



ASCENDER GUIDES



Payroll: Payroll Processing

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Payroll Processing

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Deduction Checks

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Create Transactions - HRS5600

Payroll > Payroll Processing > Deduction Checks > Create Transactions

This tab is used to create a file of the employees' deductions that are created for payroll liability items. You can process the deduction checks at any time. The best time to do this is after all payrolls for the month including voids and issues have been processed. Once the deduction codes for a pay date have been extracted for the liability checks, they can be selected for the extract; however, the transactions are not updated again. If the vendor information needs to be changed for a deduction code, use the Transaction Maintenance tab.

The system displays a table of deduction codes, abbreviations, descriptions, and deduction flags.

Create a deduction check transaction:

Field	Description
Frequency	Select the payroll frequencies for which transactions are being created. The user can select multiple payroll frequencies, if authorized in the security application.
Begin Date	Click ▼ to select the beginning pay date. All pay dates for the selected payroll frequencies are displayed.
End Date	Click ▼ to select the ending pay date. All pay dates for the selected payroll frequencies are displayed.
Reset Pay Dates	Click to clear the Begin Date and End Date fields when a different pay frequency has been selected.
Page Break by Ded Cd / Vendor	Select to set a page break after each deduction code and vendor, or leave blank to ignore page breaks and print a continuous listing.

By default, all deduction codes are selected.

- You can clear the **Deduct** check box for any deduction code(s) for which you do not want to create a liability transaction.
- Highlight the range of deduction codes, click **Unselect All** to clear all the highlighted deduction codes.

☐ Click **Execute**. The progress of the transaction creation process is displayed. When processing is complete, the system indicates that the creation of deduction check transactions is complete, the number of transactions that were added, and the number of duplicate transactions that were found. Click **OK** to close.

- If duplicate deduction code transactions were encountered, the Duplicate Deduction Check Transactions report is displayed.
- If new account codes are created, the Detail Deduction Checks report is displayed.

[Review the report.](#)

Mass Update/Delete - HRS5600

Payroll > Payroll Processing > Deduction Checks > Mass Update/Delete

This tab is used to perform either mass updates or deletes of existing liability deduction transactions.

The Mass Update function allows you to update account codes and vendors for all unprocessed transactions, regardless of pay dates. Updates can be by deduction code, account code, and/or vendor. If data is entered in the **From Acct** or **From Vendor** fields, data is also required in the **To Acct** or **To Vendor** fields.

The Mass Delete function can be performed on either unprocessed checks, processed checks, or both. At least one of the two delete options must be selected.

Mass update/delete deduction checks:

☐ Under **Method**, select one of the following options:

Field	Description
Mass Update	<p>In the Deduct Code field, click ▼ to select a deduction code from the list of existing unprocessed liability check transactions.</p> <p>If a deduction code is selected, account codes and/or vendor changes are applied to unprocessed liability checks with the selected deduction code only.</p> <p>If a deduction code is not selected, the account codes and/or vendor changes are applied to all unprocessed liability check transaction deduction codes that match the from account code and/or vendor selected.</p> <p>In the From Acct field, click ▼ to select an account code from the list of existing unprocessed liability check transactions.</p> <p>If a deduction code is selected above, account code updates only apply to deductions with that code.</p> <p>If data is entered in the From Acct field, data is also required in the To Acct field.</p> <p>In the From Vendor field, click ▼ to select a vendor from the list of existing unprocessed liability check transactions.</p> <p>If a deduction code is selected above, vendor updates only apply to deductions with that code.</p> <p>If data is entered in the From Vendor field, data is also required in the To Vendor field.</p>

Field	Description
Mass Delete	<p>When processed transactions are deleted, the associated check transactions will no longer be available on the bank reconciliation page.</p> <p>In the From Pay Date field, click ▼ to select a pay date from the list of existing liability transactions. This is a required field.</p> <p>In the To Pay Date field, click ▼ to select a pay date from the list of existing liability transactions. This is a required field.</p> <p>Select Delete Unprocessed Checks, Delete Processed Checks, or both.</p> <p>At least one of the two delete option checkboxes must be selected.</p>

☐ Click **Execute**. A message is displayed indicating that you are about to update or delete a number of records (depending on the option selected) and asks if you want to continue.

- Click **Yes** to continue processing the update or delete function. A message is displayed when the process is completed. Click **OK**.
- Click **No** to cancel the update or delete. You are returned to the Mass Update/Delete tab.

If the parameters selected do not meet the record criteria (e.g., transactions do not exist for the account code and vendor selected), an error message is displayed.

☐ Click **OK** to return to the Mass Update/Delete tab without processing any updates or deletes.

Process Deduction Checks - HRS5600

Payroll > Payroll Processing > Deduction Checks > Process Deduction Checks

This tab is used to print the required deduction checks and interface the transactions with Finance. Before printing the deduction checks, print the reports from the Transaction Maintenance tab to verify the amounts.

Process deduction checks to finance:


☐ Under **Post to Accounting Period:**

Field	Description
Current:XX	Select to post to the current accounting period.
Next:XX	Select to post to the next accounting period.

During the final processing, when the check transactions are updated to Finance, the following may occur:

- If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.
- If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click **OK** to return to the Process Deduction Checks tab.
- If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click **OK** to return to the Process Deduction Checks tab. You can select the next accounting period for posting if applicable.

☐ Under **Print Check Stock:**

Finance	Select to print to finance check stock. If is selected, the Beginning Check Number field is populated with a finance check number.
Payroll	Select to print to payroll check stock. elect whether to print to finance or payroll check stock. Selected by default, and the Beginning Check Number field is populated with a payroll check number.
Beginning Check Number	Populated based on the Print Check Stock field selection, but can be modified.
Check Date	Type the payroll date in the MMDDYYYY format. This field represents the date to be printed on the checks.
Sort Vendors by Alpha or Numerical	Click  to select whether vendors are sorted in name or number order.

