



(If necessary) Calculate TRS On-Behalf

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Log on to the CYR payroll frequency.

[Human Resources > Reports > TEAM Reports > TRS On-Behalf Payment Journal](#)

Calculate your On-Behalf for the year if you do not post your TRS On-Behalf monthly.

If you do post TRS On-Behalf monthly, verify payrolls are posted for all 12 months.

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

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

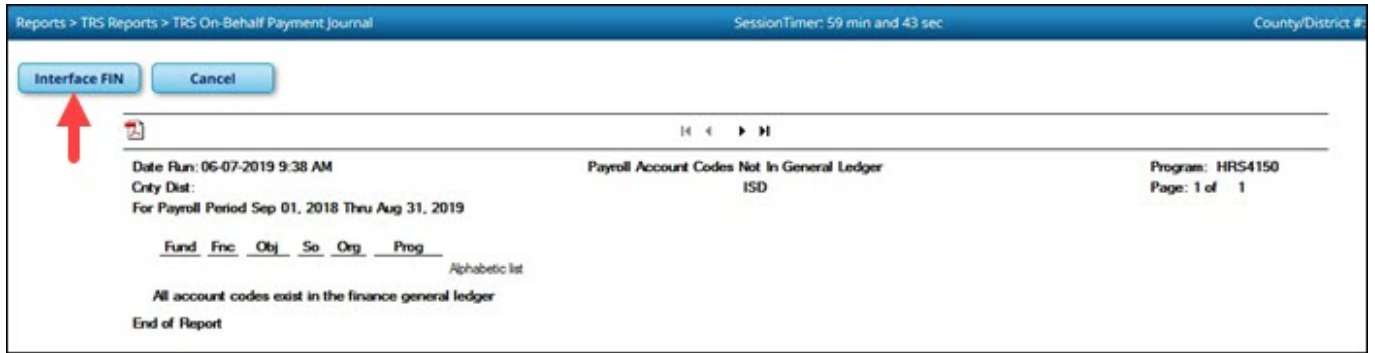
[Image](#)

| Parameter Description | Value |
|---|---------------------------|
| From Pay Date (MMDDYYYY) | 09012018 |
| To Pay Date (MMDDYYYY) | 08312019 |
| Single Revenue Account per Selected fund? (Y/N) | y |
| Interface Transaction Date (MMDDYYYY) | 08312019 |
| Finance Accounting Period (01-12) | 08 |
| Select Frequency(ies), or blank for ALL | <input type="text"/> ... |
| Expenditure Account Code (Enter fund, func, obj (6144), subj, org, pgm) | 199XX6144XXXXXXXXXXXX ... |
| Select one Distribution Error Account Code | 19911614400001911000 ... |
| Additional Matching Amount | <input type="text"/> |

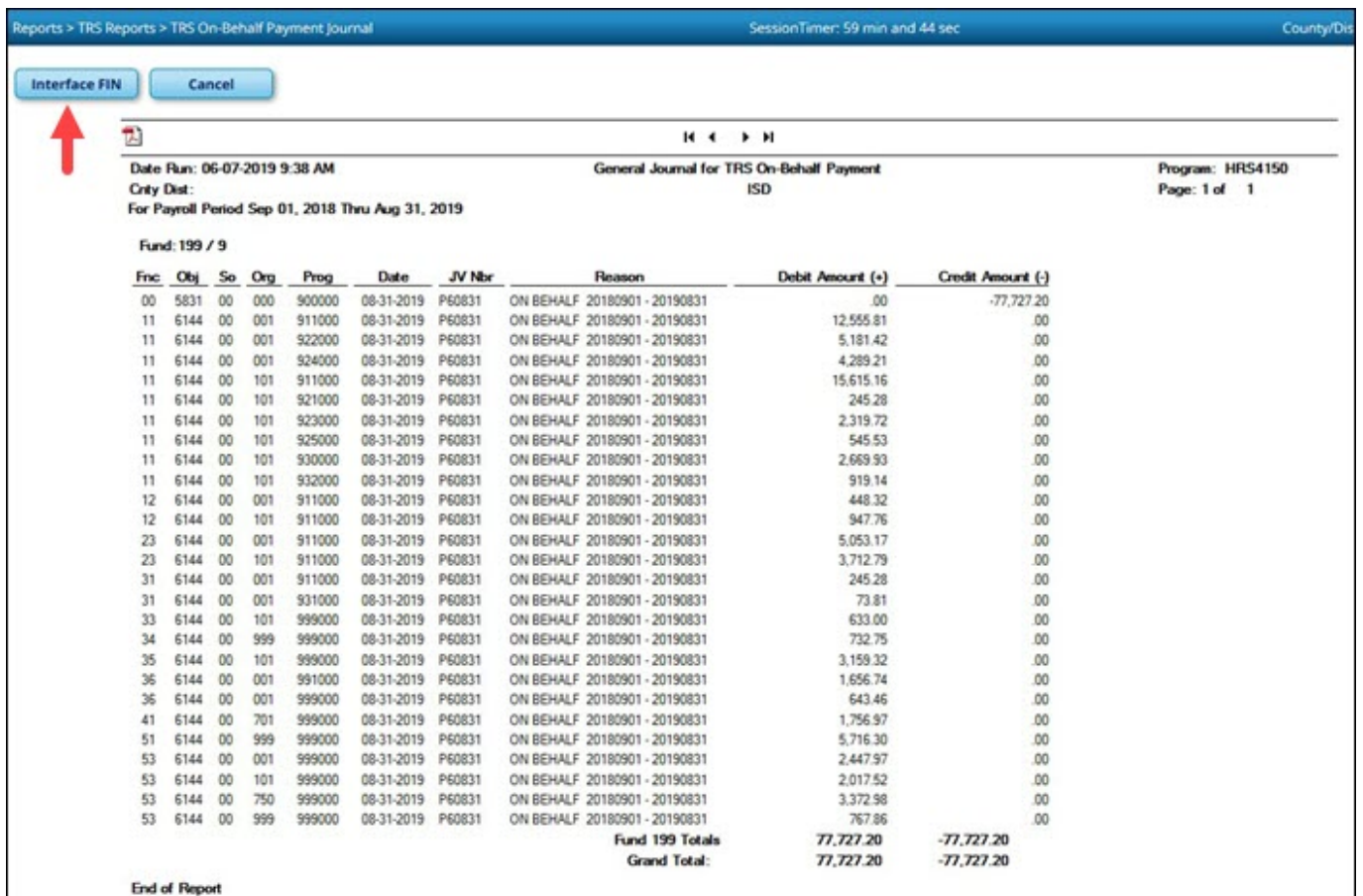
Enter the necessary parameters.

Click **Run**.

Image

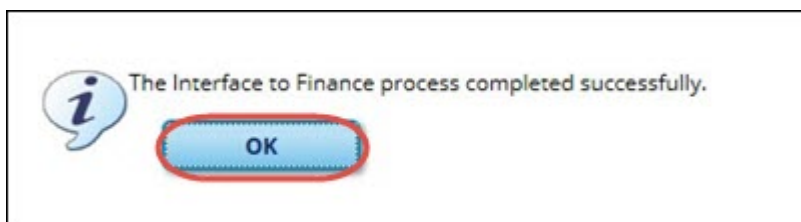


Image



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

Image



Click **OK**.

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



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