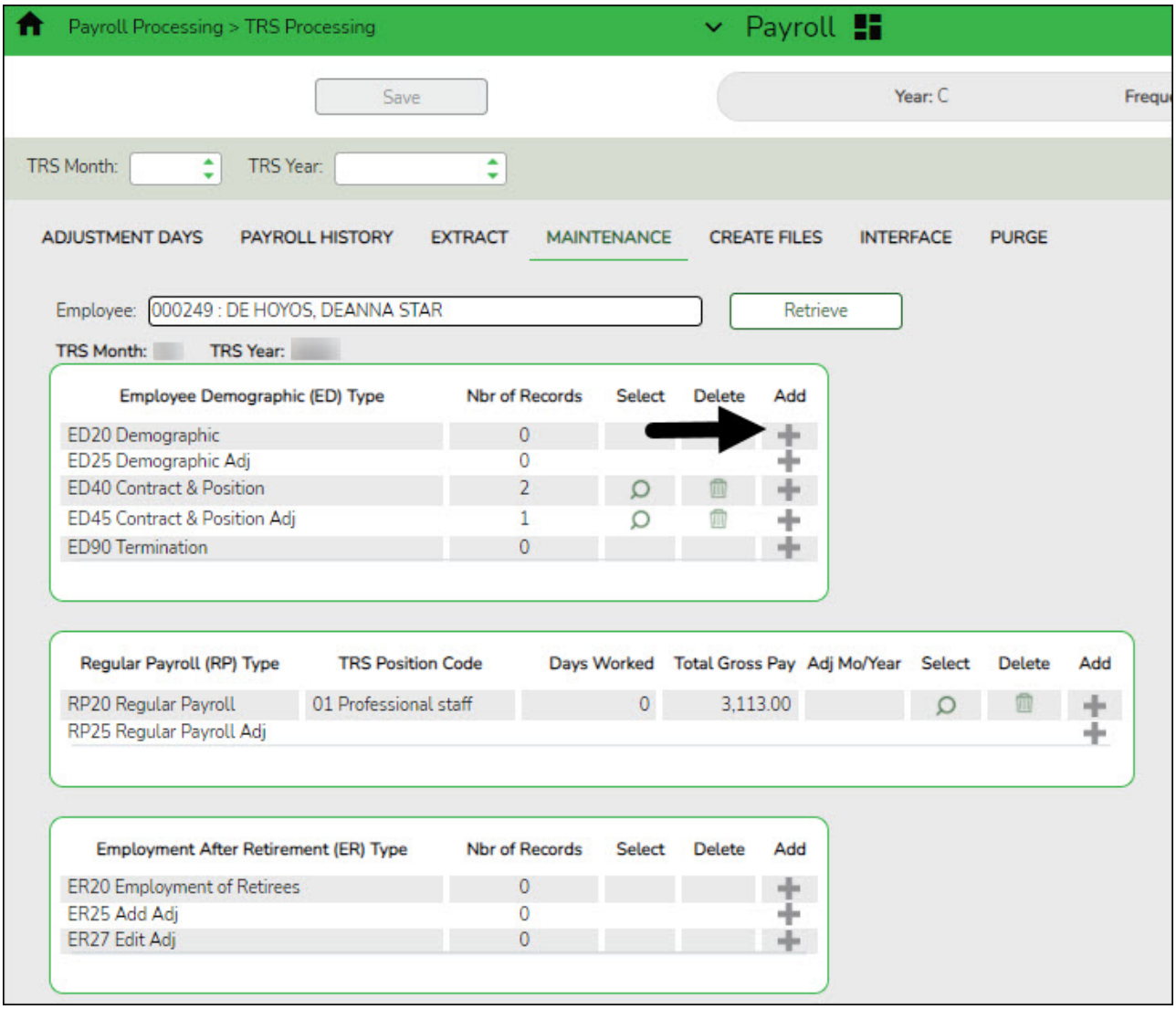
❑ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.



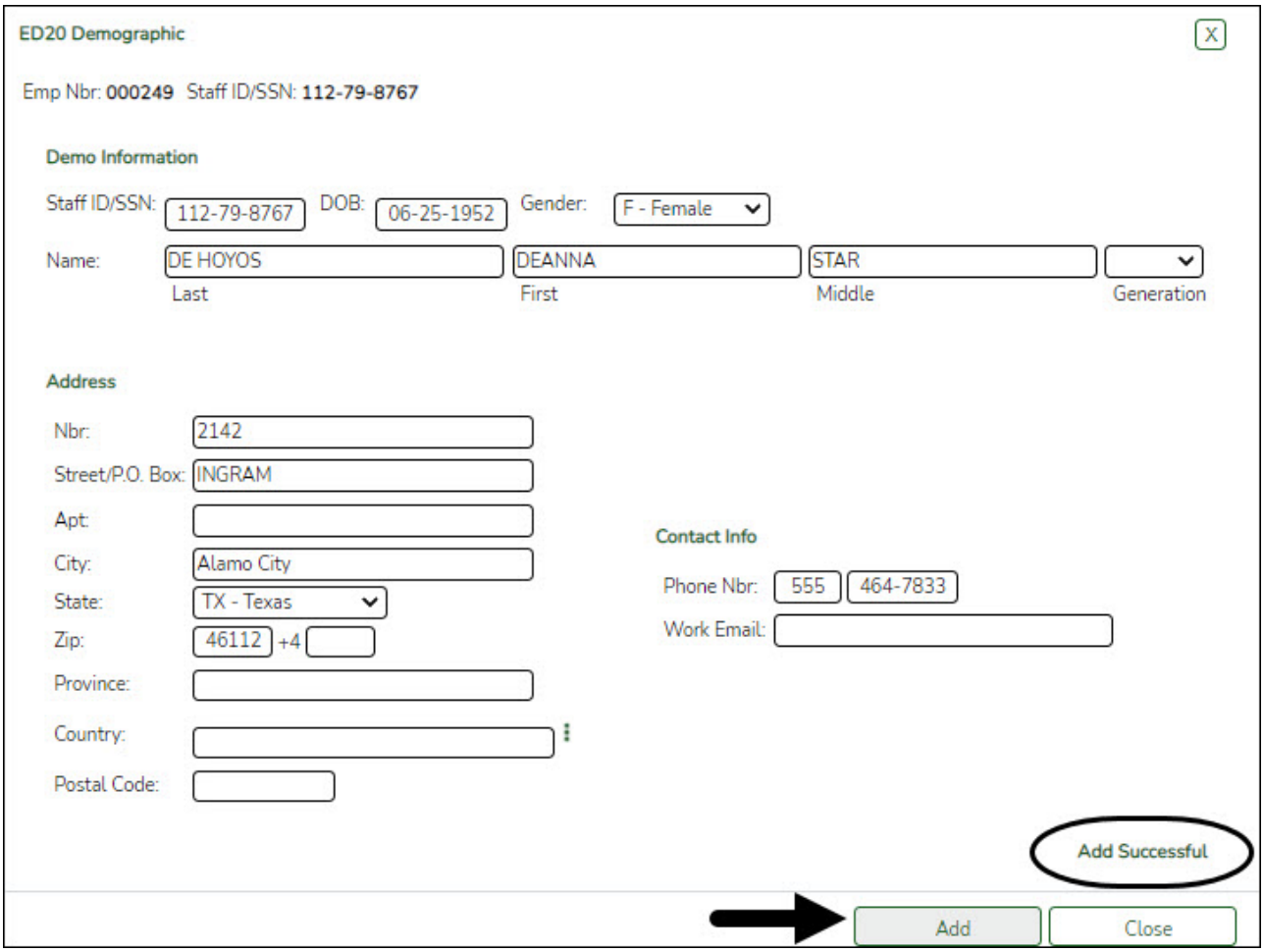
- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add an ED record.

❑ Click ✚ to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

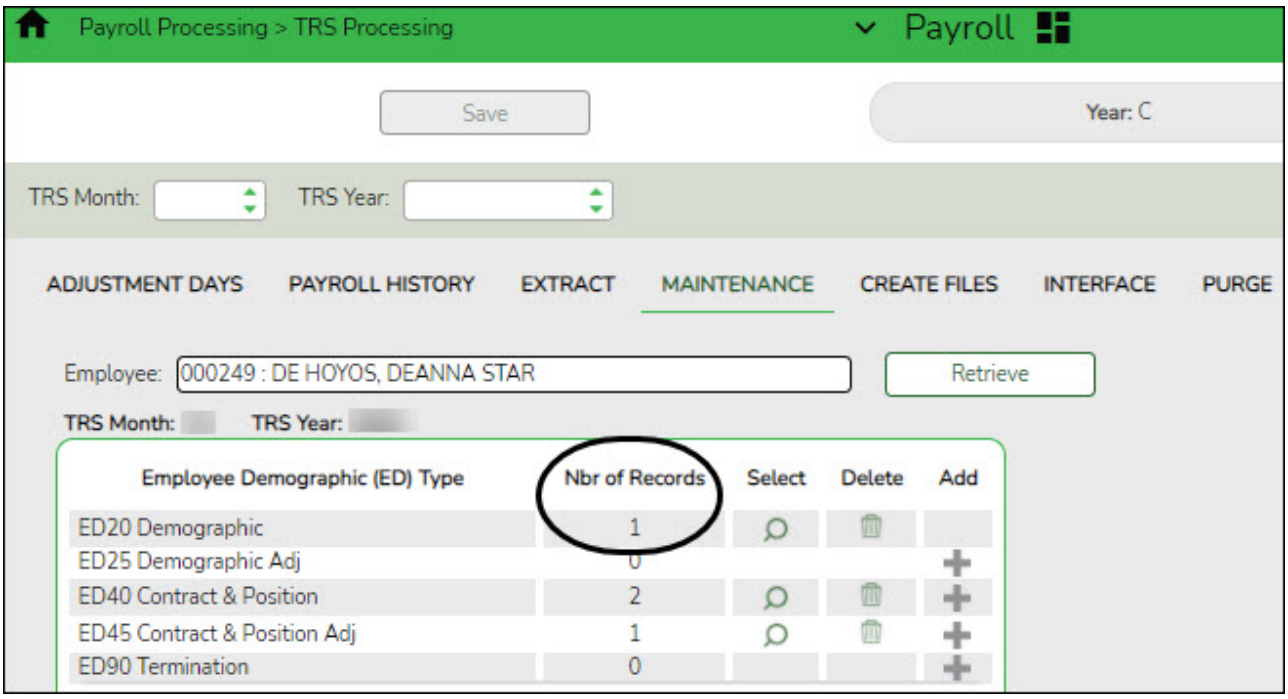


❑ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.



❑ Click **Close** to close the pop-up window.