☐ Click **Preview**. The Vendor Checks Processing page is displayed.

On the Deduction Checks Processing page, all vendors are selected by default.

- The system populates the **From Pay Date** and **To Pay Date** fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- The system populates the **Vendor Nbr** and **Vendor Name** fields.
- The **Check Amt** field displays the amount that will be printed on the check.
- The **Select All** button is used to select all vendors.
- The **Unselect All** button is used to clear all check boxes so that all vendors are not selected.

Note: If a remittance vendor name was typed in the Finance > Maintenance > Vendor Information > Vendor Name/Address tab, the remittance vendor name (not the original vendor name) is displayed in the **Vendor Name** field on the checklist.

☐ Click **Next**. The Deduction Checks Processing page now displays a sample alignment check.

- The system populates the **From Pay Date** and **To Pay Date** fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- Use the scroll bars to view and verify the alignment of the check. If the local education agency (LEA) is using electronic signatures for checks, click [Check Signatures](#).
- Click **Print** to print a copy of the sample check. [Review the report](#).

☐ If the sample check is acceptable, click **Next**. The Vendor Checks Processing page now displays the actual check that is ready for printing.

- The system populates the **From Pay Date** and **To Pay Date** fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- Use the scroll bars to view the actual check.
- The **Click Signatures** button allows you to verify the check signatures.
- The **Previous** button allows you to go to the previous page.
- The **Next** button allows you to go to the next page.
- The **Cancel** button allows you to cancel the process.
- The **Previous Check** and **Next Check** buttons allow you to view each check one at a time.

When you click **Next**, the system populates the **From Pay Date** and **To Pay Date** fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.

The following fields display under **Record Checks Printed**:

- The **Check number last** printed field displays the check number of the last check printed in this process.
- The **Update Payroll Deduction Check Transaction Table** field is set to selected. This table updates the **Check Number**, **Check Date**, and **Check Type** fields on the Transaction Maintenance page.
- The **Update Finance Tables** field is set to selected and will update the Check Transaction table and the general ledger in Finance. You can clear these fields, but at least one of the fields must remain selected.
- The **Print Fund Transfer Summary** field is set to selected and is optional. If selected, a summary of the fund transfer will be printed at the end of the check process.

☐ Click **Update**. A message box is displayed asking the user to verify that the checks have been printed. Click **Yes** to update the records.

☐ Click **Execute** to start the function or **Cancel** to close the page without updating the check transactions and the general ledger. If **Cancel** is selected, then a confirmation message is displayed.

- Click **Yes** to continue or **No** to stop the cancellation process.
- Click **No** to individually select checks to be updated. On the Vendor Checks Processing page, clear the **Post** field for any check that did not print properly. For those checks that printed properly, click **Update** to update check records and general ledger accounts.
 - Message boxes are displayed indicating check records and general ledger accounts were updated successfully. Click **OK**.
 - The program returns to the Vendor Selection page to continue the check process.

The Fund Transfer Summary report is displayed. [Review the report.](#)

☐ Click **Close** to return to the first Deduction Checks Processing page.

Transaction Maintenance - HRS5600

Payroll > Payroll Processing > Deduction Checks > Transaction Maintenance

This tab is used to modify individual deduction transactions. The grid on the Transaction Maintenance tab is populated when Create on the Create Transactions tab is selected. You can change the deduction transaction for an individual or a group of codes from this tab. The Transaction Maintenance tab allows you to modify transactions before creating deduction checks and posting to the general ledger. Transactions that are disabled have already had checks issued and cannot be updated.

Note: When performing a check void or check issue, if deduction checks have already been extracted for the pay date, transactions are inserted into the deduction liability check table for the pay date. See Check Void and check Issue for more information.

If a deduction check has already been posted for the pay date and is voided using the check void process in Finance, then transactions are inserted into the transaction maintenance table in Payroll for the pay date. You can make changes and re-issue the check. Or, if a replacement check is not necessary, you can delete the transactions from the transaction maintenance table in Payroll.




Perform transaction maintenance:

Field	Description
Vendor Nbr	Click ▼ to select the vendor to be paid by the deduction check.
Deduct Code	Click ▼ to select the deduction code used to identify the deduction transaction.
From Pay Date	Click ▼ to select the beginning pay date.
To Pay Date	Click ▼ to select the ending pay date.
Unpaid Chks Only	Selected by default, to limit the selected records to liability checks that have not been paid. To view all records, clear Unpaid Chks Only .
Include Cleared Chks	This checkbox is disabled if Unpaid Chks Only is selected. If the selected range of transactions includes deductions that were paid with a check and this field is selected, then the transactions that have been processed through bank reconciliation are included with the Check Cleared checkbox selected.

☐ Click **Retrieve**. The system populates a grid with data for the selected vendor by pay date, and fields display in the free-form area at the bottom of the tab. Data can be entered in the free-form area.

☐ Click **+Add** to add a row.

Frequency	Type the current or a new pay frequency.
Pay Date	Type the pay date in the MMDDYYYY format for this transaction.
Vendor Name/Sort Key	Click ▼ to select the new or revised vendor name to be used for the check.

Vendor Nbr	Type the vendor number, or click  to select the new or revised vendor number to be used for the check. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number.
Employee Nbr	Type specific employee number for this transaction. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name.
Deduct Code	Click  to select the code used for this deduction transaction.
Deduction Amt	Type the amount deducted, if different from the previous amount.
Account Code	Type the account code, or click  to select the code for the account that controls the funds authorized in the previous fields. As you type the data, a drop-down list of corresponding data is displayed. Select an account code. Only expenditures account codes with object 2XXX are allowed.

The following fields are inactive and are populated after completing interface deduction processing on the next tab. The fields are display only, even when populated.

- **Check Nbr**
- **Check Date**
- **Check Type**
- **Check Cleared**

☐ Click **Save**.

☐ Click  to view additional information for a row.

