update_payroll_history

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Payroll > Payroll Processing > TRS Processing > Payroll History

This tab is used to make changes to an employee's payroll history data. The saved extra duty table and employee payroll history data can be retrieved for a selected TRS reporting month and year. If the extra duty table values and/or the employee's payroll history data is updated, the TRS processing reports can be recreated using the Payroll > Payroll Processing > TRS Processing > Extract tab.

Records are created and/or updated each time a payroll run is posted.

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click ▲▼ to select the TRS reporting month for which you want to retrieve data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click ▲▼ to select the TRS reporting year for which you want to retrieve data. This is a required field.

❏ Click **Retrieve**.

The **Extra Duty** section is collapsed by default.

❏ Click **Extra Duty** to expand the section. This section allows you to change how extra duty is reported for a TRS reporting period.

- The extra duty code table for the selected **TRS Month** and **TRS Year** is displayed.
- Only S-type extra duties are displayed.

Field	Description
Extra Duty Code	The extra duty code and description from the Payroll > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.
Expense 373	Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank. If an employee is paid using the specified extra duty code, **Expense 373** is selected, a **TRS Position Code** is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job. If a **TRS Position Code** is selected on this page, it is used for reporting the pay associated with the extra duty code. If **Expense 373** is selected and the **TRS Position Code** is *01*, *02*, or *05*, then the amount is included in the TRS 373 calculations where applicable. If **Expense 373** is not selected for an extra duty code but the **TRS Position Code** is *01*, *02*, or *05*, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Public Education Employer Contribution calculations. **Example**: A teacher teaching summer school is paid using an extra duty stipend, **Expense 373** should not be selected in the Payroll History extra duty table and the appropriate **TRS Position Code** (*03*, *04*, *07*, or *9*) should be selected.

Field	Description
TRS Position Code	Click ⌄ to select the applicable TRS member position code: • *01 - Professional staff* • *02 - Teacher, librarian* • *03 - Support staff* • *04 - Bus driver* • *05 - FT nurse/Counselor* • *06 - Peace Officers* • *07 - Food service worker* • *09 - Summer School*

The **Employee History Information** section is expanded by default.

❑ Click **Employee History Information** to collapse the section. This section allows you to change how an employee's payroll history is reported for a TRS reporting period.
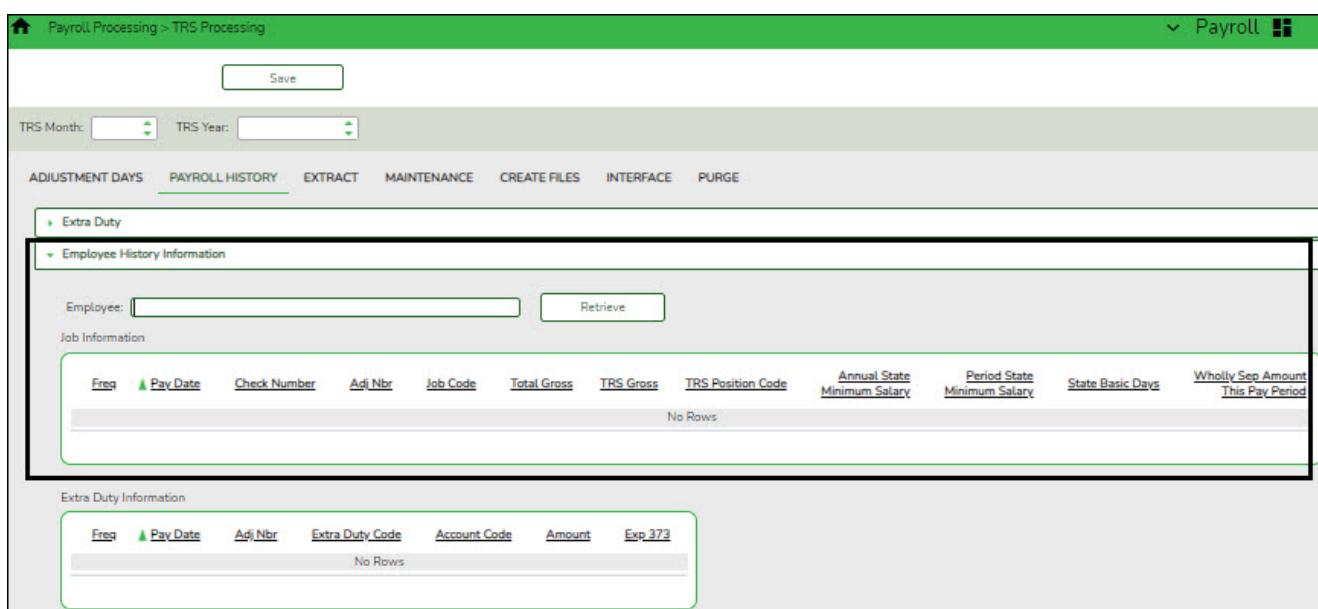
Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**.

