(OBSOLETE) TEAM Extract - Employment After Retirement (ER20) - HRS7800

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Human Resources > Utilities > TEAM Submission > Extract Data > Employment After Retirement (ER20)

This utility is used to extract employment data of retirees regardless of the retirement date or type. The data is extracted from the payroll history to the Utilities > TEAM Submission > Data Maintenance > Employment After Retirement (ER20) tab.

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

Extract Employment After Retirement (ER20) data:

Under **Extract Option**, select one of the following options:

- **Insert new records.**
- **Delete all existing records and insert records.**

Field	Description
Frequency	Select the payroll frequencies to be extracted for the report.
Report Date MM-YYYY	Type the reporting month and year for the report.
Maximum Days Worked	Type the actual number of days worked in the reporting period month.

Field	Description
Maximum Hours Worked	Type the actual number of hours worked in the reporting period month. The below approach allows each work day to be assigned independent of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TEAM adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TEAM adjustment days table) can easily be applied per TRS position. **Notes**: Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values. Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following: The employee's job history contract begin/end dates (if either is within the current reporting month/year.) The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee's job master then the job master calendar code is used, if the job does not exist in the employee's job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used. The dates to be considered from each calendar are based on the selected reporting period.
Default Zero Days Reason	Click ⌄ to select the reason for reporting zero days worked. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

Click **Execute**. If any errors are encountered during the export process, the Extract Retiree Employment Data to ER20 Error report is displayed. If there are no errors, a message is displayed indicating that the process was successful.

[Review the report.](#)

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Notes:

If a Warning message is displayed, the data is extracted and you can address the issue(s) on the Utilities > TEAM Submission > Data Maintenance > Employment after Retirement (ER) ER20 Maintenance tab.

If a Failure message is displayed, the data is not extracted and you must resolve the issue(s), and then extract the data again.

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