☐ Click **Print**. A print options dialog box is displayed with the following options:

- **Detail Deduct Checks** - prints a detailed listing of all transfer checks.
- **Deduct Check Trans** - prints all the transfer check transactions.
- **Page Break by Ded Cd/Vendor** - must be used in conjunction with at least one of the above options (Detail Deduct Checks or Deduct Check Trans) in order to generate the report.

☐ Select your option(s) and click **OK** to view a copy of the report. [Review the report](#). Otherwise, click **Cancel**.

EFT Processing

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Create EFT File - HRS5100

Payroll > Payroll Processing > EFT Processing > Create EFT File

Electronic fund transfer (EFT) is a method for direct deposit of employee payroll checks to their financial institutions. The transfer is accomplished by creating an EFT file during a payroll run. The file is then given to the employer's financial institution to be transmitted to an automated clearing house (ACH). The ACH is normally a centralized, federal reserve bank that transmits necessary data for direct depositing to the employee's participating depository financial institution (DFI).

Note: All fields on the [Payroll > Tables > Bank Codes > EFT](#) tab must be populated. Otherwise, the create EFT file process cannot be performed.

Create a payrun EFT file or prenote EFT file:

There are two types of EFT file options available on this tab:

Field	Description
Payrun	During a regular or supplemental payroll run, a check stub is produced for each employee participating in the direct deposit process if the Print Voided Checks field is selected on the Run Payroll page at the time payroll is processed. The actual check portion of the payroll check is voided. With the EFT payrun, the system creates the file as well as a direct deposit report indicating all of the information included on the EFT file for the employee. The report also includes the total net pay and the total number of employees included in the report.
Pre-Note	If selected, you can select employees and add their bank account information used in the Prenote EFT file on the Maintenance > Staff Job/Pay Data > Pay Info tab. A prenote file must be created for employees not previously processed using electronic fund transfer. The file is used to notify the employer's financial institution of employees who are new to the EFT direct depositing process. The file must be created for employees not previously processed using electronic fund transfer. The file must be presented to the employer's financial institution prior to the inclusion of the employee on the EFT file. The system produces a report and a prenote file.
Effective Date	Type the date that the EFT file is effective in the MMDDYYYY format.

- If **Payrun** is selected, the last four pay dates are displayed in the table. Select a payroll for the EFT file being created.
- If **Pre-Note** is selected, payrolls cannot be selected from the table.

☐ Click **Create EFT File**. A dialog box is displayed with a preset (payeft_mmddyyyy.txt for a payrun file and prenote_mmddyyyy.txt for a prenote file) **File name**. You can type a different name for the file.

☐ Save the file on your computer or network.

- If the EFT file was successful, a message indicating that the EFT file was created successfully is

displayed. Click **OK**. The EFT Report is displayed. [Review the report](#). Click **OK** to close the report.

- If errors were encountered between voided and issued check amounts, an Error Listing Report is displayed.

Notes:

- The employee number or social security number will be included in EFT file based on the option selected in the **Use Emp Nbr** or **SSN** in **EFT File** field on the Payroll > Tables > District HR Options page.
- After a prenote EFT file has been created, the **PreNote** field is cleared on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab.

Revise EFT File - HRS5100

Payroll > Payroll Processing > EFT Processing > Revise EFT File

This tab is used to edit both pay run and prenote EFT files.

Important: Please reference the NACHA file format at www.NACHA.org before modifying the EFT file.

Revise the EFT file:

The following warning is displayed at the top of the tab: **WARNING: Ensure that you are entering the correct information. Any information entered will be processed.**

☐ Click **Browse**. A pop-window is displayed.

☐ Click **Choose File**. Locate and select the file (e.g., payeft_10102009.txt or prenote_10102009.txt) to be revised on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

☐ Click **Submit** to accept the file name and return to the Create EFT page.

- The selected EFT file is displayed in the table fields.
- Make changes to the employee data fields, as needed.

☐ Click **Process File** when all changes have been entered. The File Maintenance WARNING page is displayed with the following message: **WARNING: Ensure that you are entering the correct information. Any information entered will be processed.**

- Click **OK** to continue processing the EFT revision. The EFT Report is displayed. [Review the report](#). A message is displayed indicating that the EFT file was created successfully. Click **OK**.
- Click **Cancel** to return to the Revise EFT File tab without making changes.

EOY Payroll Accruals

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Accrual Reports - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Reports

After running the accrual calculations, run the following reports to verify that the list of employees is accurate and that the employees should be included/excluded in the accrual process.

If calculations are run for multiple frequencies using the same calculation date, the reports include data from all payroll frequencies. Reports display data in payroll frequency order. Errors must be corrected before continuing. Once corrections are made, run the accrual calculations again to ensure that the corrections were completed.

The EOY Payroll Accrual Reports include:

- **EOY Accrual Table - Hourly Data** - displays the frequency, start date for each hourly job code, the estimated hours worked in August for the job code, and the current hourly job code description.
- **EOY Accrual Table - Daily Data** - displays the frequency, start date for each daily job code, the estimated days worked in August for the job code, and the current daily job code description.
- **EOY Accrual Information** - displays the information of the August accrued pay by hourly/daily job codes.
 - If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that the **Accrual Code** field is blank.
 - At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.
- **EOY Accrual Distribution by Account Code** - displays the distribution of the August accrued pay by account codes.
 - Verify that the fund and fiscal year are accurate.
 - Verify that an amount was calculated for the **Federal Grant** and **Federal Care** columns for the appropriate federal funds. If there is not an amount listed, review and update the [Personnel > Tables > Salaries > Fund to Grant](#) table.
 - If you logged on to the current pay frequencies to review or update data, be sure to log back on to the next year pay frequency to continue.
- **EOY Accrual Distribution by Alpha** - displays the distribution of the August accrued pay alphabetically.
- **EOY Accrual Account Code Comparison** - compares the distribution of the August accrued pay by account codes and provides a listing of the employee master distribution records that are not changed to reflect the new fiscal year. The account may need to be added to the Finance chart of accounts or corrected on the HR employee Distribution tab. This information must be corrected before continuing the process.
- **EOY Accrual Information with Previous Run Calcs** - displays the information of the recalculated accrued pay by hourly/daily job codes.
- **EOY Accrual Distribution by Account Code with Previous Run Calcs** - displays the distribution of the recalculated accrued pay by account codes.
- **EOY Accrual Distribution by Alpha with Previous Run Calcs** - displays the distribution of the recalculated accrued pay alphabetically.

