



# **ASCENDER - TRS and Summer School Payments Process**



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**Created:** 05/15/2020

**Reviewed:** 05/01/2023

**Revised:** 05/01/2023

The purpose of this document is to guide you through the necessary steps to process summer school payments.

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



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

## Before You Begin

[Before you begin.](#)

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

[Background information:](#)

Summer school payments apply to ANY work that is performed in the summer outside of the employee's normal contract/work agreement and is not subject to the Statutory Minimum.

The RE Portal only accepts summer school payments for reporting periods May - October with contract dates from May 15 - August 31.

Summer school payments should be reported under TRS position code 09 for any employee whose regular school year position is subject to the Statutory Minimum and is also working summer school or is contracted to work outside of their normal contract/work agreement. Examples include:

- A summer school administrator
- A coach holding a sports camp
- A teacher writing curriculum during the summer - Even though the teacher is not teaching summer school, if the additional duties are outside of their regular job requirements (meaning wholly separate), then the compensation should be reported under TRS position code 09 since it

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is outside of the regular Statutory Minimum job.

If an employee's regular school year job is not subject to the Statutory Minimum, then do not use TRS position code 09. The additional work should be reported under the employee's normal position code. Examples include:

- A Summer School Aide - TRS position code 03
- A Summer School Bus Driver - TRS position code 04

**Note:** Since charter schools were not subject to the Statutory Minimum until September 1, 2019, be sure to report your Summer School Payments using the recommendations in this document.

### [Security permission.](#)

Before you begin this process, be sure that you have the appropriate security permission to view the [Payroll > Maintenance > Summer School Contracts](#) page.

The page must be enabled for your role/user profile in Security Administration. If you do not have permission to view the Summer School Contracts page, it is disabled in the Maintenance menu as shown below:

If you have access to manage security permissions, navigate to the Security Administration application.

### [Security Administration > Create/Edit Roles](#)

From the Manage Roles page, type your assigned role name in the **Search Roles** field. As you type a role name, the existing roles that match what you have typed are displayed under **Select a Role**. Select the role that you want to edit and click **Edit Role**.

You will see that the Summer School Contracts page is not selected, which is the reason that it is disabled in Payroll.

Select the checkbox for the Summer School Contracts page.

Click **Save**. Log out of Security Administration and log back into the Payroll application. The Summer School Contracts page should be enabled.

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## TRS and Summer School Payments Process

### 1. [Identify summer school employees.](#)

Identify those employees who will be performing additional duties outside of their normal contract/work agreements during the summer.

