

nypayrollprocess_teaminformation

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TRS/TEAM Requirements 1

TRS/TEAM Requirements

- All employees are reported.
- Retired employees are only reported on the ER record.
- A **Contract Begin** and **End Date** is required for all employees.

Required Information	Human Resources Page
A **TRS Member Pos** (position) **Code** is required for all employees (including substitutes).	Human Resources > Maintenance > Staff Job/Pay Data > Job Info
The **Employment Type** is required for the ED record.	Human Resources > Maintenance > Staff Job/Pay Data > Employment Info
The **FTE** (Full Time Equivalent) is required for the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED40 (Contr and Pos)
The **TRS Membership Eligibility** flag is required for the ED record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED40 (Contr and Pos)
The **Actual Hours Worked** or **Hours Scheduled** is required for the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The **Days Worked** or scheduled is required for the RP record.	Human Resources > Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) > RP20 (Payroll)
The **Zero Days Reason** code is required for 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 for 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 for 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)


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