Note: For all of the reports above except the EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data reports, the information is retrieved from the accrual calculations temporary work file that is used to generate all transactions that are posted to the Finance application. The information cannot be modified, but the district can adjust the information in an employee's record and rerun the calculations to change what is stored in the employee record in the temporary work file.

Run accrual reports:

Field	Description
GenRpt	Select to select the report(s) from the list, or click Select ALL Reports to select all reports.
Sort Order	Click ▼ in each report to see available sort options. If the field is blank, no sort options are available.

☐ Click **Generate Reports**. All selected reports are generated with the new information.

- Verify the totals of each report.
- Correct all errors, clear the EOY accrual data only, run accrual calculations again, and generate reports to verify the corrections.

[Review the report.](#)

Accrual Table - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table

This tab is used to assist you in beginning the process of calculating the salaries that must be accumulated for August and expensed in the current fiscal year. TEA requires that "expenditures should be recorded and reported in the period in which they are incurred. Therefore, unpaid salaries and related benefits that have been earned but not yet paid should be recorded as accrued expenditures." See [Calculating Payroll Accruals](#) for additional information.

- For those jobs that are pay type 1 or 2, set them up on the Daily table. The system matches a job code with a start date listed on an employee's contract information tab for next year and calculates the estimated days for accrual amounts using the next year payroll periods.
- For those jobs that are pay type 3, set them up on the Hourly table. The system matches a job code with a start date listed on an employee's contract information tab for next year and calculates the estimated hours for accrual amounts using the next year payroll periods.
- The system also handles pay type 4 (substitutes) if the district needs to accrue days for a substitute beginning in August. The start date and job code must match the Accrued Hours table, but the units need to reflect days rather than hours for this table entry if the substitute's pay rate is a daily amount.

It is important that you set up accurate accrual tables for both hourly and daily employees before the system can run successful accrual calculations. You can select that date and enter the number of hours or days so the system can extract the list of corresponding job codes. You can also manually add a line to the Accrual table, enter a start date and the number of hours or days, and then select a job code.

Set up accrual tables:

☐ Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

☐ Under **Table Type**, select one of the following to distinguish the records for hourly and daily employee jobs:

- **Hourly** (pay type 3 and/or 4 employees) - Select to display all existing hourly start dates, estimated hours, and job codes. If no data exists, none is displayed.

- **Daily** (pay type 1 and 2 employees) - Select to display all existing daily start dates, estimated days, and job codes. If no data exists, none is displayed.

☐ Click **Populate Table**. The EOY Accrual Populate Hourly/Daily table pop-up window opens.

Start dates for inactive jobs are included. Dates that have a year value that is the same or greater than the current computer date are selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation until September (do not select **Delete**).
- Select **Start Dates** and **Delete** for those dates that represent employees who have already received payroll compensation on their new contracts.
- In the **Estimated Days** field, type the estimated hours/days that the employee will work in August.


☐ Click **Execute** to display a list of all the job codes from the employee's job info record (Job Info tab) where the date in the **Begin Date** field matches the **Start Date**. The information is then displayed on the Accrual Table tab. If hours or days are not entered, the corresponding list of job codes is not extracted.

The start dates on the Accrual Table tab are from the **Begin Date** field on the Job Info tab or are the dates that are currently displayed on the Accrual table. The **Delete** flag is automatically selected if the start date from the accrual table does not match the employee's **Begin Date** field on the Job Info tab. This is a display-only page; new rows cannot be added and existing rows cannot be deleted.

- When the hourly table pay type is selected, the contract begin dates that currently exist for all pay type 3 or 4 jobs are displayed and selected.
- When the daily table pay type is selected, the contract begin dates that currently exist for all pay type 1 or 2 jobs are displayed and selected.
- If **Delete** is selected, this is a start date that only exists in the accrual table and does not have any associated job records. If you select **Delete**, the associated accrual table records are deleted.
 - If you continue processing, the start date is deleted from the daily table without inserting new records for the start date.
 - Clear the checkbox to retain these records in the daily table.
- In the **Estimated Hours** or **Estimated Days** field (depends on the table type selected), type the estimated hours or days for the start date.

Note: All previous entries for the start date in the Hourly or Daily accrual table are deleted prior to creating the new records. Therefore, any specific jobs with hours/days that differ from the entered values for the selected start date are replaced with the values entered on this page. If the estimated hours/days for a start date are zero and **Delete** is not selected, new entries are not inserted in the accrual table and the original entries for that same date are not deleted.


☐ Click **+Add** to add a row.

Field	Description
Start Date	Type the start date for the job code. The same start date can be used for multiple job codes.
Estimated Hours/Days	(Depends on the selected table type.) Type the estimated hours or days to be used for the job code.
Job Code	Type a job code, or with the cursor in the field press F2. Click  to select from the Job Code lookup. This job code is added to the accrual table for the associated start date.

Verify the job codes that are attached to the start dates and estimated days.

☐ Click **Save** to update the start dates, estimated days, and job codes that are associated with those employees who work in August but will not get paid until September. This information is populated on the accrual table.

Other functions and features:

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

Create General Journal - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Create General Journal

Before the salary amounts can be posted to the Finance application, you must create the general journal. The tab is used to generate all of the EOY payroll accrual transactions that will be posted to Finance. The tab is available after calculations have been completed successfully.

