



**trsprocessing\_payrollhistory\_body4**



# Table of Contents



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

<b>Freq</b>	The pay frequency is displayed.
<b>Pay Date</b>	The pay date associated with the selected TRS reporting month and year is displayed.
<b>Check Number</b>	The check number for the specified payroll run is displayed.
<b>Adj Nbr</b>	If any adjustments exist for the specified payroll run, the adjustment number is displayed.
<b>Job Code</b>	The employee's job code and job code description are displayed and cannot be changed.
<b>Total Gross</b>	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.
<b>TRS Gross</b>	The employee's TRS gross amount is displayed and cannot be changed.
<b>TRS Position Code</b>	The employee's TRS member position code is displayed and can be changed.
<b>Annual State Minimum Salary</b>	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 <b>TRS Position Code</b> is 01, 02, or 05.
<b>Period State Minimum Salary</b>	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 <b>TRS Position Code</b> is 01, 02, or 05.
<b>State Basic Days</b>	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.  <ul style="list-style-type: none"> <li>• 000 TRS - Non contract</li> <li>• 187 Valid basic days in contract</li> <li>• 202 Valid basic days in contract</li> <li>• 207 Valid basic days in contract</li> <li>• 220 Valid basic days in contract</li> <li>• 226 Valid basic days in contract</li> </ul> This field is only enabled if the <b>TRS Position Code</b> is 01, 02, or 05.

<b>Wholly Sep Amount This Pay Period</b>	<p>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.</p> <p>This field is only enabled if the <b>TRS Position Code</b> is <i>01</i>, <i>02</i>, or <i>05</i>. If so, type the total salary for the current pay period that is not subject to the State Base.</p> <p><b>Example:</b></p> <p>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, <b>it is recommended</b> to set up the bus driver duty as a separate job or as an extra duty without <b>Expense 373</b> selected. In this case, a wholly separate amount does not need to be entered as it is already excluded.</p> <p>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 <b>Wholly Sep Amt</b> field.</p>
------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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



## Back Cover