



## ER25 Add Adj



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## ER25 Add Adj

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

The screenshot shows the 'ER25 Add Adj' window. 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. The 'Employment' section contains dropdowns for TRS Position Code (01 - Professional staff), Retiree Employment Type (F - Full-Time), and Zero Days Reason (C - Employee on less than 12 month pay schedule). It also shows Actual Hours Worked (0), Contract Begin Date (09-01-2018), and Contract End Date (09-11-2018). The 'Adjusted Report' section shows Month (02) and Year (2017). The 'Amount' section shows Total Gross Pay (0.00), Pension Surcharge (0.00), and TRS Care Surcharge (0.00). At the bottom are 'Save' and 'Close' buttons.

Under **Employment**:

|  |   |
|--|---|
| <b>TRS Position Code</b>               | Click  to select the employee's new TRS position code.<br><br><i>01 - Professional staff<br/>02 - Teacher, librarian<br/>03 - Support staff<br/>04 - Bus driver<br/>05 - FT nurse/Counselor<br/>06 - Peace Officers<br/>07 - Food service worker<br/>09 - Summer School</i>   |
| <b>Retiree Employment Type</b>         | Click  to select the employee's new employment type code.<br><br><i>C - Combination of Substitute and Half-time or less<br/>F - Full-Time<br/>H - Half-time or less<br/>S - Substitute</i>  |
| <b>Zero Days Reason</b>                | Click  to select the reason for reporting zero days worked for an employee.<br><br><i>A - Accrued Pay/Not Terminated<br/>C - Employee on less than 12 month pay schedule/Not Terminated<br/>F - Final Pay/Terminated<br/>L - Leave Without Pay</i>  |
| <b>Actual Hours Worked</b>             | 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. |
| <b>Days Worked</b>                     | Type the actual number of days worked or on paid leave in reporting period month.   |
| <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 MM-DD-YYYY format. |
| <b>Contract End Date</b>   | Type the date that the contract ends in the MM-DD-YYYY 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.  |



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