



nypayrollprocess_teaminformation

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TRS/TEAM Requirements

All employees are reported.

Required Information	Location
A Contract Begin and End Date is required for all employees.	
A TRS Member Pos (position) Code is required for all employees (including substitutes).	
Retired employees are only reported on the ER records.	
The Employment Type is required for the ED records.	
The Full Time Equivalent is required for the ED records.	
The TRS Membership Eligibility flag is required for ED records.	
The Actual Hours Worked or Hours Scheduled is required for RP records.	
The Days Worked or scheduled is required for RP records.	
The Zero Days Reason code is required on the RP records if the Days Worked field is zero.	
The Total Gross Pay is required for the RP records.	
The Actual Hours Worked is required for all working retirees for the ER records.	
The Days Worked is required for all working retirees for the ER records.	
The Paid Through Third Party Entity field is required for all working retirees ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)



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