



# nypayrollprocess\_teaminformation



# Table of Contents



## 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   | ASCENDER Business Page   |
|--|--|
| The <b>FTE Hours</b> (full-time equivalent) is required for the ED record if 30 hours or more.   | <a href="#">Personnel &gt; Tables &gt; Job/Contract NYR &gt; Job Codes</a>     |
| The <b>Days Worked</b> or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar.  | <a href="#">Personnel &gt; Tables &gt; Workday Calendars</a>                   |
| The <b>Employment Type</b> is required for the ED record.  | <a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>                |
| The <b>TRS Status</b> (TRS membership eligibility flag) is required for the ED record.   | <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> |
| A <b>TRS Member Pos</b> (position) <b>Code</b> is required for all employees (including substitutes).<br><br>The <b>Wkly Hrs. Sched</b> (hours scheduled) is required for the RP record. | <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> |
| The <b>Retiree Employment Type</b> is required for the ER record.  | <a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>                |



## Back Cover