ASCENDER GUIDES

rp20payroll

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RP20 (Regular Payroll) - HRS3925

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This tab is used to report TRS-eligible and non TRS-eligible employees' compensation and contribution information. Multiple RP20 records should be submitted for an employee with multiple jobs; one RP20 for each TRS position code. If the various jobs fall within the same position code, only one RP20 record should be submitted per TRS position code.

Per TRS, when reporting employees in non TRS-eligible positions, the only compensation data to be reported is the total gross compensation, no contribution data should be reported. The only exception is that employees in non-eligible positions may purchase Special Service through payroll deduction. Therefore, service credit purchase deduction may be reported for these employees. In addition, the hours worked/scheduled and days worked data must be reported for ALL employees.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

This tab consists of a grid at the top and a free-form area at the bottom.

Create a regular payroll record:

Field	Description
TRS Month	Click ⌄ to select a TRS month for which you want to retrieve data. This is a required field.
TRS Year	Type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

Click **Retrieve**. The selected information is displayed.

Click Directory to search for an employee.

Click 🔍 to view additional details for a row in the free-form area.

In the free-form area, the **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only.

To add another row, click **+Add**. A new row is added with the cursor in the **Emp Nbr** field. In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed. You can edit and save the data. If an employee is selected from the Directory, a new row is added. If multiple rows are selected from the Directory, all of the employees are added as new rows in the grid area.

Under **Job Info**:

TRS Position Code	Click ⌄ to select the employee's TRS 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*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked.
Hours Scheduled	Type the number of hours that the employee is scheduled per week. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if the employee's actual hours are not tracked.
Days Worked	Type the actual number of days worked or on paid leave in reporting period month.
Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked for an employee. This field is required if the value is zero in the **Days Worked** field. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

Under **Monthly Amount**:

TRS Gross	Type the amount of regular TRS-eligible compensation reported for the employee in the current month. Do not include performance pay.
TRS Care	Type the employee's member contribution to TRS-Care based on regular eligible compensation reported for current month.
TRS Sal Reduction	Type the amount of regular monthly member retirement contribution reported for the employee in the current month.
Total Gross Pay	Type the employee's total gross compensation amount.
TRS Grant Gross	Type the amount of eligible compensation for the reporting period, if any, paid from Federal funds or private grants.
TRS Grant Deposit	Type the state matching contribution amount based on eligible compensation paid from Federal funds or private grants.
TRS Grant Care	Type the state TRS-Care matching contribution amount based on eligible compensation paid from a Federal fund or private grant.
Emplr TRS Care Contrib	Type the reporting entity's contribution to TRS Care based on eligible compensation reported for the current month.
Emplr New Member Contrib	Type the state matching contribution on eligible compensation paid to a new TRS member during the first 90 days.
Emplr TRS Non OASDI Contrib	Type the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees for whom the LEA does not pay Social Security.

Perfor Pay Gross	Type the amount of performance pay reported for the employee in the current month.
Adj State Min	Type the amount of current adjusted state minimum eligible compensation.
Stat Min Contrib	Type the state's matching contribution on amount of eligible compensation paid above the adjusted state minimum eligible compensation.

Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the monthly installment payment from a member who is purchasing service credit.
Service Credit Tax Shelter Flag	Click to select whether a payroll deduction is after-tax or before-tax. **Note**: Currently, only A is allowed. *A - After tax* *B - Before tax*

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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