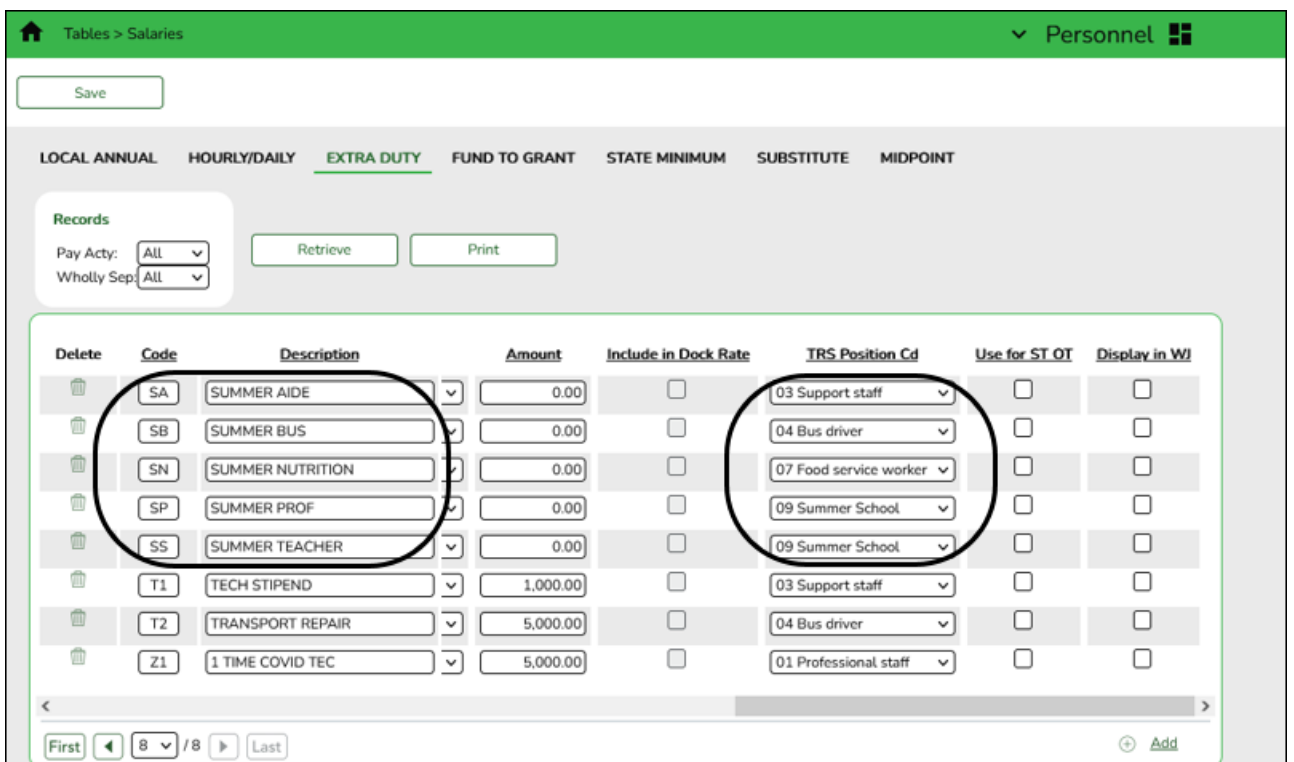
You will need the following details in order to correctly report summer school employees to TRS:

- o Employee name
- o TRS position code in which the employee will be performing summer duties.
- o Employee contract dates - The **Begin Date** and **End Date** of the employee's summer work assignment.
- o The hourly/salary amount that will be paid to the employee.

2. Create extra duty codes for summer school assignments.

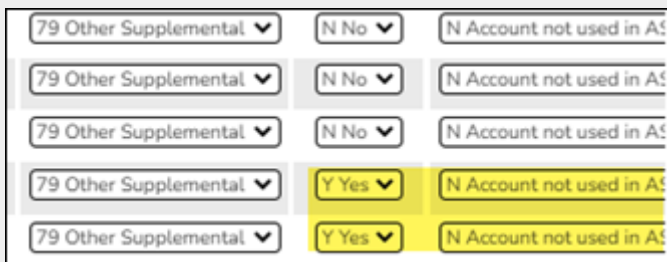
Personnel > Tables > Salaries > Extra Duty

Create an extra duty code for each TRS position code that will be used to pay additional summer school duties.



**Note:** The following should be selected on all extra duty codes with TRS position code 09 - Summer School:

- o Under **Wholly Separate**, select *Y Yes*.
- o Under **Exp 373**, select *N Account not used in ASB distr.*



3. Create a summer school calendar.

Personnel > Tables > Workday Calendars > School Calendar

Create a summer school calendar with your LEA's summer school begin and end dates. The calendar dates must be between May 15 - August 31.

