



## Verify TRS fields



# Table of Contents



## Verify TRS fields

[Payroll > Reports > User Created Reports > HR Report](#)

Generate a user-created report to verify that the following TRS fields are accurate for all employees. You can use the sort/filter options to assist in the verification process. If corrections are needed, use the corresponding pages to make changes.

### 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 &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).	<a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a>
The <b>Wkly Hrs. Sched</b> (hours scheduled) is required for the RP record.	
The <b>Retiree Employment Type</b> is required for the ER record.	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>



## Back Cover