ER25 Add Adj

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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*
Retiree Employment Type	Click ⌄ to select the employee's new employment type code. *C - Combination of Substitute and Half-time or less* *F - Full-Time* *H - Half-time or less* *S - Substitute*
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 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 MMDDYYYY format.
Contract End Date	Type the date that the contract ends in the MMDDYYYY 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.

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