



## **(If necessary) Calculate TRS On-Behalf**



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# (If necessary) Calculate TRS On-Behalf

**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](#)

Reports > TRS Reports > TRS On-Behalf Payment Journal

[Return to Reports](#)

Report ID: **HRS4150**  
Frequency: **6**  
User ID:

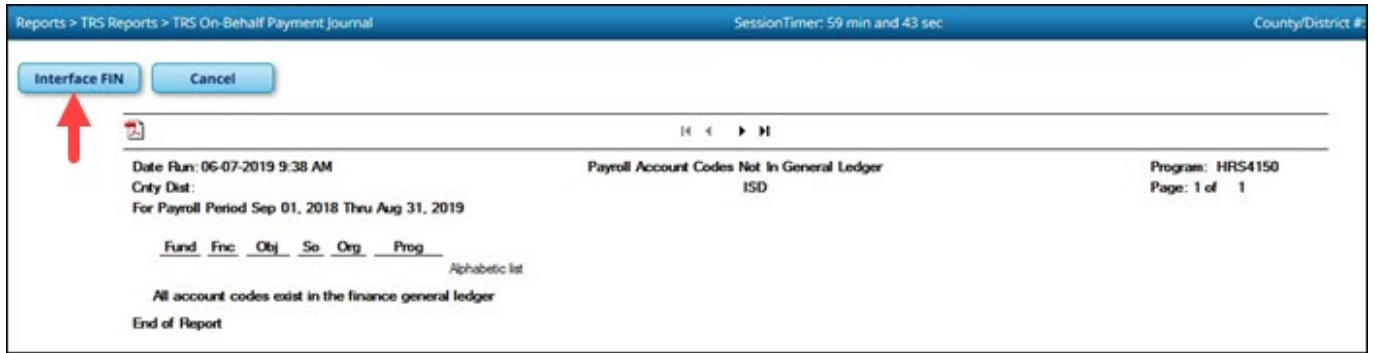
Parameter Description	Value
From Pay Date (MMDDYYYY)	09012018
To Pay Date (MMDDYYYY)	08312019
Single Revenue Account per Selected fund? (Y/N)	y
Interface Transaction Date (MMDDYYYY)	08312019
Finance Accounting Period (01-12)	08
Select Frequency(ies), or blank for ALL	<input type="text"/> ...
Expenditure Account Code (Enter fund, func, obj (6144), subj, org, pgm)	199XX6144XXXXXXXXXXXXX ...
Select one Distribution Error Account Code	19911614400001911000 ...
Additional Matching Amount	<input type="text"/>

[Run Preview](#)  
[Clear Options](#)

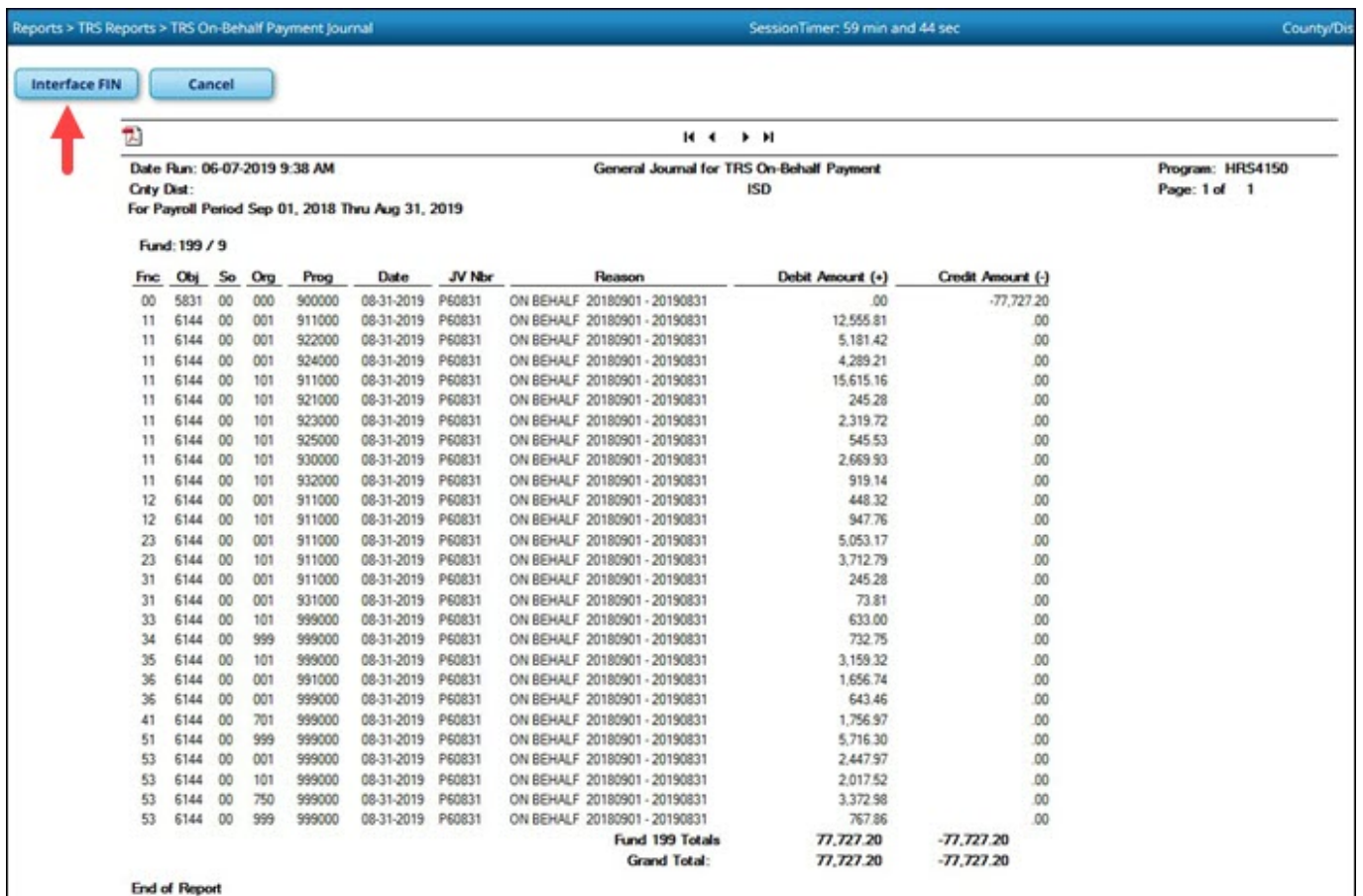
Enter the necessary parameters.

Click **Run**.

Image

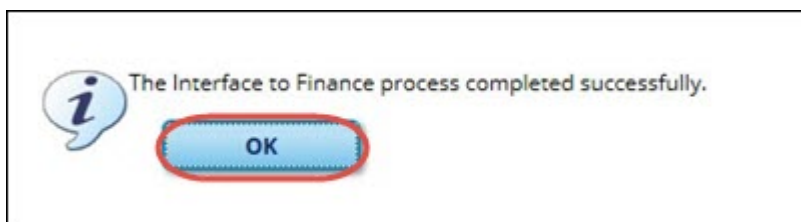


Image



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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