[SCHOOL CALENDAR](#)    [COPY SCHOOL CALENDAR](#)    [DELETE SCHOOL CALENDAR](#)

Frequency	Calendar Code	Calendar Description	Actual Workdays	
<input type="radio"/>	6	02	192 DAYS	192
<input type="radio"/>	6	03	197 DAYS	197
<input type="radio"/>	6	05	202 DAYS	202
<input type="radio"/>	6	07	207 DAYS	207
<input type="radio"/>	6	09	187 DAYS	187
<input type="radio"/>	6	10	216 DAYS	216
<input type="radio"/>	6	11	226 DAYS	226
<input type="radio"/>	6	12	250 DAYS	250
<input type="radio"/>	6	13	177 DAYS	177
<input type="radio"/>	6	14	117 PART TIME LSSP	
<input checked="" type="radio"/>	6	SS	SUMMER SCHOOL	30
<input type="radio"/>	6	TR	TRS CALENDAR	250
<input type="radio"/>	F	02	192 DAYS	192
<input type="radio"/>	F	03	197 DAYS	197
<input type="radio"/>	F	05	202 DAYS	202
<input type="radio"/>	F	07	207 DAYS	207
<input type="radio"/>	F	09	187 DAYS	187
<input type="radio"/>	F	10	216 DAYS	216
<input type="radio"/>	F	11	226 DAYS	226

Selected Calendar Code: SS SUMMER SCHOOL - Frequency: 6

<p>June 2023</p> <table style="width: 100%; text-align: center;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>July 2023</p> <table style="width: 100%; text-align: center;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>August 2023</p> <table style="width: 100%; text-align: center;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>September 2023</p> <table style="width: 100%; text-align: center;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30														
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**Legend**

- Begin Date
- Begin Date In Service
- Workday
- In Service
- Holiday
- Bad Weather Day
- Weekend
- End Date
- End Date In Service
- Not Applicable
- Undo Selection

**Workdays By Month**

June	15
July	15
August	0
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0

**Day Count**

Workday	30
In Service	0
Holiday	5
Weekend	12
Not Applicable	319
Bad Weather Day	0
<b>Total Days:</b>	<b>366</b>

4. Enter summer school contracts.

Payroll > Maintenance > Summer School Contracts

Enter the summer school contracts for only those employees who will be receiving summer school payments reported under TRS position code 09 and whose regular school year position is subject to the Statutory Minimum.

Maintenance > Summer School Contracts Payroll

Save

Retrieve Delete All Print Directory

Default

Calendar Code:  Begin Date:  End Date:

Delete	Emp Nbr	Name	Calendar Cd	Begin Date	End Date
	000025	ALFORD, ADRIENNE JOHN	SS	06-12-2023	07-28-2023
	000101	AUSTIN, AMBER SUE	SS	06-12-2023	07-28-2023
	000127	BANKS, AMY D	SS	06-12-2023	07-28-2023
	000405	CRAWFORD, CODY A	SS	06-12-2023	07-28-2023
	001840	Fite, Stephen	SS	06-12-2023	07-28-2023
	001837	Fite, Zaria	SS	06-12-2023	07-28-2023
	000578	FLANNERY, EVERETT TANN	SS	06-12-2023	07-28-2023
	000646	GIESE, HEATHER GAY	SS	06-12-2023	07-28-2023
	000665	GOETT, ISABELLA OWEN	SS	06-12-2023	07-28-2023
	000786	HEMSLEY, JESSICA LYNN	SS	06-12-2023	07-28-2023
	000797	HERNANDEZ, JEWEL MICHELLE	SS	06-12-2023	07-28-2023

First < 1 : ALFORD, ADRIENNE JOHN - IDLEMAN, JOSEPHINE CASTRO / 2 > Last Add

## 5. Create/submit ED40 records.

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

Create or submit ED40 records for all employees who are working during the summer and performing duties outside of the normal contract/work agreement.

If you enter employees who are receiving summer payments under TRS position code 09 on the Summer School Contract page, ASCENDER creates the ED40 record for those employees who have a contract begin date (month/year) that is equal to the TRS Reporting month/year.

For employees working under TRS Positions 03, 04, and 07, you need to manually add the ED40 to the TRS Reporting month/year.

**Recommended** - Report the ED40 in the month that the employee begins the summer work. For example, if summer school begins June 1, then you would report the ED40 for the employee on the June TRS report even if you do not pay that employee for the summer work until July.

## 6. Create extra duty transmittals.

[Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties](#)

Enter the summer school payments using the extra duty code set up in your extra duty code table.