The Create General Journal tab contains a display-only grid of previous pay runs that have not been interfaced to Finance.

Create a general journal:

File ID	<p>Click ▼ to select a file ID to be used for Finance posting.</p> <p>If the file ID is not C (e.g., 4 or 5), the clearing fund also needs to be selected. Once a file ID has been selected and the general journal has been saved as pending to interface to Finance, or the general journal has been interfaced to Finance, a different file ID cannot be selected.</p> <p>If the user has already created general journal entries for other pay dates, the File ID field is disabled and only the clearing fund is available if the file ID is not C (e.g., 4 or 5). The file ID must be the same for all pending general journals. If an invalid file ID is selected, you must select Clear EOY Accrual Data Only on the Clear Next Year Tables tab from the Next Year menu. You need to perform calculations, and the file ID can be accessed on the Create General Journal page. If an invalid file ID is selected and the general journal is interfaced to Finance, you need to import your backup prior to interfacing.</p>
Clearing Fund	<p>This field is displayed and accessible when the selected file ID is not file ID C (e.g., 4 or 5). The field is required because it determines the accrual object and subobject codes that are affected if Post to Master and Interface to Finance is selected. In the Clearing Fund field, click ▼ to select a clearing fund.</p>
JV Number	<p>Type the journal voucher number to be used in finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date of the row or rows selected.</p>

☐ Select a pay run row for which to create a general journal.

☐ Click **Execute**. The EOY Accrual General Journal Transactions report is displayed, and the following buttons are enabled:

- Click **Save as Pending**. A message is displayed indicating that the general journal transactions were successfully saved as pending.
- Click **Print** to print the report. [Review the report](#).
- Click **Preview** to not save the transactions and return to the Create General Journal tab. The pay run that was being processed is shown in the grid.

Decrement - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Decrement

This tab is used to specify funds for which the fiscal year should not be decremented when the EOY accrual calculations are performed. The system subtracts one from the fiscal year in the employee's master distribution when expensing the amounts. Generally, federal funds begin in July; therefore, the fiscal year should not be adjusted for expenditures, so those funds should be included in this tab. If a fund is used in multiple pay frequencies and should not have the fiscal year decremented, the fund needs to be set up in all affected pay frequencies in this tab.

Funds that are currently defined in the next year payroll distribution master records are displayed in the drop down when the user clicks **Funds/Yr List**.

It is important to note that if any matching funds and fiscal years are on the Mask Crosswalk table in Mass Change Account Codes under the Budget > Utilities menu, the same logic will apply as if there were no change.

If the Mask Crosswalk tab in the Budget Mass Change Account Codes utility has funds and fiscal years that also exist in the EOY accrual calculations, and some of those funds/fiscal years have been selected to not decrement in this tab, the new fund and fiscal year used for expensing the EOY accruals will not be decremented.

Example: Fund 211/8 was included with other funds in this tab when EOY accrual calculations were performed. In the mask crosswalk, you have selected to change fund 211/8 to 215/8, and the same logic of not decrementing the fiscal year will apply to the new fund. Accrual reports reflect the fund 215/8, and that fund and fiscal year will be what is posted to Finance. If a fund/fiscal year in the mask crosswalk was not included on the Decrement tab, decrementing of the fiscal year will apply to the new fund.

Specify funds to not be decremented:


☐ Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:


- If are not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

☐ Click **+Add** to add a row.

Field	Description
Fund/Yr	<p>Click  to select the federal funds that should not have the FY decremented (decreased).</p> <p>For multiple entries, click Funds/Yr List to display the Data Select - Fund/Yr page.</p> <p>To select multiple rows when the funds/fiscal years are consecutive, select a fund/fiscal year to start at, and then press and hold SHIFT while selecting a fund/fiscal year to end the selection process. All funds/fiscal years (between the first and last item) in the sequence are now selected.</p> <p>To select multiple rows when the funds/fiscal years are not consecutive, select a fund/fiscal year, and then select other individual funds/fiscal years from different parts of the listing.</p> <p>Click OK to select the funds/fiscal years and close the listing. Otherwise, click Cancel.</p> <p>Note: For nonfederal funds, the system subtracts one from the fiscal year in the employee's master distribution account codes to properly expense the amounts. In order to accommodate the federal funds, the fiscal year should not be adjusted to properly expense the amounts, so those funds should be included on the Decrement tab.</p>
Description	This field is automatically populated when the Fund/Yr field is populated.

☐ Click **Save** to save the changes.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Interface to Finance - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Interface to Finance

After the transactions are created for the general journal, they are displayed on this tab. This process is the actual interface between Payroll processing and Finance applications for the EOY Payroll Accruals. This tab is only available after the Create General Journal process is successfully completed.

There are two options available when interfacing general journal transactions to Finance:

- **Post to Current Acct Period**
- **Post to Next Acct Period**

Verify the accounting period in Finance to be used when posting the general journal.

The tab contains a display-only grid of the transactions that are pending interface.

Interface to Finance:

☐ Select a data row to interface to the Finance system.

☐ Under **Accounting Period**, select whether to post to the current or next account period. In this process, the posting account period should be August (08).

Field	Description
Post to Current Acct Period	<p>If this field is selected and you click Interface, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p> <p>If the accounting periods are not the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>If this field is selected and you click Interface, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p>

The **Interface Transaction Date** field is automatically populated with the current system date, but it

can be changed. This date is used as the Finance general journal transaction date and is displayed as the actual posting date in Finance.

☐ Click **Preview Report**. The same EOY Accrual General Journal Transactions report that was created on the Create General Journal tab is displayed.

[Review the report.](#)

☐ Click **Interface** to interface general journal transactions to Finance. A message is displayed indicating that the general journal transactions were successfully interfaced to Finance.

☐ Click **OK**.

☐ Run the [Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#) in file ID C for account codes 216X and 221X to verify that all accrual amounts match your accrual reports.