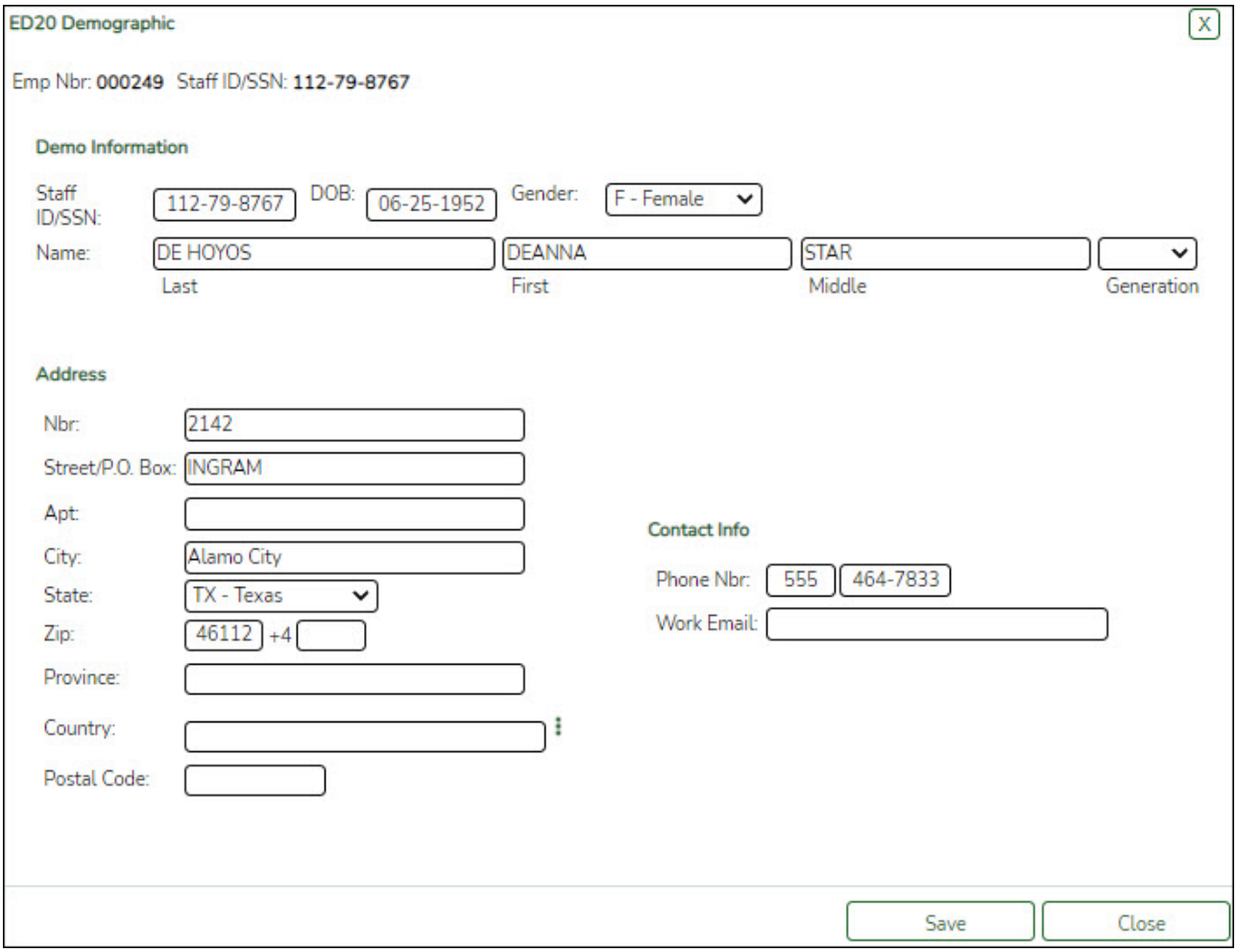
The **Nbr of Records** count is increased by one.



ED20 Demographic record details.

The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.



❑ Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MM-DD-YYYY format.
Gender	Click ⌄ to select the employee's gender.
Name	Type the employee's last, first, and middle name.
Generation	Click ⌄ to select the employee's generation code.

❑ Under **Address**:

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.

Street/P.O. Box	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⋮ to select the country of the employee's address. The Demographic Address Country lookup is displayed. In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code. This field is only necessary for foreign addresses.
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

❑ Under **Contact Info**:

Phone Nbr	Type the employee's 10-digit phone number.
Work E-mail	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

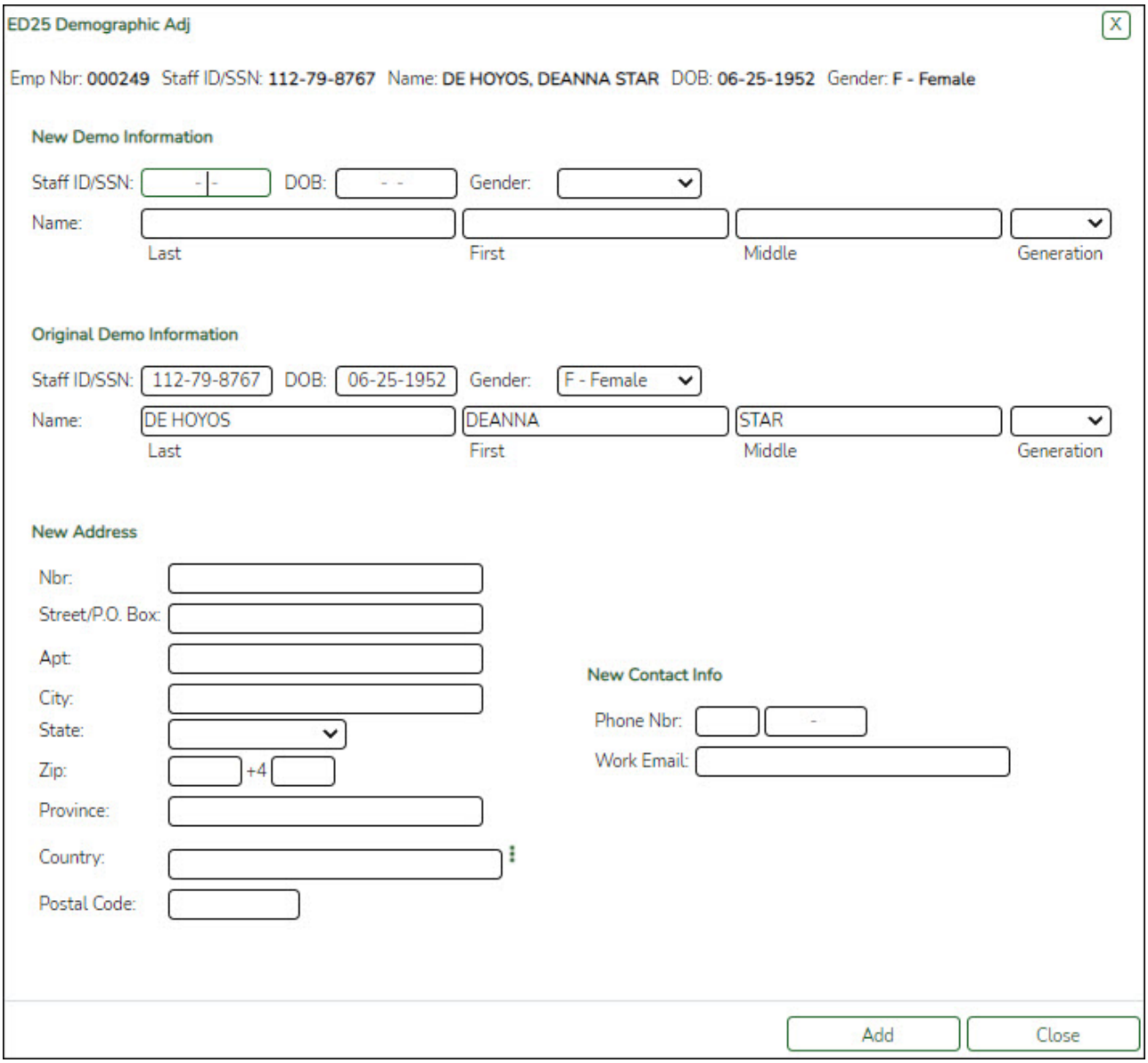
ED25 Adjustment record details.

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **New Demo Information**:

Staff ID/SSN	Type only corrections to originally submitted staff ID/Social Security Number data.
DOB	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
Gender	Type only corrections to originally submitted gender data.
Name	Type only corrections to the originally submitted employee's last, first, and middle names.
Generation	Click ⌄ to select the corrected generation code.

❑ Under **Original Demo Information**, the following fields must be completed.

Staff ID/SSN	Type the employee's originally submitted staff ID/Social Security Number data.
DOB	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
Gender	Click ⌄ to select the employee's originally submitted gender.
Name	Type the employee's originally submitted last, first, and middle names.
Generation	Click ⌄ to select the originally submitted generation code.

❑ Under **New Address**:

Notes: If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
Street/P.O. Box	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⋮ to select the country of the employee's address. The Demographic Address Country lookup is displayed. In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code. This field is only necessary for foreign addresses.
Postal Code	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

❑ Under **New Contact Info**:

Phone Nbr	Type only corrections to the employee's previously submitted 10-digit phone number.
Work E-mail	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.

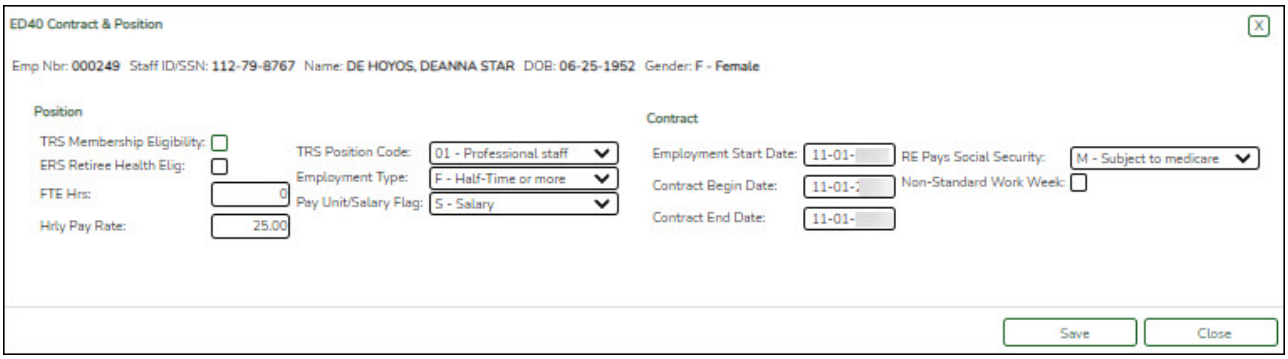
ED40 Contract and Position record details.

