



ASCENDER GUIDES




stateinfo

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State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
Yrs in Career Ladder	Type the code identifying the current career ladder level for an employee. The field can be a single digit.
TRS Year	Select to indicate those employees whose contract year begins in July or August (nonstandard) and who receive a contract payment before the beginning of the school year. If TRS Year is selected, the payroll calculation program determines if a new school year record should be created when updating the TRS Deposit and Nbr Days Earned fields, and accrual amounts for those July and August employees.

Example: An employee accrues and has a 12-month contract with the first payment in July; therefore, the actual salary and benefit amounts update the current school year (2009), and the Nbr Days Earned, accrual salary, and benefits update the new school year (2010). When the 2010 school year begins, the amounts accrued are available for use during the 2010 school year.

Notes:

- The beginning of the school year is determined by when the majority of the employees are paid, which is normally September.
- Do not select **TRS Year** if the employee accrues and the contract begins during any month other than July and August. Otherwise, an incorrect school year is created, which affects the accrued salary and benefits. If the employee does not accrue, TRS Year does not have an adverse effect on the creation of a school year record.
- In the **TRS Member Pos** field, click  to select the one of the following codes indicating the employee's classification.

01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker Notes:

A value must be selected in the TRS Member Pos field and the contract begin date must be less than or equal to the current month when extracting the Contract and Position (MD40) report for the first time (i.e., First Time Report MD40 is selected on the Utilities > TRAQS Submission > TRAQS Extract Data > Contract and Position (MD40) page). The TRS Member Pos field must be set to 01, 02, or 05 if the value in the State Min Salary field is greater than zero. ● In the Wholly Sep Amt field, type the total annual salary that is not subject to Above State Base. This field is used in computing the monthly amounts not subject to above state base salary calculations (TRS 373).

There are different types of business allowance payments such as travel and uniform allowance that are paid during regular payroll processing. Some of these are taxable and subject to withholding tax. Others are nontaxable and not subject to withholding tax. Business allowances are not subject to TRS deductions. Nontaxable amounts are not included in the 457 deferred compensation when the percentage for 457 deferred compensation is used. Nontaxable amounts also are not included in unemployment, FICA, TRS, and withholding tax calculations. If the employee's primary job is being paid off, only one payment is paid (not the amount multiplied by the remaining payments). The wholly separate amount reduces TRS gross wages for TRS 373 calculations with the exception of S type extra duties that have the Expense 373 flag set to N, which are already excluded from TRS 373 calculations. This only applies if part of a job code salary is defined as wholly separate.

● In the State Min Salary field, type the annual state minimum salary applicable to the employee. The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The value is automatically computed when an employee record is selected,

but may be overwritten

- The Foundation Daily Rate field displays the rate from the State Minimum Salaries table.
- In the % Assigned field, enter up to 100% assigned.
- The # of Days field displays a value based on the following:
 - If the TRS Member Pos field is 01, the # of Days field is populated with the # of Days Empld.
 - If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is greater than or equal to the # of Days in Contract field, the # of Days field is populated with the # of Days in Contract.
 - If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is less than the # of Days in Contract field, the # of Days field is populated with the # of Days Empld.
 - If the TRS Member Pos field is 02 or 05, the # of Days in Contract field is 187, and the # of Days Empld field is changed to less than 187, the user is prompted to recalculate the state minimum salary. Click Yes to recalculate the state minimum salary, or click No to retain the original salary.
 - If the TRS Member Pos field is 03 or 04, the # of Days field is populated with zero.



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