The Post to Master tab is enabled.

Other functions and features:

The report button allows users to switch between the two reports.

- Click **Emp Report** to view the EOY Accrual Information report for the employees associated to the selected journal voucher number(s).
- Click **Gen Jrnl** to view the General Journal report associated to the selected journal voucher number(s).

Click **Cancel Preview** to return to the list of transactions pending interface.

Click **Delete Pending** to move the pay date from the Interface to Finance tab back to the Create General Journal tab.

Mass Delete - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Mass Delete

This tab is used to select and delete multiple rows of EOY payroll accrual records that were created on the Run Calculations tab (of the EOY Payroll Accruals page). Only records that have not been interfaced to Finance may be deleted.



Mass delete employee EOY accrual records:

☐ Under **Delete By**, select from the following options:

Field	Description
Calculation Date	Select to delete EOY Accrual Records by calculation date.
Emp Nbr	Select to delete EOY Accrual Records by employee number.

☐ Under **Retrieval Options**, the fields display based on the **Delete By option** selected.

If **Calculation Date** is selected under **Delete By**:

Calculation Date - From	Click  to select a from calculation date. This field only displays all calculation dates where EOY accrual records that have not been interfaced to Finance exist. This field is optional.
	In the To field, click  to select a to calculation date. This field only displays all calculation dates where EOY accrual records that have not been interfaced to Finance exist. This field is optional.

If **Emp Nbr** is selected under **Delete By**:

Emp Nbr	Type an employee number, if known. The employee's name is displayed at the top of the page, and EOY accrual records that have not been interfaced to Finance are displayed in the grid below.
	If the employee number is not known, click Directory to select an employee from the Employee ID Prompt. The employee's name is displayed in the Name field, and employee data is displayed in the grid below. The Emp Nbr field must be populated to retrieve any EOY accrual records for the mass delete process.

☐ Click **Retrieve**. All employees with the selected transmittal type for the calculation date are displayed in the grid under Mass Delete Data.

☐ Select **Delete** on each employee EOY accrual row for the mass delete process. Use one of the following methods to select a group of employees:

- To select multiple rows when the employees are consecutive, select an employee to start at, and then press and hold SHIFT while selecting an employee to end the selection process.
- To select multiple rows when the employees are not consecutive, select an employee number,

and then select other individual employee numbers from different parts of the listing.

- Click **Select All** to select the **Delete** check box for each employee.
- Click **Unselect All** to clear the **Delete** check box for each employee.

☐ Click **Execute** to mass delete all selected EOY accrual records. The Mass Delete EOY Accrual Data preview report is displayed. [Review the report.](#)

☐ Click **Process** to continue and to delete the selected EOY accrual records.

☐ Click **Cancel** to return to the Mass Delete tab without deleting the selected EOY accrual records.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Post to Master - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master

This tab is used to create the necessary school YTD and history records to reflect the EOY accrual process.

- This process must be performed prior to the first payroll for the new school year.
- For standard employees, a new school year-to-date record is inserted for the school year with all appropriate accrual amounts populated.
- For nonstandard employees, the existing school year-to-date record for the new school year is updated with the appropriate amounts.
- Pay history, job history, and distribution history records are also inserted into the transaction files.
- In the work file, it will rewrite the record with the calculation date which is entered on the Run Calculation tab.

Caution: The Move NY Payroll to CY process must be completed prior to continuing this process.

Post to master:

The tab contains a display-only grid of the transactions that are being posted.

☐ Select a pay run row to post to the master file.

☐ Click **Post**. After posting to the master file:

- A message displays indicating that the posting to master was successful. Click **OK**.
- The Post to Master tab displays. The pay run that was posted is no longer displayed in the grid.

Reversal for Non-Accrual - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Reversal for Non-Accrual

This tab only reverses the accrual entries for non-accrued employees. It uses the temporary work file created during the calculation process to generate all reversal transactions that will be posted to the Finance application. It will also print the Reversal General Journal.

For all pay type 1 or 2 employees that do not have an accrual code (accrual code is blank) and for all pay type 3 and 4 employees, the system reverses the accrual entries by generating reversal transactions that are posted to the Finance application (i.e., posts the amounts to the general ledger (object codes 61XX) for the coming school year).

Note: The Finance Posting Period must be 09 prior to reversing non-accruing employees.

The tab contains a display-only grid of the transactions that are pending reversal.

Run reversal for non-accrual:

Field	Description
File ID	Click ▼ to select a file ID to be used for Finance posting. If the file ID is not C (e.g., 4 or 5), the Clearing Fund also needs to be selected.
Clearing Fund	This field is displayed and accessible when the file ID chosen is not file ID C (e.g., 4 or 5). This field is required because it determines the accrual object and subobject codes that are affected if Post to Master and Interface to Finance is selected.

☐ Under **Accounting Period**, select whether to post to the current or next account period.

Post to Current Acct Period	<p>If selected and you click Create Reversals, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Reversal for Non-Accrual tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK to return to the Reversal for Non-Accrual tab. You can select the next accounting period for posting if necessary.</p>
Post to Next Acct Period	<p>If selected and you click Create Reversals, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Reversal for Non-Accrual tab.</p>

Reversal Interface Transaction Date	This field is automatically populated, but you can edit the displayed date.
JV Number	Type the journal voucher number to be used in finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date of the row or rows selected.

- ☐ Select a data row to create the reversal transactions to be posted to Finance.
- ☐ Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. A message indicating that there are no rows to be processed for the reversal may be displayed.
- ☐ Click **Interface Reversals** to update Finance. If no errors were encountered during the process, a message is displayed indicating that the affected tables were successfully interfaced. Click **OK**.

