

nypayrollprocess_teaminformation

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TRS/TEAM Requirements 1

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)


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
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