



**payrollprocessing\_trsprrocessing\_adjustmentdaysbody3**



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☐ Click **Retrieve**. The employee's existing adjustment day records are displayed; processed records cannot be changed.

☐ Click **+Add** to add a row.

<b>Type</b>	Click ▼ to select one of the following record types for the record. <i>RP - Regular Payroll</i> <i>ER - Employment After Retirement</i>
<b>TRS Pos Cd</b>	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> <li>• 01 - Professional staff</li> <li>• 02 - Teacher, librarian</li> <li>• 03 - Support staff</li> <li>• 04 - Bus driver</li> <li>• 05 - FT nurse/Counselor</li> <li>• 06 - Peace Officers</li> <li>• 07 - Food service worker</li> <li>• 09 - Summer School</li> </ul>
<b>Retiree Employment Type</b>	Click ▼ to select the employee's retiree employment type code. <i>B - Non-Profit Tutor Substitute</i> <i>C - Combination of Substitute and Half-time or less</i> <i>E - Surge Personnel</i> <i>F - Full-Time</i> <i>H - Half-time or less</i> <i>N - Non-Profit Tutor Half Time or Less</i> <i>S - Substitute</i> <i>T - Non-Profit Tutor Full Time</i> See <a href="#">Calculating Retiree Surcharge</a> for additional information.
<b>Begin Adj Date</b>	Type the beginning adjustment date in the MM-DD-YYYY format.
<b>End Adj Date</b>	Type the ending adjustment date in the MM-DD-YYYY format.
<b>Nbr Days Adj</b>	Type the number of adjustment days for the record.
<b>TRS Retiree</b>	Displays the employee's TRS retirement status: <i>Y - Yes, the employee is a TRS retiree.</i> <i>N - No, the employee is not a TRS retiree.</i>
<b>TRS Posted MO/YR</b>	This field displays the month and year of the last TRS posting if any.
<b>Comments</b>	Type any comments or other information that pertains to the record.
<b>Date Last Upd</b>	This field displays the last date that the record was updated.
<b>User ID</b>	This field identifies the user who created the transaction. The user ID is tracked through the user's logon to the system.

☐ Click **Save**.



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