Run Calculations - HRS5500

Payroll > Payroll Processing > EOY Payroll Accruals > Run Calculations

This tab uses the employee's pay information and the estimated hours or estimated days on the Accrual table to calculate the pay for each employee that is to be expensed in the current year but paid in the next school year. First, the system computes the salary by taking either the next year accrual daily rate or the hourly rate, depending on the person's pay type, and multiplying it by either the number of days or the number of hours worked set up in the Accrual table. Next, the year-to-date amounts for associated benefits, such as FICA, Unemployment, and Federal Grant are calculated by multiplying the pay by the appropriate percentages.

Since the calculations are based on the next year personnel records, the district should verify that next year information is correct. For daily rate jobs (pay type 1 or 2), it is especially important that the next year contract begin date, distribution account code, accrual code, and accrual rate are accurate for all jobs. For hourly rate jobs (pay type 3), it is important that the contract begin date, job code, account code, and pay rate are accurate for all jobs.

The accrual calculations process stores the information derived from these calculations in a temporary work file that is used to generate all transactions that are posted to the Finance application. Once these temporary work file records are created, the district cannot modify the records. However, the district can adjust the information in an employee's record and rerun the calculations to change what is stored in the temporary work file for that employee. The EOY Accrual Information and the EOY Accrual Distribution Reports show the calculation results.

If an employee is paid out of multiple distribution account codes, the salary amount is adjusted to reflect what percentage of the salary is paid for out of that account code. For example, if one distribution account code pays 30% of a person's salary, the amount recorded for the salary for that account code is 30% of the calculated salary for that person.

Note: The system normally subtracts one from the fiscal year in the employee's master distribution account codes to properly expense the amounts. In order to accommodate the federal funds, the fiscal year should not be adjusted to properly expense the amounts. Use the Decrement tab to define the funds to not be decremented.

Run accrual calculations:

☐ Under **Next Year Frequency**, select from the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Multiple payroll frequencies can be run at the same time.

Field	Description
Calculation Date	<p>This field is populated with the current system date, but it can be changed. This date is used as the pay date for the YTD payroll records. This date is also used to create the Finance general journal number and the month reported in the general journal description.</p> <p>The pay date used must be within the current calendar year. If different pay dates are used with different groups of employees, then each pay date is displayed on the Create General Journal tab. If different pay dates are used and all the same employees are included in the last pay date (all employees that were in the previous pay dates are included in this pay date), only the most recent pay date is displayed. If multiple dates are displayed and you no longer want them, select the Clear EOY Accrual Data Only field on the Next Year > Clear Next Year Tables tab. All calculations are deleted, and the accrual table information is retained.</p>

The applicable employees are displayed after one of the following option(s) is selected.

Exclude Non-Standard Employees	<p>Select to exclude all nonstandard employees who have received the first payment of their new contract. Nonstandard employees are those employees with 11-, 12- (July/August starts), and 13-month contracts with the TRS Year field selected on the Payroll > Maintenance > Staff Job/Pay > Job Info tab.</p> <p>If not selected, all nonstandard employees who meet the specified criteria (e.g., contract begin date) are included in the accrual calculation.</p> <p>An LEA must determine if the nonstandard employee has received the first payment of their new contract in order to properly include/exclude the employee from the accrual calculations.</p> <p>This field is disabled when employees are selected and moved to the grid on the right.</p>
Exclude Substitutes	<p>Select to exclude all substitutes (pay type 4).</p> <p>Clear this field to include all substitutes in the accrual calculation.</p> <p>This field is disabled when employees are selected and moved to the grid on the right.</p>
Calendar	<p>Select an item and click Retrieve to limit the list of employees displayed on the left side. Calendar information is based on the calendars defined in next year pay frequencies. This field is disabled when employees are selected and moved to the grid on the right. Employees reported with a calendar selection are based on the primary job calendar selection.</p>

All applicable employees are displayed on the left side of the page. Use the following buttons to move employees from the left side to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Note: Inactive employees are displayed; however, employees with a termination date on the Maintenance > Staff Job/Pay > Employment Info tab are not displayed.

The **Run** button is enabled when employees are moved from the left side to the right side of the page.

☐ Click **Run**. The accrual calculations are run.

If calculation errors occur, an EOY Accruals Calculations Errors report is displayed. For accurate calculation of EOY Accruals, errors should be corrected before continuing. When all corrections have been made to the employee records, run the accrual calculations again to ensure that errors were corrected and to have the accruals correctly calculated.

[Review the report.](#)

Interface Processing

Use the Table of Contents to access a page.

Create General Journal - HRS5700

Payroll > Payroll Processing > Interface Processing > Create General Journal

Before the payroll information can be posted to Finance, you must create the general journal. This generates all of the transactions that are posted to Finance.

Create a general journal:

The Create General Journal tab is a display-only grid of previous pay runs that have not been saved as pending or interfaced to Finance.

☐ Select the row(s) to create a general journal for the pay run.

☐ Click **Create Gen Journal**.

- A message may be displayed if all account amounts net to zero for the selected payroll and there are no accounts to process. You are prompted to set the interface flag.
 - Click **Yes**. The interface flag is set to Y (meaning the payroll has been interfaced to Finance).
 - Click **No**. The interface flag is not reset, and the entry will remain on this page.
- If any errors exist that are forcing entries to object code 3600 - undesignated fund balance, a message is displayed indicating that a report is being printed and that transactions with object code 3600 have been created. The report is sent directly to the printer and indicates the employees that could be causing the out of balance. Click **OK** to view the general journal report.
- If there are no errors, the General Journal, Funds Transfer Summary, and Auto JV Transaction Summary preview reports are displayed. [Review the report](#).
 - Click **Save Pending**. A message is displayed indicating that the general journal transactions were successfully saved as pending.
 - Click **Cancel** to not save the transactions and return to the Create General Journal tab. The pay run that was being processed is shown in the grid.
 - Click X to close the window.

If after restoring HR tables through the import process, payrolls that had been previously posted to Finance reappear on this page, click **Reset Interface Flags**. A message box is displayed with the message, "When the interface posting flags are reset, the payroll transactions cannot be interfaced to Finance," and asks whether to reset the Interface Posting Flags.