The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position

code. In that scenario, the ED40 records should include the employee's primary position information.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's new hourly pay rate.
TRS Position Code	Click ⌄ to select the applicable TRS member 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*
Employment Type	Click ⌄ to select the employee's new employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-time* • *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's new pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

❑ Under **Contract**:

Employment Start Date	Type the employee's most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.

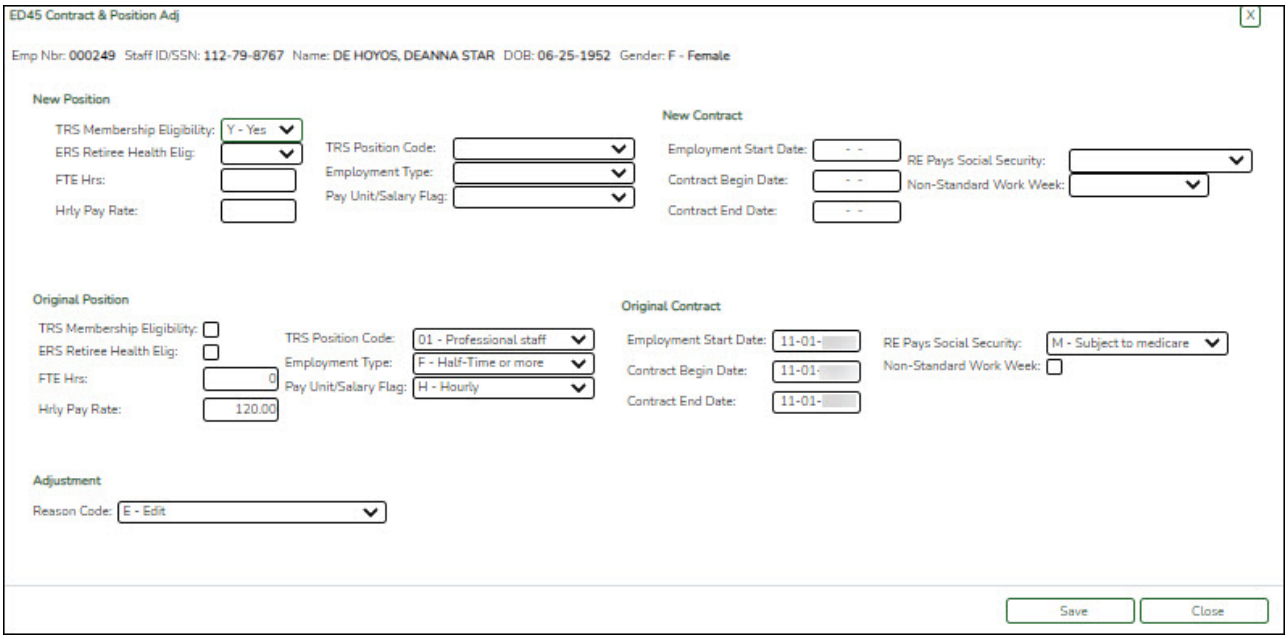
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to indicate if social security is paid by the reporting entity. • *Y - Yes* • *M - Medicare Only* • *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

ED45 Contract and Position Adjustment record details.

The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **New Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type only corrections to the employee's hourly pay rate.

Field	Description
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*
Employment Type	Click ⌄ to select the employee's corrected employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-time* • *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's corrected pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

❑ Under **Original Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the **Pay Unit** field is set to *Hourly*. Type the employee's originally submitted hourly pay rate.
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*
Employment Type	Click ⌄ to select the employee's originally submitted employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-time* • *S - Substitute*
Pay Unit/Salary Flag	Click ⌄ to select whether the employee's originally submitted pay is salary or hourly. If *Hourly* is selected, the **Hrly Pay Rate** field is required.

❑ Under **New Contract**:

Employment Start Date	Type the employee's corrected most recent employment start date in the MM-DD-YYYYformat.
Contract Begin Date	Type the corrected date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the corrected date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to select a corrected response to indicate if social security is paid by the reporting entity. • *Y - Yes* • *M - Medicare Only* • *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

❑ Under **Original Contract**:

Employment Start Date	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ⌄ to select the originally submitted response to indicate if social security is paid by the reporting entity. • *Y - Yes* • *M - Medicare Only* • *N - No*
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

❑ Under **Adjustment**:

Reason Code	Click ⌄ to select the reason for the adjustment. *A - End/Add Contract/Position Record* - If selected, all **New Position** and **Contract** fields that are required on the ED40 are required. If the **FTE Hours** and **Hourly Pay Rate** fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the **Pay Units/Salary Flag**. • D - Delete • E - Edit • N - End Contract/Position Record

ED90 Termination record details.

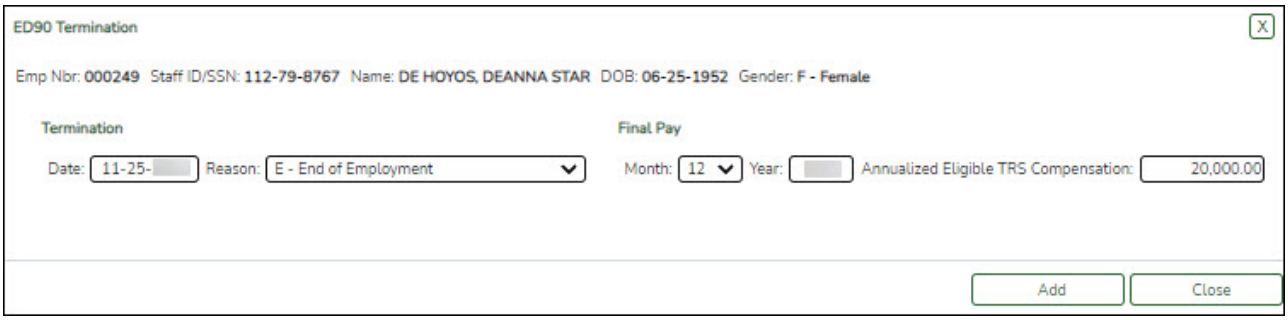
The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds

and other retirements.

The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary or a previously reported salary adjustment.

The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the originally reported month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **Termination**:

Date	Type the employee's last date of employment in the MMDDYYYY format.
Reason	Click ⌄ to select the reason code for the employee's termination. • *D - Death* • *E - End of Employment*

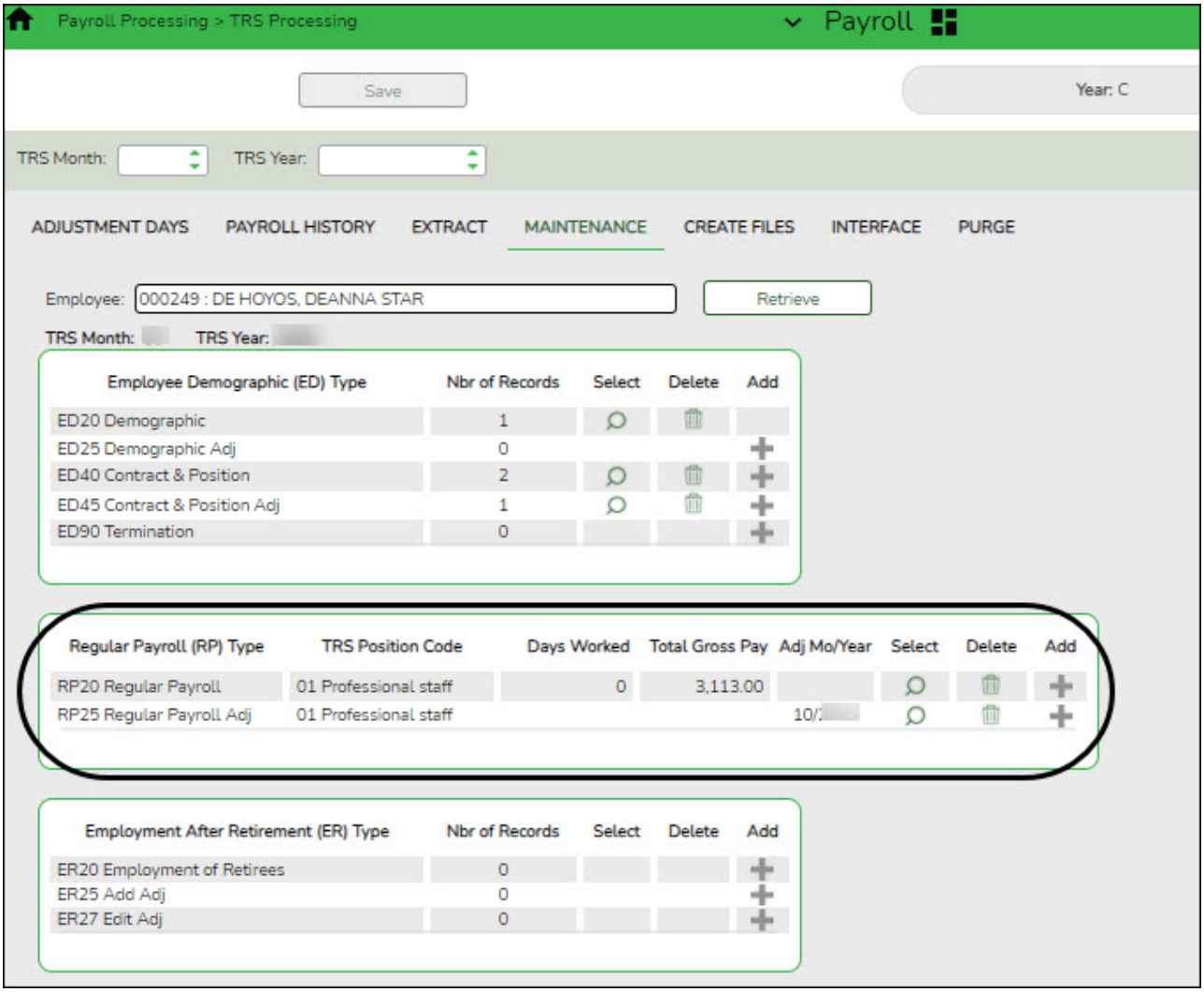
❑ Under **Final Pay**:

Month	Click ⌄ to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
Year	Type the reporting year in the YYYY format for the reporting year after which no further deposits or adjustments for this employee will be submitted to TRS.
Annualized Eligible TRS Compensation	Type the amount of eligible compensation that an employee would have earned in the school year. This is a required field if the **Reason** field is set to *D - Death*. If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.

RP Records

Under **Regular Payroll (RP) Type**, a list of RP records is displayed with the **TRS Position Code**, **Days Worked**, **Total Gross Pay**, and **Adj Mo/Year**.

