



nypayrollprocess_teaminformation

Table of Contents

TRS/TEAM Requirements 1

TRS/TEAM Requirements

- All employees are reported.
- Retired employees are only reported on the ER record.

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).	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The Employment Type is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The Full Time Equivalent is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The TRS Membership Eligibility flag is required on the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)
The Actual Hours Worked or Hours Scheduled is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The Days Worked or scheduled is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The Zero Days Reason code is required on the RP records if the Days Worked field is zero.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The Total Gross Pay is required on the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The Actual Hours Worked is required for all working retirees for the ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)
The Days Worked is required for all working retirees on the ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)
The Paid Through Third Party Entity field is required for all working retiree ER records.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER) > ER20 (Employment of Retirees)



Back Cover