trs

Table of Contents

Status	Required TRS reporting field. Click ⌄ to select the code indicating the employee's status in regard to having a TRS deposit computed. • *1 Eligible* • *2 Non-eligible* • *3 Substitute* • *4 Retirement waived* • *5 Retired* • *6 Other (non-eligible)*

> ⚠️ **IMPORTANT**: In order for the retiree pension surcharge to apply to an employee, the **Status** field must be set to 4 or 5, and **Take Retiree Surcharge** on the Employment Info page must be selected. (In the next year pay frequency, **NY Take Retiree Surcharge** should be selected for the retiree pension surcharge to apply to an employee.)

Begin Date	Type the date the employee started contributing to TRS in the MM-DD-YYYY format. Be sure to log on to the TRS Reporting Entity Portal to verify the employee's information. **New Member Fee Information**: If the employee has satisfied the 90-day New Member requirement per the TRS Portal, the LEA should determine and enter a date outside of the 90-day period to prevent the new member Employer TRS Contribution from being calculated. For example, some LEAs may use the earliest date from the employee's service record.
End 90 Day Period	Type the end date of the 90-day waiting period in the MM-DD-YYYY format. This field is populated by the system if: Pay Status = 1 - Active TRS Status = 1 - Eligible Begin Date >= 09-01-2005 **Note**: The **End 90-day Period Date** no longer has to be blank in order for the **End 90 Day Period** link to function. Click **End 90 Day Period** to calculate the end date of the 90-day waiting period. If the date in this field is within the TRS Month for the processed pay dates in the Pay Dates table, the employee is not included on the Statutory Minimum Report #373 (HRS4000). If the distribution is to a federal fund, the employee is not included in the TRS 3 Report (HRS4050). However, the employee is included in the TRS 489 Report (HRS4100) and on the Payments for New Member report (HRS9865).

Back Cover