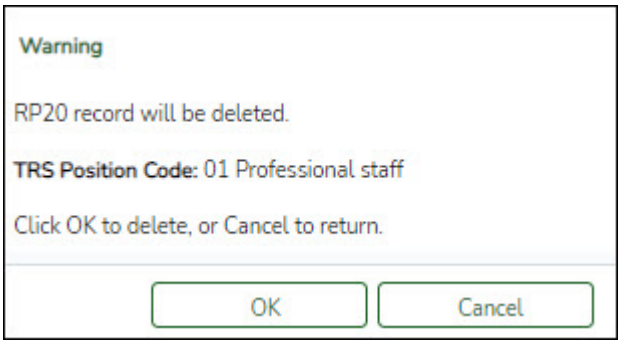
Modify a RP record.



❑ Click 🔍 to view the record details. The corresponding maintenance pop-up window is displayed with the record details.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

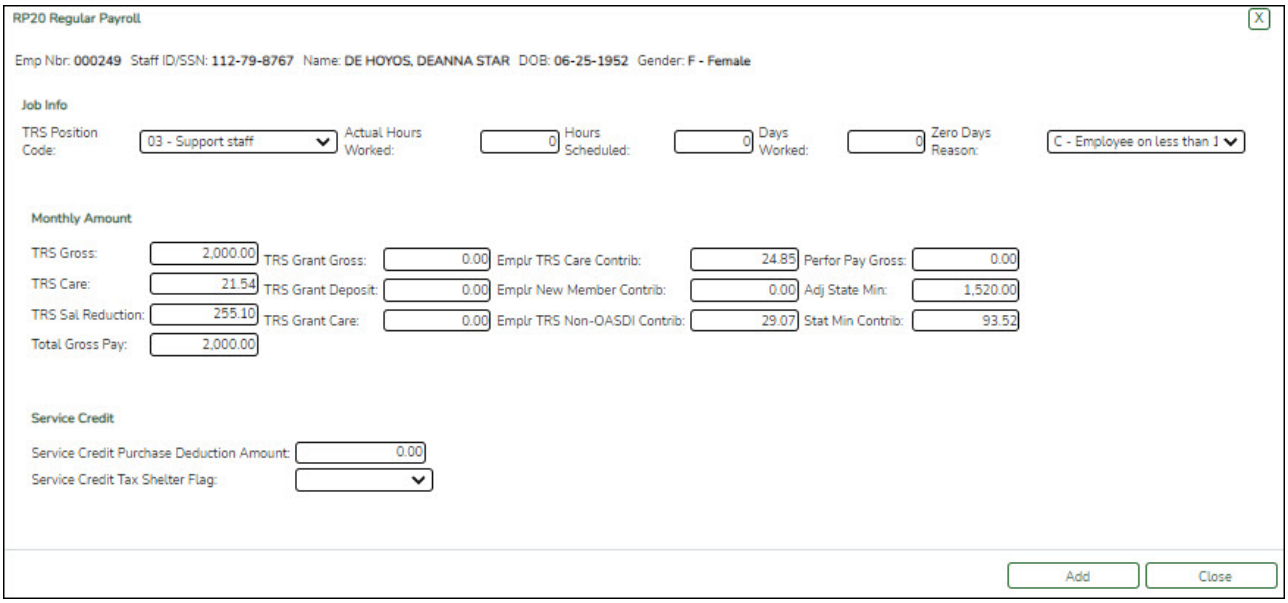
❑ Click 🗑 to delete a record. A warning message informing you that the selected record type will be deleted is displayed.



- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add a RP record.

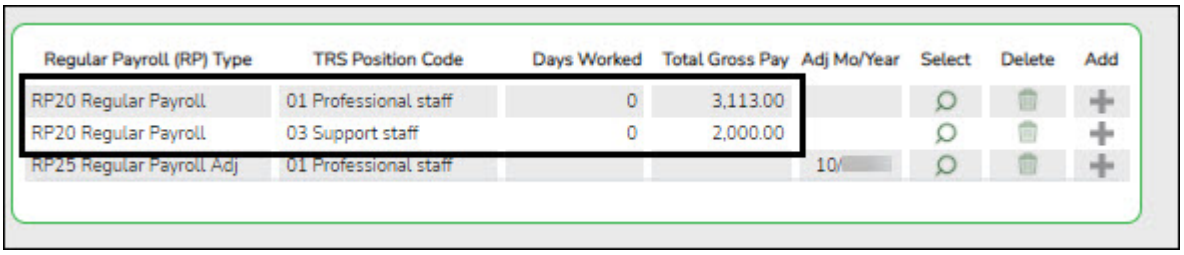
❑ Click ✚ to add a record. The corresponding maintenance pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record.



When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

❑ Click **Close** to close the pop-up window.

If an RP record is added with a different TRS position code, a separate row is added to the grid.



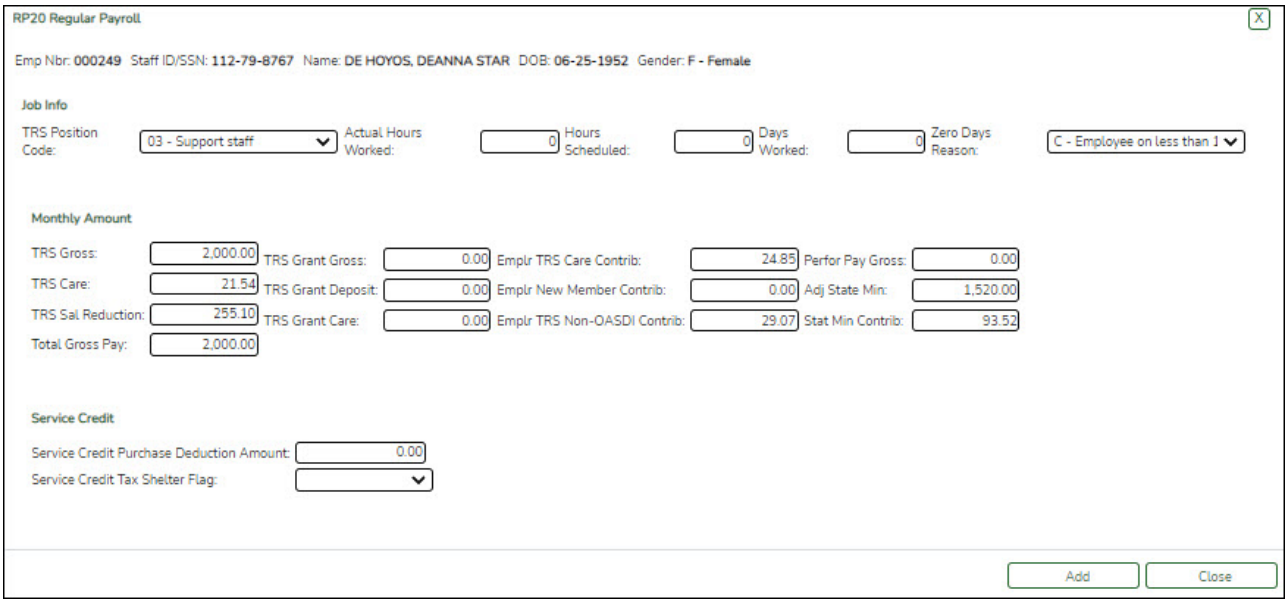
Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				
RP20 Regular Payroll	03 Support staff	0	2,000.00				
RP25 Regular Payroll Adj	01 Professional staff			10/			

RP20 Regular Payroll record details.

The RP20 record is used to report TRS-eligible and non TRS-eligible employees' compensation and contribution information. Multiple RP20 records should be submitted for an employee with multiple jobs; one RP20 for each TRS position code. If the various jobs fall within the same position code, only one RP20 record should be submitted per TRS position code.

Per TRS, when reporting employees in non TRS-eligible positions, the only compensation data to be reported is the total gross compensation, no contribution data should be reported. The only exception is that employees in non-eligible positions may purchase Special Service through payroll deduction. Therefore, service credit purchase deduction may be reported for these employees. In addition, the hours worked/scheduled and days worked data must be reported for ALL employees.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **Job Info**:

TRS Position Code	Click ⌄ to select the applicable TRS member 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*
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.

Hours Scheduled	Type the number of hours that the employee is scheduled per week. 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 the employee's actual hours are not tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *F - Final Pay/Terminated* • *L - Leave Without Pay*

❑ Under **Monthly Amount**:

TRS Gross	Type the amount of regular TRS-eligible compensation reported for the employee in the current month. Do not include performance pay.
TRS Grant Gross	Type the amount of eligible compensation for the reporting period, if any, paid from Federal funds or private grants.
Emplr TRS Care Contrib	Type the reporting entity's contribution to TRS Care based on eligible compensation reported for the current month.
Perfor Pay Gross	Type the amount of performance pay reported for the employee in the current month.
TRS Care	Type the employee's member contribution to TRS-Care based on regular eligible compensation reported for the current month.
TRS Grant Deposit	Type the state matching contribution amount based on eligible compensation paid from Federal funds or private grants.
Emplr New Member Contrib	Type the state matching contribution on eligible compensation paid to a new TRS member during the first 90 days.
State Min	Type the amount of current state minimum eligible compensation.
TRS Sal Reduction	Type the amount of regular monthly member retirement contribution reported for the employee in the current month.
TRS Grant Care	Type the state TRS-Care matching contribution amount based on eligible compensation paid from a Federal fund or private grant.
Emplr TRS Non-OASDI Contrib	Type the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees. **State Min** x 0.015 = **Public Education Employer Contribution (EC)** (*Previously known as the TRS Non-OASDI Contribution*)
Stat Min Contrib	Type the state's matching contribution on the amount of eligible compensation paid above the state minimum eligible compensation.
Total Gross Pay	Type the employee's total gross compensation amount.

