

nypayrollprocess_teaminformation

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TRS Reporting 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
The **FTE Hours** (full-time equivalent) is required for the ED record if 30 hours or more.	Human Resources > Tables > Job/Contract > Job Codes
The **Days Worked** or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar.	Human Resources > Tables > Workday Calendars
The **Employment Type** is required for the ED record.	Human Resources > Maintenance > Staff Job/Pay Data > Employment Info
The **TRS Status** (TRS membership eligibility flag) is required for the ED record.	Human Resources > Maintenance > Staff Job/Pay Data > Pay Info
A **TRS Member Pos** (position) **Code** is required for all employees (including substitutes). The **Wkly Hrs. Sched** (hours scheduled) is required for the RP record.	Human Resources > Maintenance > Staff Job/Pay Data > Job Info


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