The employee's payroll history data for the selected TRS reporting month and year is displayed. All jobs (non-XTRA) are displayed for all pay frequencies (4, 5, and 6) and for each pay date/adjustment (including voids). System adjustments are not included.

If the **TRS Position Code** is 01, 02, or 05, the **Annual State Minimum Salary**, **Period State Minimum Salary**, **State Basic Days**, and **Wholly Sep Amount This Pay Period** fields are enabled and can be changed.

If the **TRS Position Code** is *03*, *04*, *06*, or *07*, the **Annual State Minimum Salary**, **Period State Minimum Salary**, **State Basic Days**, and **Wholly Sep Amount This Pay Period** fields are disabled and cannot be changed.

Under **Job Information**, the following information is displayed from the employee's job history table.

Freq	The pay frequency is displayed.
Pay Date	The pay date associated with the selected TRS reporting month and year is displayed.
Check Number	The check number for the specified payroll run is displayed.
Adj Nbr	If any adjustments exist for the specified payroll run, the adjustment number is displayed.
Job Code	The employee's job code and job code description are displayed and cannot be changed.
Total Gross	The employee's total gross amount for the current payroll period is displayed. The amount is calculated by dividing total contract amount by the number of pay periods (according to the pay frequency) in the fiscal year. The value cannot be changed.
TRS Gross	The employee's TRS gross amount is displayed and cannot be changed.
TRS Position Code	The employee's TRS member position code is displayed and can be changed.

Annual State Minimum Salary	The employee's annual (total) state minimum salary is displayed. The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The amount can be changed. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.
Period State Minimum Salary	The employee's state minimum salary for the current payroll period is displayed. The salary is calculated by dividing the annual (total) state salary by the number of pay periods (according to the pay frequency) in the fiscal year. The amount can be changed. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.
State Basic Days	The employee's number of state minimum days is displayed. The number of days can be changed. Click ⌄ to select the number of days in the contract for the employee. • *000 TRS - Non contract* • *187 Valid basic days in contract* • *202 Valid basic days in contract* • *207 Valid basic days in contract* • *220 Valid basic days in contract* • *226 Valid basic days in contract* This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*.
Wholly Sep Amount This Pay Period	The wholly separate amount is displayed for the pay period if any. This field should only be used if part of the contract total includes a wholly separate amount. This field is only enabled if the **TRS Position Code** is *01*, *02*, or *05*. If so, type the total salary for the current pay period that is not subject to the State Base. **Example**: An employee's primary job is a teacher and his extra duty job is a bus driver. Since the bus driver salary is not subject to the State Base, **it is recommended** to set up the bus driver duty as a separate job or as an extra duty without **Expense 373** selected. In this case, a wholly separate amount does not need to be entered as it is already excluded. However, if the employee's teacher and bus driver salary is lumped together in the contract total, the bus driver salary (extra duty compensation) is not subject to the Stat Min because it is wholly separate from his main duties; therefore, the annual bus driver salary amount should be indicated in the **Wholly Sep Amt** field.

Under **Extra Duty Information**, the following information is displayed from the employee pay distribution history record and cannot be changed:

- **Freq**
- **Pay Date**
- **Adj Nbr**
- **Extra Duty Code**
- **Account Code**
- **Amount**

The **Exp 373** check box can be changed if the extra duty pay was from a transmittal without an

applied extra duty code.

❑ Click **Save**. Use the Payroll > Payroll Processing > TRS Processing > Extract tab to recreate the TRS processing reports.

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