❑ Under **Service Credit**:

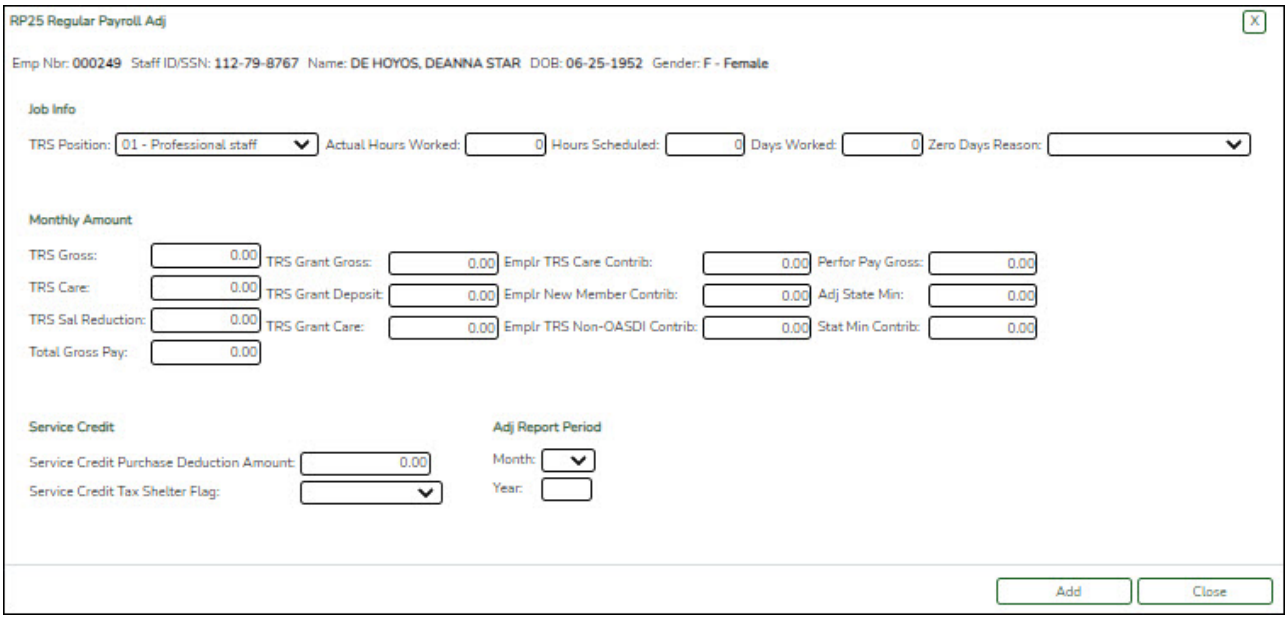
Service Credit Purchase Deduction Amount	Type the monthly installment payment from a member who is purchasing service credit.

Service Credit Tax Shelter Flag	Click ⌄ to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. • *A - After tax* • *B - Before tax*

RP25 Regular Payroll Adjustment record details.

The RP25 record is used to report adjustments to an employee's previously reported compensation and contribution information. RP25 Payroll Adjustment records can be used to correct an incorrectly submitted RP20 or to add a detail record omitted from a previous report. This is a net difference transaction.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



❑ Under **Job Info**:

TRS Position Code	Click ⌄ to select the applicable TRS member 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*
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.

Hours Scheduled	Type the number of hours that the employee is scheduled per week. 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 the employee's actual hours are not tracked.
Days Worked	Type the net difference between the originally reported number of days and the correct number of days in the reporting period month.
Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. • *A - Accrued Pay/Not Terminated* • *C - Employee on less than 12 month pay schedule/Not Terminated* • *D - Delete* • *F - Final Pay/Terminated* • *L - Leave Without Pay*

❑ Under **Monthly Amount**:

TRS Gross	Type the net difference between the originally reported amount and the correct amount of regular eligible compensation, Do not include performance pay.
TRS Grant Gross	Type the net difference between the originally reported amount and the correct amount of eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Care Contrib	Type the net difference between the originally reported amount and the correct amount of the reporting entity's contribution to TRS Care based on eligible compensation reported for the adjustment month.
Perfor Pay Gross	Type the net difference between the originally reported amount and the correct amount of performance pay.
TRS Care	Type the net difference between the originally reported amount and the correct amount of the member's contribution to TRS Care based on regular eligible compensation reported for the adjustment month.
TRS Grant Deposit	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr New Member Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution on eligible compensation paid to a new TRS member during the first 90 days of employment.
State Min	Type the net difference between the originally reported amount and the correct amount of the state minimum compensation for the adjustment month.
TRS Sal Reduction	Type the net difference between the originally reported amount and the correct amount of the regular monthly member retirement contribution reported.
TRS Grant Care	Type the net difference between the originally reported amount and the correct amount of the state TRS Care matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Non-OASDI Contrib	Type the net difference between the originally reported amount and the correct amount of the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees.

Stat Min Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution for eligible compensation paid above the state minimum.
Total Gross Pay	Type the net difference between the originally reported amount and the correct amount of total gross compensation.

❑ Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the net difference between the originally reported amount and the correct amount of the monthly installment payment of the member's service credit purchase.
Service Credit Tax Shelter Flag	Click ⌄ to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. • *A - After tax* • *B - Before tax*

❑ Under **Adj Report Period**:

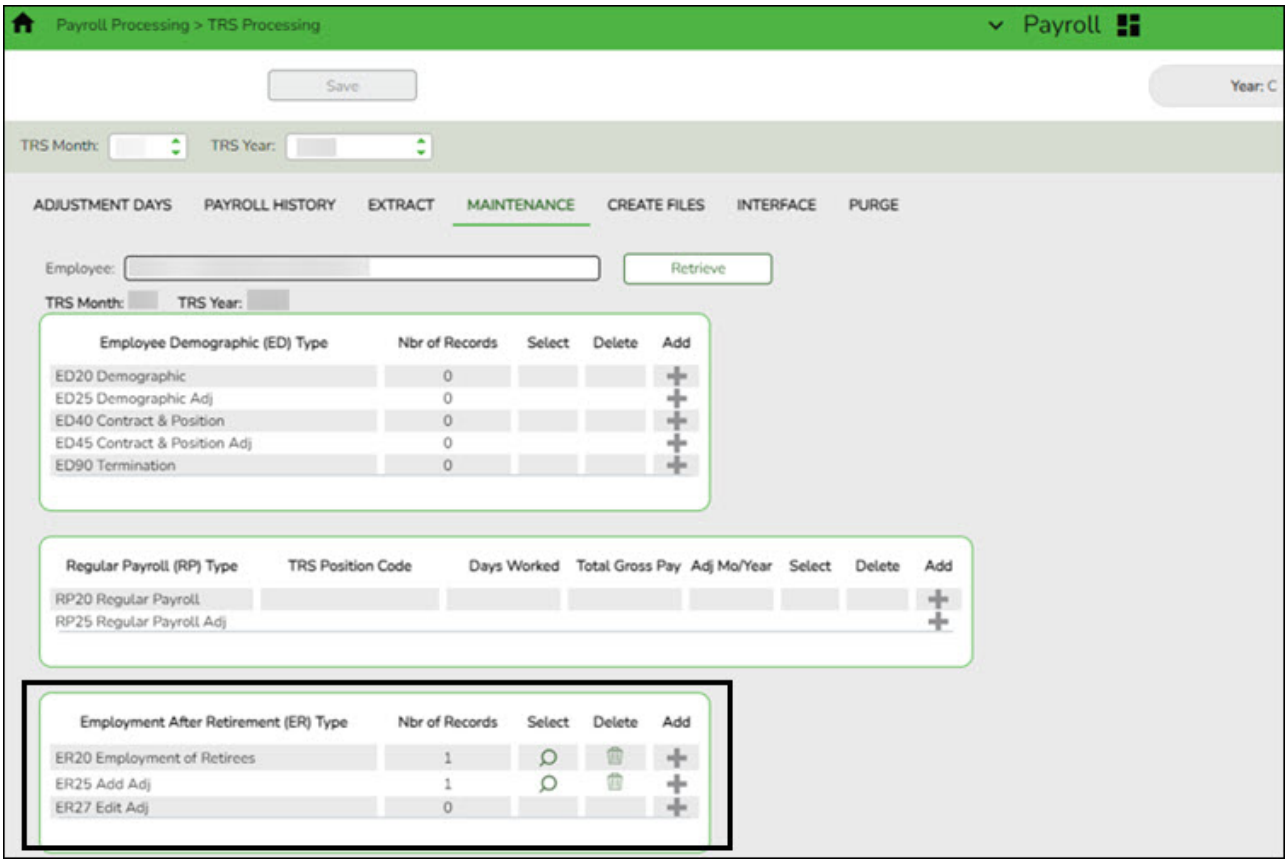
Month	Click ⌄ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.

ER Records

Under **Employment After Retirement (ER) Type**, a list of ER record types with the number of existing records (**Nbr of Records**) is displayed. The ER table functions the same as the ED table.

Modify an ER record.

The record count is displayed under **Nbr of Records**. The + button is not displayed if there are existing records for the ER20, ER25, and ER27.

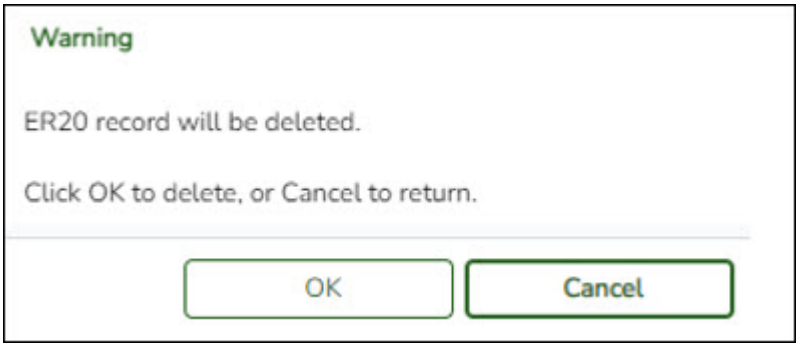


❑ Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

❑ Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

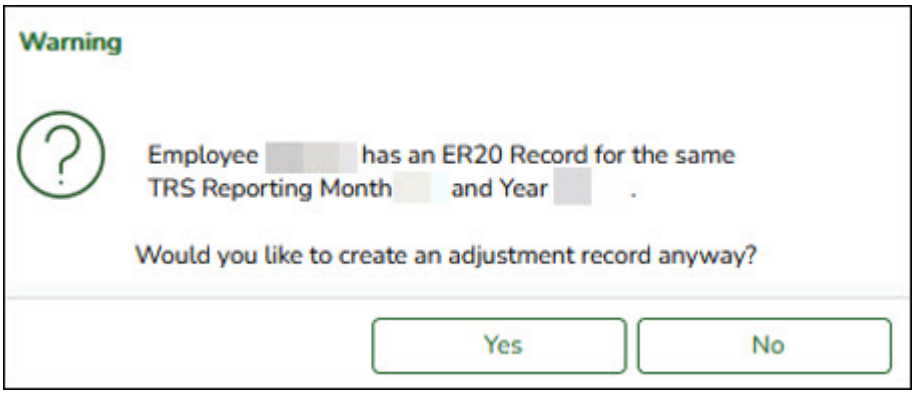


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add an ER record.

