



## ER25 Add Adj



# Table of Contents



## ER25 Add Adj

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

Image

The screenshot shows the 'ER25 Add Adj' form. At the top, it displays employee information: Emp Nbr: 000001, Staff ID/SSN: 111-11-1111, Name: 7 HOUR SR, DOROTHY JEAN, DOB: 03-15-1958, Gender: F - Female. Below this, there are two main sections: 'Employment' and 'Amount'. The 'Employment' section includes fields for TRS Position Code (01 - Professional staff), Retiree Employment Type (F - Full-Time), Zero Days Reason (C - Employee on less than 1:), Actual Hours Worked (0), Days Worked (0), Contract Begin Date (09-01-2018), and Contract End Date (09-11-2018). The 'Amount' section includes Total Gross Pay (0.00), Pension Surcharge (0.00), and TRS Care Surcharge (0.00). There is also an 'Adjusted Report' section with Month (02) and Year (2017) dropdowns. At the bottom right, there are 'Save' and 'Close' buttons.

Under **Employment:**

<b>TRS Position Code</b>	<p>Click ▼ to select the employee's new TRS position code.</p> <p>01 - Professional staff  02 - Teacher, librarian  03 - Support staff  04 - Bus driver  05 - FT nurse/Counselor  06- Peace Officers  07 - Food service worker</p>
<b>Retiree Employment Type</b>	<p>Click ▼ to select the employee's new employment type code.</p> <p>C - Combination of Substitute and Half-time or less  F - Full-Time  H - Half-time or less  S - Substitute</p>
<b>Zero Days Reason</b>	<p>Click ▼ to select the reason for reporting zero days worked for an employee.</p> <p>A - Accrued Pay/Not Terminated  C - Employee on less than 12 month pay schedule/Not Terminated  F - Final Pay/Terminated  L - Leave Without Pay</p>
<b>Actual Hours Worked</b>	<p>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.</p>
<b>Days Worked</b>	<p>Type the actual number of days worked or on paid leave in reporting period month.</p>

<b>Paid Through Third Party Entity</b>	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
<b>Contract Begin Date</b>	Type the date that the contract began in the MMDDYYYY format.
<b>Contract End Date</b>	Type the date that the contract ends in the MMDDYYYY format.

Under **Amount:**

<b>Total Gross Pay</b>	Type the retiree's total gross compensation amount.
<b>Pension Surcharge</b>	Type the amount of pension surcharge due based on retiree's employment, if any.
<b>TRS Care Surcharge</b>	Type the amount of TRS-Care surcharge due based on retiree's employment, if any.

Under **Adjusted Report:**

<b>Month</b>	Click ▼ to select the month of the adjusted report.
<b>Year</b>	Type the year of the adjusted report in the YYYY format.



## Back Cover