**Note:** Do not select the **Expense 373** check box.

## 7. Perform TRS processing.

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

Perform the TRS Processing for each reporting month. Remember that once you extract your TRS for the month, the employees working during the summer will need to have hours and days reported for each month even if they are not receiving pay.

#### Examples:

Examples A and B explain how to report TRS position code 09 if the employee's regular TRS position code is 01, 02, or 05:

**A.** A school teacher begins June 1 and receives summer pay in June. When you extract the June RP, you will see her regular TRS position code 02 teacher compensation and her 09 summer school teacher compensation. You will then enter the Zero days reason A for her 02 position and then enter the hours and days worked for June on her 09 Summer School record. When July is extracted, you will see her regular 02 teacher compensation and her 09 Summer School compensation. Continue this for each reporting month during the summer until you have reported all the additional duty's information to TRS.

**B.** A summer school teacher begins June 1 and does not receive summer pay until July. When you extract the June RP, you will see her regular 02 teacher compensation. You will report Zero days reason A for her 02 position. Also, you will need to add a line to the June RP to report her 09 Summer School assignment and enter hours and days worked for June. When July is extracted, you will see her regular 02 teacher compensation and her 09 Summer School compensation. Again, you will enter the Zero days reason A for her 02 position and then enter the hours and days worked for July on her 09 Summer School record. Continue this for each reporting month during the summer until you have reported all the additional duty's information to TRS.

Examples C and D explain how to report summer school payments for TRS position codes 03, 04, and 07:

**C.** A summer school aide begins June 1 and receives summer pay in June. When you extract the June RP, you will see her regular 03 aide compensation which is combined with her 03 Summer School aide compensation in one record. You will enter the hours and days worked for June on her 03 Aide record. When July is extracted, again you will see her regular 03 Aide compensation and her 03 Summer School aide compensation combined. Enter the hours and days worked for July on her 03 Aide line. Continue this for each reporting month during the summer until you have reported all the additional duty's information to TRS.

**D.** A summer school aide begins June 1 and does not receive summer pay until July. When you extract the June RP, you will see her regular 03 Aide compensation. You will enter hours and days worked for June on her 03 Aide record. When July is extracted, again you will see her regular 03 Aide compensation and her 03 Summer School aide compensation combined into one 03 Aide record. Enter the hours and days worked for July on her 03 Aide record. Continue this for each reporting month during the summer until you have reported all the additional duty's information to TRS.

## 8. [Update service records.](#)

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Service Records](#)

Update the employee service records.

The summer workdays should be added to the employee's service record for any days worked outside of the regular contract/work agreement. This is especially important for any professional employees who may have started late in the year and need these days to reach their 90 days for a creditable year of service.

Maintenance > Staff Demo Personnel

Save

Employee: 000025 : ALFORD, ADRIENNE JOHN Retrieve Directory Print

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete	Details	School Year	Position Held	Service Begin Date
		2023	MHS CTE TEACHER	08-08-2022
		2023	SUMMER SCHOOL	06-16-2023
		2022	MHS CTE TEACHER	08-09-2021
		2021	MHS CTE TEACHER	08-10-2020
		2020	MHS CTE TEACHER	08-12-2019
		2019	MHS CTE TEACHER	08-13-2018
		2018	MHS CTE TEACHER	08-16-2017

Notes:

First 1 / 2 Last Add Rows: 2 of 21

School Year:  Position Held Description:  School Grades Taught:

% Day Employed:  Service Begin Date:  Years Experience:  Full Semester

# of Days Employed:  Service End Date:  District Type:

**State Sick Leave**

State Sick Leave - PY Balance:

State Sick Leave Earned:

State Sick Leave Used:

State Sick Leave - EOY Balance:

**State Personal Leave**

State Personal Leave - PY Balance:

State Personal Leave Earned:

State Personal Leave Used:

State Personal Leave - EOY Balance:



## Back Cover