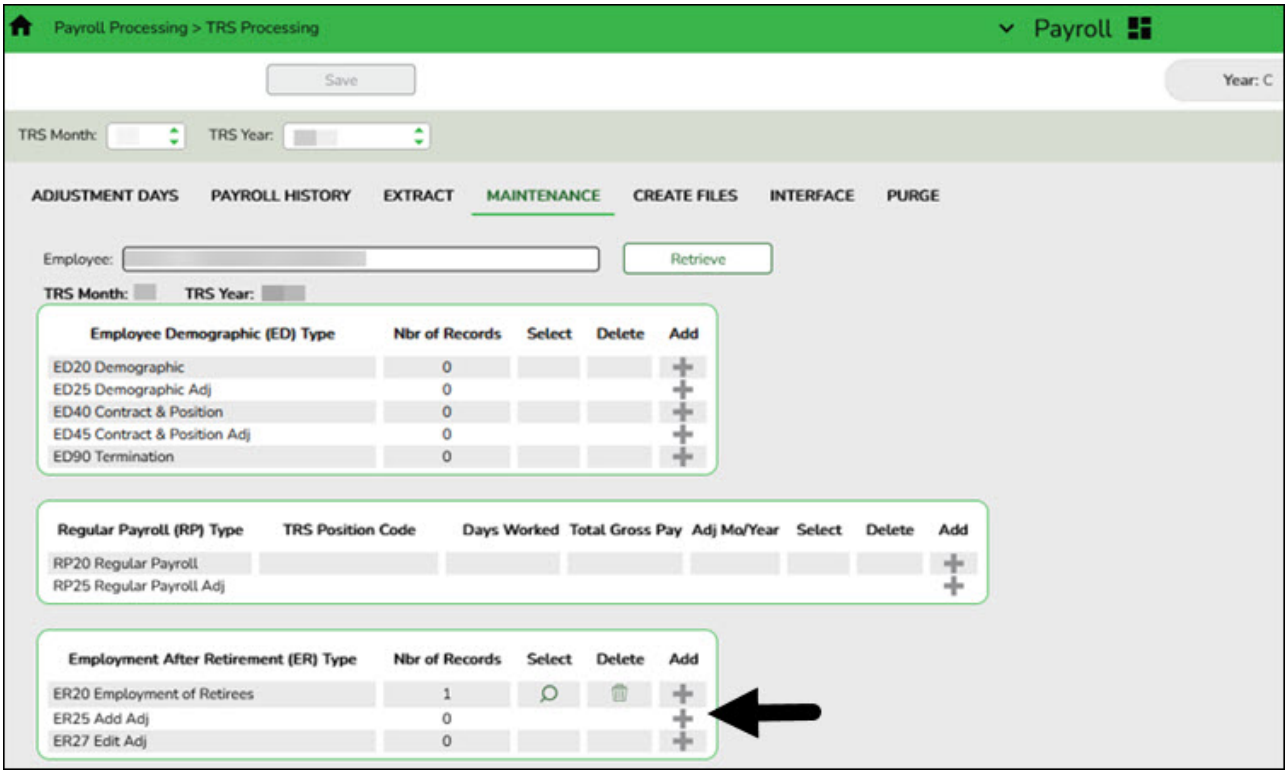
❑ Click to add a record. If ER25 or ER27 is selected and the employee already has an ER20

record, the following warning message is displayed.

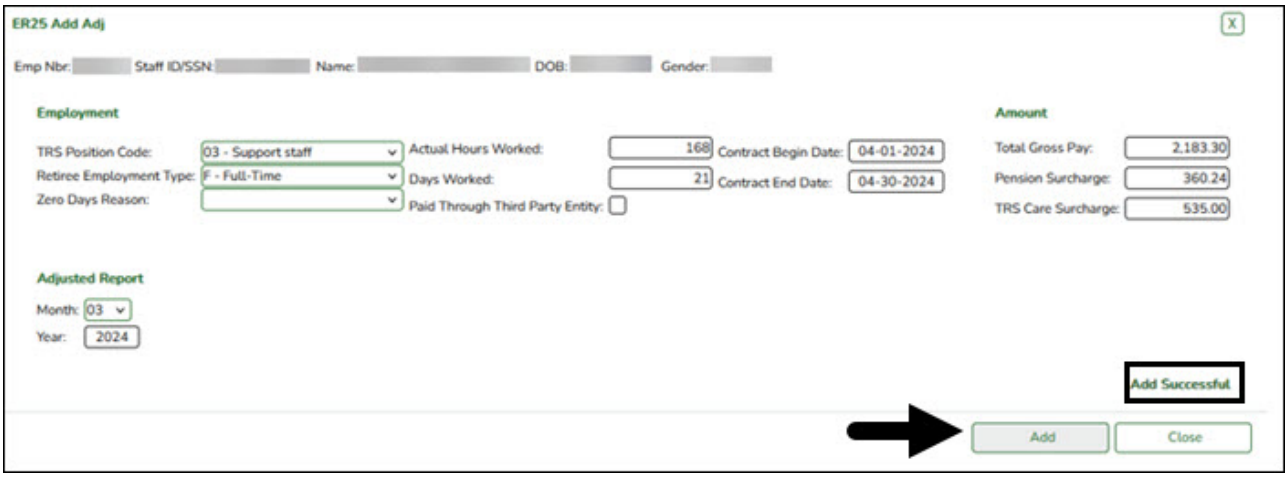


- Click **Yes** to proceed.
- Click **No** to cancel.

If you click **Yes**, a pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

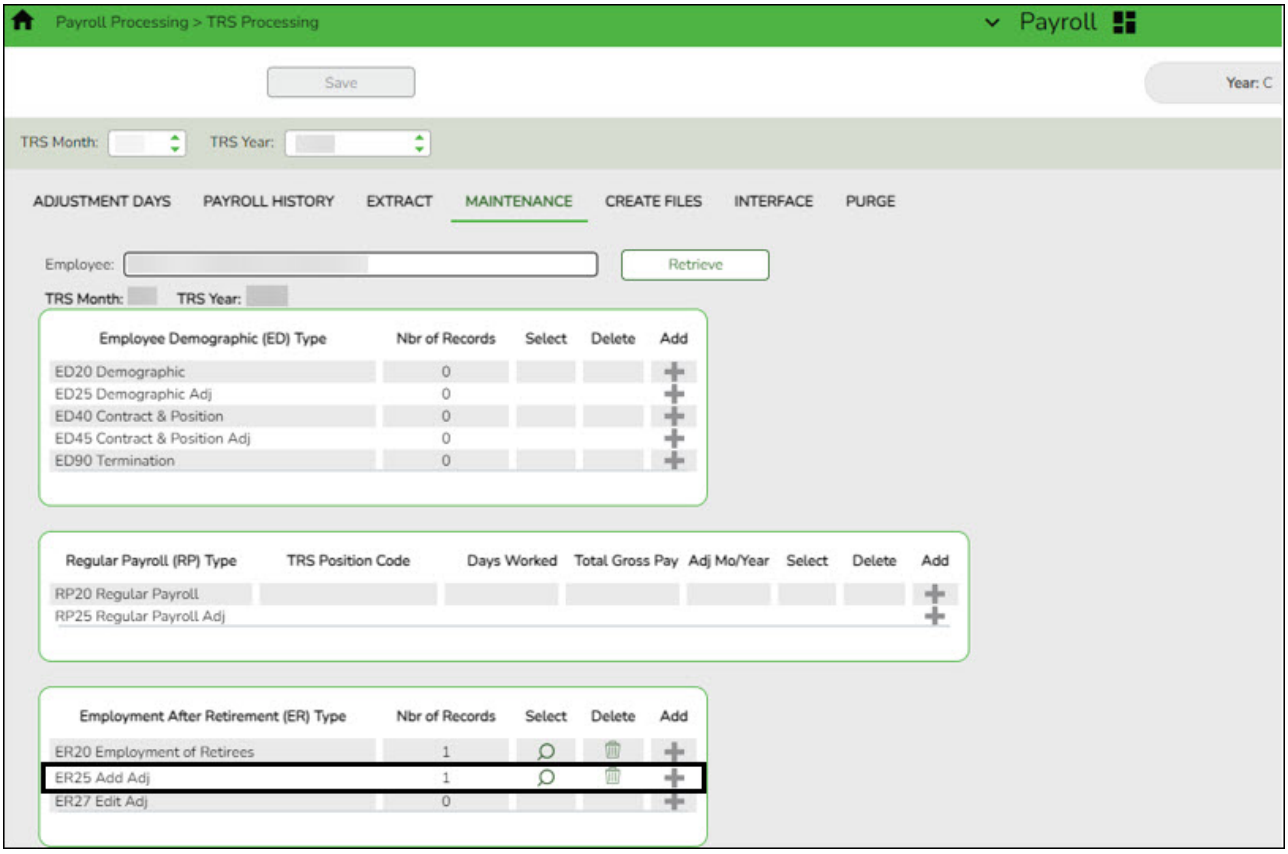


When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.



❑ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.



ER20 Employment of Retirees record details.

ER20 Employment of Retirees

The ER20 record is used to report employment information for retirees, regardless of retirement date or retirement type.

ER20 records are extracted per Primary Job and per Retiree Exception, the Retiree Exception will be the Retiree Employment Type if selected.

- 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.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

❑ Under **Employment**:

TRS Position Code	Click ⌄ to select the applicable TRS member 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 the 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 MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY 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**.

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**.

ER25 Employment of Retirees Add Adjustment record details.

ER25 Add Adj

The ER25 record is used to report an adjustment that adds a record to a previously reported Employment After Retirement report.

Under **Employment**:

TRS Position Code	Click to select the employee's new 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* • *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 the 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 MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY 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.

ER27 Employment of Retirees Edit Adjustment record details.

ER27 Edit Adj

The ER27 record is used to report an adjustment (i.e., edit or deletion of a record) to a previously reported record on an Employment After Retirement report.

The ER27 is used to edit a previously submitted and TRS-accepted ER20 or ER25 record. If one or more of the following fields is adjusted, a net difference transaction must be reported:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Additionally, the ER27 is used to delete a previously submitted and TRS-accepted ER20 or ER25 record. When deleting a record that was previously reported in error, all of the following data must net to zero:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**

- **Pension Surcharge**
- **TRS-Care Surcharge**

Under **New Employment**:

TRS Position Code	Click ⌄ to select the employee's new 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* • *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* • *D - Delete* • *F - Final Pay/Terminated* • *L - Leave Without Pay*
Actual Hours Worked	Type the net difference between the originally reported amount and the correct amount of actual number of hours that the retiree 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 net difference between the originally reported amount and the correct amount of days that the retiree worked in the 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 new date that the contract began in the MMDDYYYY format.
Contract End Date	Type the new date that the contract ends in the MMDDYYYY format.

Under **Original Employment**:

TRS Position Code	Click ⌄ to select the employee's original reported 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* • *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*
Contract Begin Date	Type the originally reported date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally reported date that the contract ends in the MM-DD-YYYY format.
Paid Through Third Party Entity	Select to indicate the originally reported selection of whether the retiree works for a third party entity and not the local education agency (LEA).

Under **Amount**:

Total Gross Pay	Type the net difference between the originally reported amount and the correct total gross compensation amount.
Pension Surcharge	Type the net difference between the amount originally reported and the correct amount of pension surcharge due, if any.
TRS Care Surcharge	Type the net difference between the amount originally reported and the correct amount of TRS Care surcharge due, 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.
Reason Code	Click ⌄ to select the reason for adjusting the record. • *D - Delete a previously reported ER20/25 record* • *E - Edit a previously reported ER20/25 record*

5. Create submission files.

Payroll > Payroll Processing > TRS Processing > Create Files

This tab is used to create the Employee Data (ED), Regular Payroll (RP), and Employment of

Retirees (ER) submission files for TRS reporting. These submission files can be electronically submitted to TRS.

The **Employee Data (ED)** submission file contains basic employee enrollment information. The ED file is submitted at the beginning of a new school year for all employees and each month for new employees.

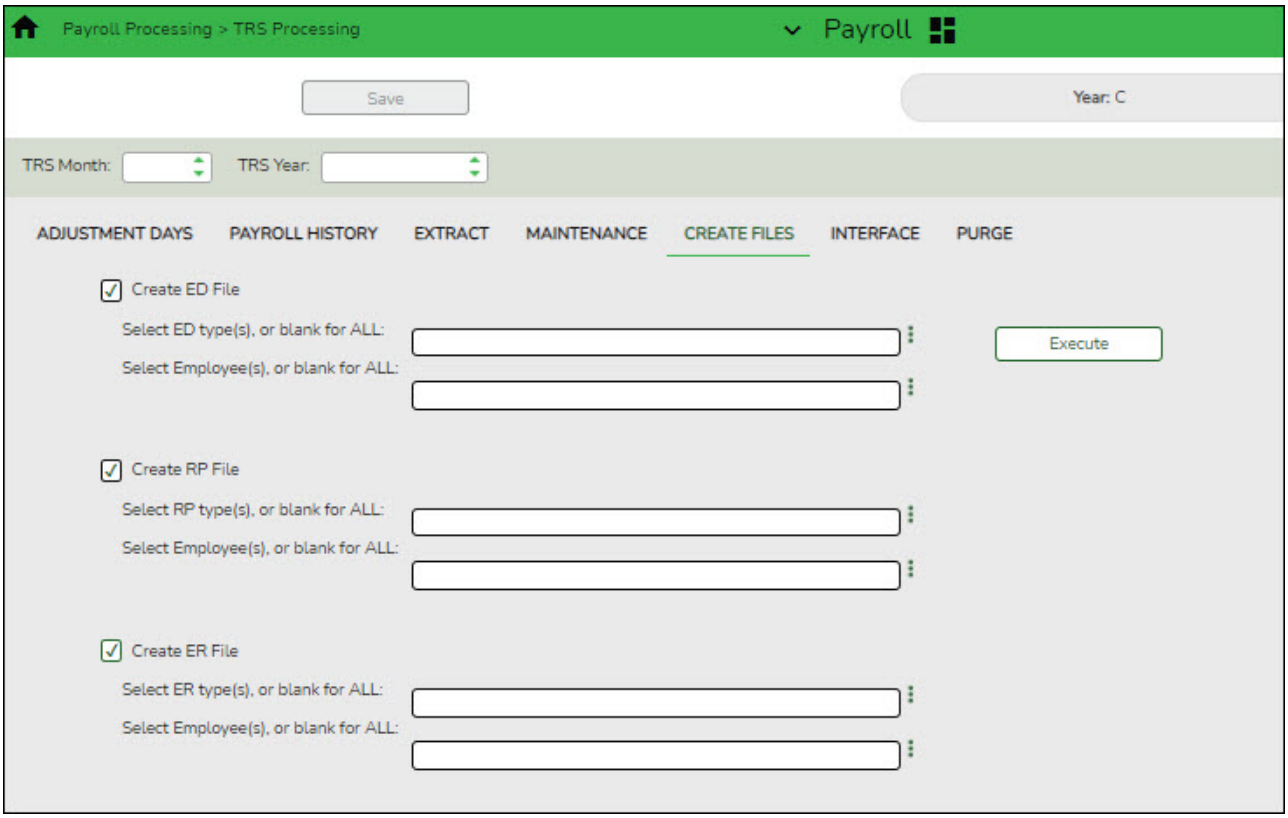
The **Regular Payroll (RP)** submission file provides a payroll contribution detail report for each employee on a monthly basis. The RP file is submitted after the last payroll of the month.

The **Employment of Retirees (ER)** submission file reports employment information for retirees, regardless of retirement date or retirement type. The ER file is submitted once a month for retired members.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

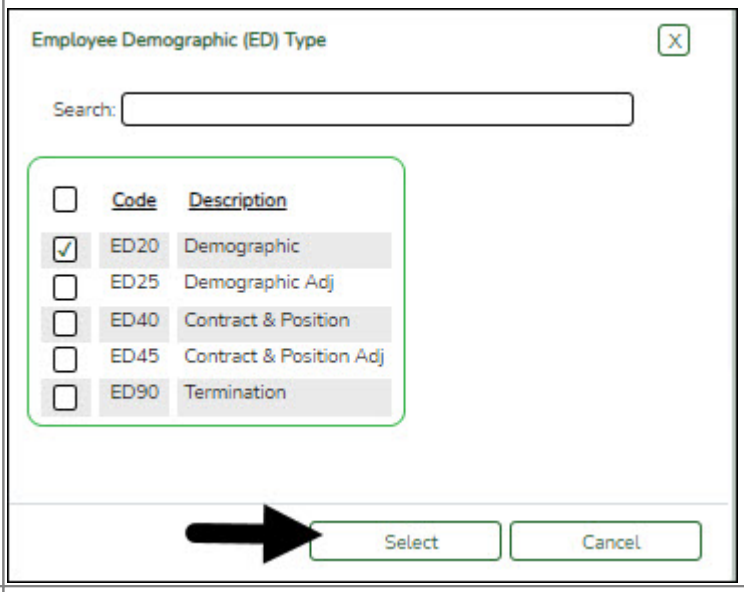
Create a file:

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click to select the TRS reporting year. This is a required field.

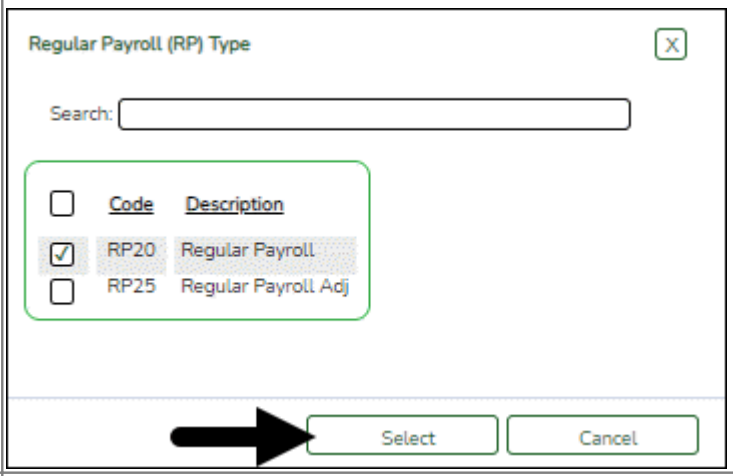


❑ Select the file type(s) (**ED**, **RP**, **ER**) to be created. At least one file type must be selected.

❑ Create ED File

Select ED type(s), or blank for ALL	Click ⋮ to display the Employee Demographic (ED) pop-up window. In the **Search** field, type the record type to narrow the selection. Select the ED record type(s) to be included. • **ED20 Demographic** • **ED25 Demographic Adj** • **ED40 Contract & Position** • **ED45 Contract & Position Adj** • **ED90 Termination** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all ED record types. 
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

❑ Create RP File

Select RP type(s), or blank for ALL	Click ⋮ to display the Regular Payroll (RP) pop-up window. In the **Search** field, type the record type to narrow the selection. Select the RP record type(s) to be included. • **RP20 Regular Payroll** • **RP25 Regular Payroll Adj** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all RP record types. 
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

❑ Create ER File

Select ER type(s), or blank for ALL	Click ⋮ to open the Employment After Retirement pop-up window. Select the ER record type(s) to be included In the **Search** field, type the record type to narrow the selection. Select the ER record type(s) to be included. • **ER20 Employment of Retirees** • **ER25 Add Adj** • **ER27 Edit Adj** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all ER record types.
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

❑ 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) are created for each selected file type.

Review the report.

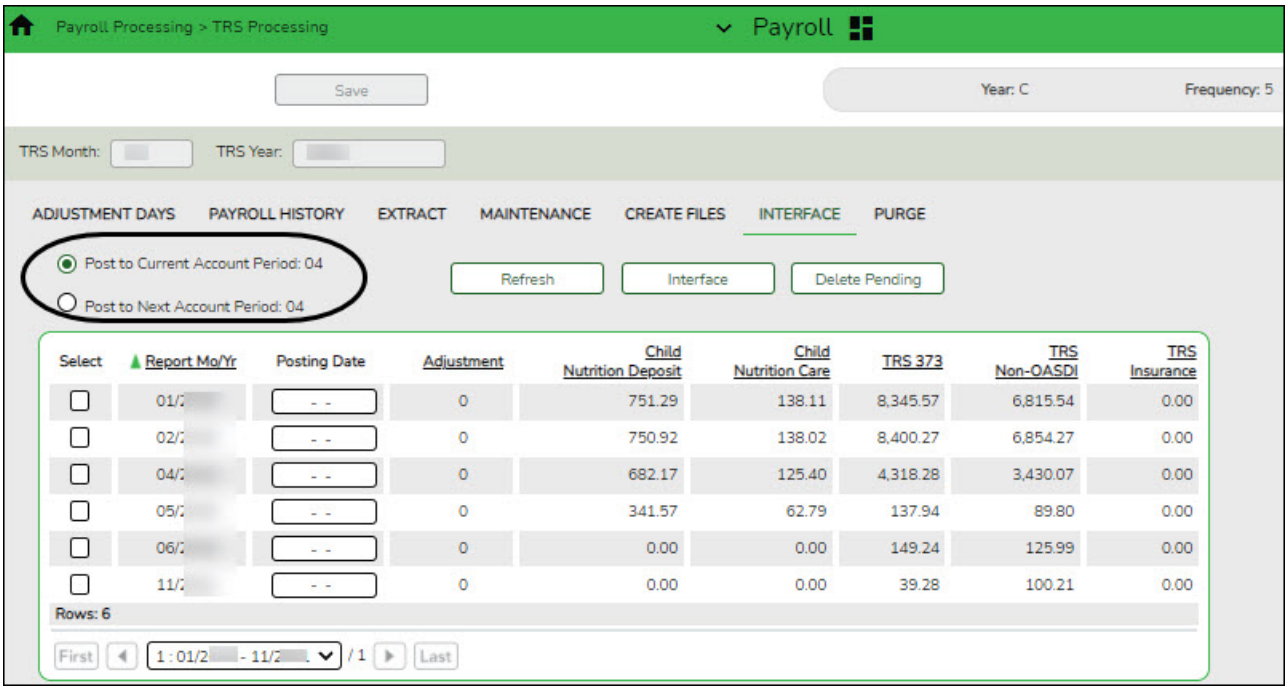
6. Interface to Finance.

Payroll > Payroll Processing > TRS Processing > Interface

This tab provides a list of journal vouchers that have not been interfaced to Finance. The journal vouchers listed can be interfaced to the current or next accounting period in Finance. In addition, you can delete journal vouchers that have not been interfaced to Finance.

Interface to Finance:

The **TRS Month** and **TRS Year** fields are disabled on this tab.



❑ Select one of the following posting options:

- **Post to Current Account Period: XX**
- **Post to Next Account Period: XX**

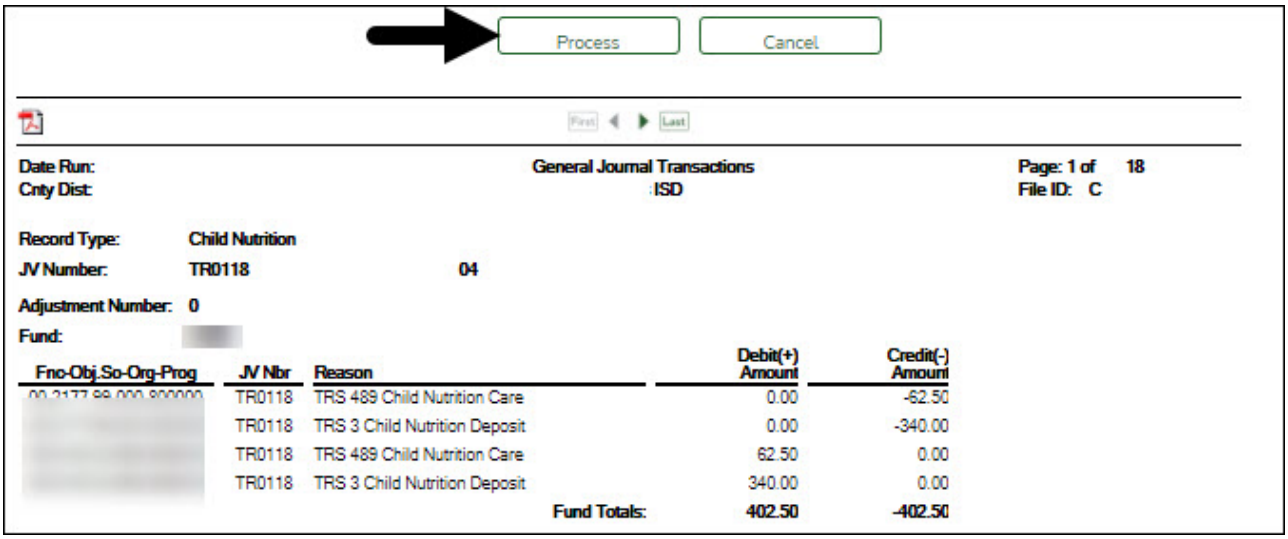
If applicable, you can post to the next accounting period if the current accounting period is closed.

A list of unposted journal vouchers is displayed.

❑ Select the transactions to be interfaced.

Field	Description
Report Mo/Yr	The TRS reporting month and year are displayed.
Posting Date	Type the posting date or select a date from the calendar to be used when interfacing the JV to Finance.
JV Number	The six-character JV number is displayed.
Adjustment	This field displays the number of times the extract is processed when using the **Insert New Records** extract option prior to performing an interface.
Child Nutrition Deposit	This field displays the calculated child nutrition deposit amount based on the processed extract.
Child Nutrition Care	This field displays the calculated child nutrition care amount based on the processed extract.
TRS 373	This field displays the calculated TRS373 amount.
TRS Non-OASDI	This field displays the calculated Non-OASDI amount.
TRS Insurance	This field displays the employer contribution amount. Additionally, this field creates the journal for the entries and interfaces to Finance when the TRS insurance amount is greater than zero.

❑ Click **Interface**. The General Journal Transactions and Fund Transfer preview reports are displayed. Review the report.



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

❑ Click **Cancel** to cancel the interface and close the report window.

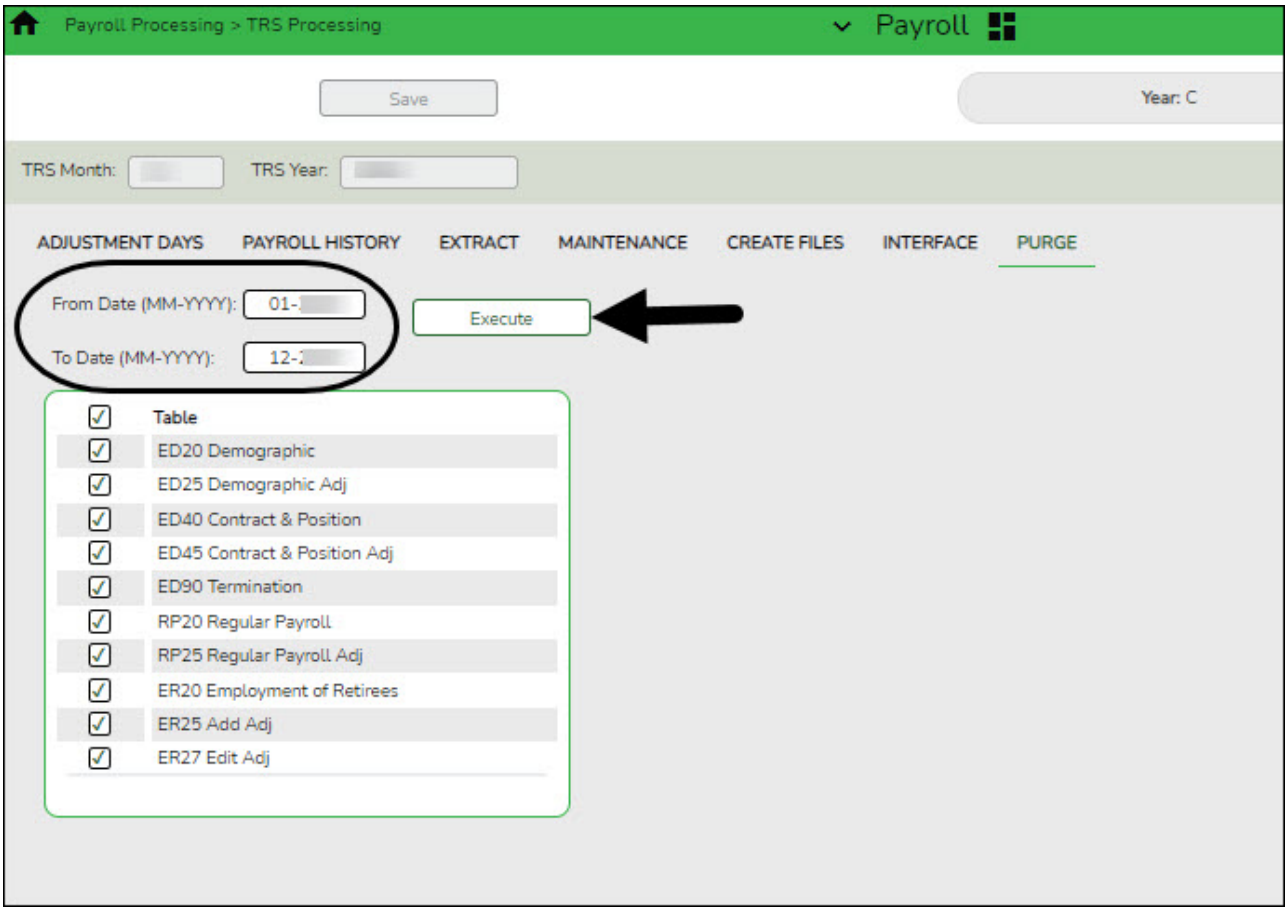
7. Purge files.

Payroll > Payroll Processing > TRS Processing > Purge

This tab is used to purge (delete) data from TRS reporting tables.

Purge data:

The **TRS Month** and **TRS Year** fields are disabled on this tab.



Field	Description
From Date (MM-YYYY)	Type the beginning month and year in the MM-YYYY format of the TEAM tables to be purged.
To Date (MM-YYYY)	Type the ending month and year in the MM-YYYY format of the TEAM tables to be purged.

Notes:

- If a date is not entered in both the **From Date (MM-YYYY)** and the **To Date (MM-YYYY)** fields, then all of the selected records are purged for all months that are currently in the system.
- If a date is entered in the **From Date (MM-YYYY)** field but not in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the entered month through the current month.
- If a date is not entered in the **From Date (MM-YYYY)** field but is entered in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the beginning month in the system through the entered date.
- If a date is entered in both the **From Date (MM-YYYY)** and **To Date (MM-YYYY)** fields, then all of the selected records are purged for all the months within the date range.

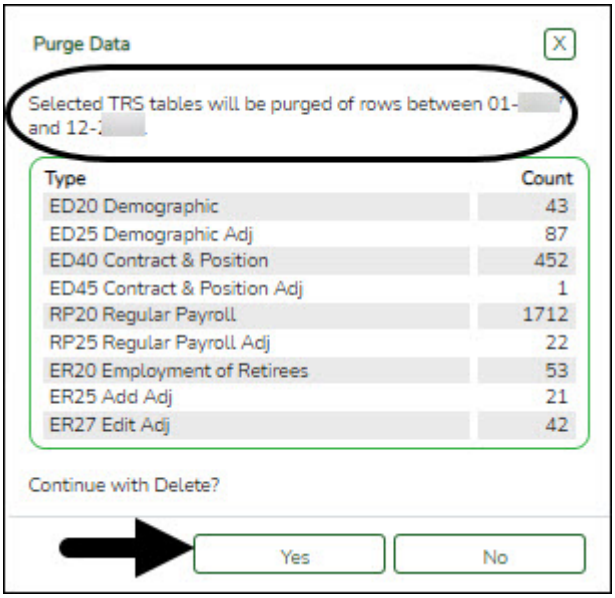
The following list of TRS tables is displayed.

- **ED20 Demographic**
- **ED25 Demographic Adj**
- **ED40 Contract & Position**

- **ED45 Contract & Position Adj**
- **ED90 Termination**
- **RP20 Regular Payroll**
- **RP25 Regular Payroll Adj**
- **ER20 Employment of Retirees**
- **ER25 Add Adj**
- **ER27 Edit Adj**

❑ Select the tables that you want to purge. You can select individual tables (check boxes) or select the top check box to select all tables (check boxes).

❑ Click **Execute**. The Purge Data pop-up window opens with a list of the selected tables and the number of records to be purged.



- Click **Yes** to purge the selected data. A message is displayed indicating that the delete was successful.
- Click **No** to cancel the purge process and return to the Purge tab.

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Back Cover