- Click **Yes**. The interface flag is set to Y (meaning the payroll will no longer display on the page).
- Click **No**. The interface flag is not reset, nothing is changed, and the payroll will continue to display on the page.

Interface to Finance - HRS5700

Payroll > Payroll Processing > Interface Processing > Interface to Finance

In order to interface the pay run transactions to the Finance files, you must run the Create General Journal process and save the transactions as pending. This process is the actual interface between Payroll Processing and Finance.

Interface to Finance:

The tab consists of a display-only grid of all the transactions that are in pending status.

☐ Select the pay run(s) that you want to interface to the Finance.

Field	Description
Post to Current Acct Period	<p>If selected and you click Interface, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same, and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab. You can select the next accounting period for posting.</p> <p>If the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>If selected and you click Interface, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p>

☐ Click **Preview**. The General Journal, Funds Transfer Summary, and Auto JV Transaction Summary reports that were created on the Create General Journal tab are displayed. [Review the report.](#)

☐ Click **Interface**. A message is displayed indicating that the general journal transactions were successfully interfaced into Finance. Click **OK**.

Notes:

- You can verify that the interface to Finance was successful by running a general journal from Finance to compare to the general journal produced from Payroll.
- Verify that the interface flag is set to Y on the Pay Dates table. This indicates that the payroll has been run and interfaced to Finance.

Other functions & features:

Delete Pending	Click to remove the transactions from the pending status and display the pay run on the Create General Journal tab again.
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Payroll Adjustments

Use the Table of Contents to access a page.


Adjustment Reports - HRS5200

Payroll > Payroll Processing > Payroll Adjustments > Adjustment Reports

This tab is used to select and generate paycheck calculation and payroll reports for supporting documentation and balancing the general journal for the Finance interface. The employees that are reported are based on the employees selected for the check void or issue process. If multiple pay dates are to be affected, the user needs to complete all voids and/or issues for a pay date, and then print all the necessary reports for that same pay date before leaving the Payroll Adjustments page or selecting a new pay date. If multiple sets of reports are used for the same adjustment number, the user must add the amounts from the reports to balance the general journal.

Check issues and voids for the same pay date that were performed in the same session (the page was not closed) are displayed on the reports together.

Create adjustment reports:

Field	Description
Pay Date	Click  to select a pay date and perform the check void and/or issue process.

☐ Click the Adjustment Reports tab.

☐ Under **Payroll Reports**:

GenRpt	Select <input type="checkbox"/> to select the report(s) from the list, or click Select ALL Reports to select all reports.
Sort Order	Click for each report to see available sort options. If the field is blank, no sort options are available.

☐ Click **Generate Reports**. All selected reports are generated with the new information.

[Review the report.](#)

Check Issue - HRS5200

Payroll > Payroll Processing > Payroll Adjustments > Check Issue

This tab is used to correct payroll check errors in the current pay period or prior pay periods.

Any check that was omitted from the payroll run process or any replacement check for a voided check should be entered as an issue. The system allows you to enter the necessary deduction and distribution information for the payroll check. This must be calculated manually and must correspond to the amounts for the check.

- If a check issue process has already been done for the same pay date and the adjustment created for the check issue has not been interfaced to Finance, the **Run Payroll** default options are the previous check issue and cannot be changed.
- If **Regular** is selected and the amount entered for an employer's contribution represents a refund, the dollar amount should be preceded by a minus (-) sign. If **Supplemental** is selected, the employer's contribution deductions are not processed.
- If **Regular** is selected and the check being issued is for an employee with a nonstandard job (**TRS** flag selected on the Employee Job tab), the school YTD records are updated based on the current contract begin date for that job in relation to the pay date selected for the check issue. Therefore, care should be taken when issuing checks for employees with nonstandard jobs to ensure that the correct school year is being used for the accrual amounts. If **Supplemental** is selected, accruals are not calculated.
- If **Regular** is selected when an employee has either a taxable or nontaxable business allowance on his Pay Info tab, the supporting distribution records are displayed in the bottom grid. If an amount is entered in the account type B or T, it will decrement the associated business allowance remaining payments if the associated checkbox is selected.
- If an employee has an XTRA - Extra Duty job code on the Job Info tab, the supporting distribution records are displayed in the bottom grid. If an XTRA - Extra Duty job code does not exist on the employee's Job Info record, one can be created by clicking **+Add** and selecting XTRA - Extra Duty from the drop down, which will cause the selected row to be treated as an extra duty transmittal.
- If a regular payroll calculation is processed and an amount is entered in the XTRA - Extra Duty job code or account type S, at least one account type G must be entered. The calculation is treated as extra duty pay, will decrement the associated extra duty code remaining payments, and will reduce the remaining balance on the employee's Pay Info record if the associated checkbox is selected.
- If a supplemental payroll calculation is processed and an amount is entered in the XTRA - Extra Duty job code or account type S, it is treated as an extra duty transmittal and will not decrement the associated extra duty code remaining payments and will not reduce the remaining balance on the employee's Pay Info record.
- When account type **O (Overtime)** is selected, the program is set to an overtime code type of 1-1.5 times regular pay. O account types will only process through regular check issues. O account types will not process through supplemental check issues. If an account type O is being used, an account type G with an amount must be entered too. See Calculating Workers' Compensation for Overtime Payments.
- If the pay date chosen is the payoff date for a job, a message box is displayed indicating that the contract balance amount will be used rather than the amounts entered in the distribution portion of the page. If the job being paid off is the primary job and the employee has

amounts in his Pay Info page for taxable and nontaxable business allowances and/or extra duty type S remaining balances, it is the user's responsibility to make sure that these account types are paid with the correct amounts by entering the amounts in the distribution grid area of the page.

- If deduction checks have already been extracted for the pay date, then for each deduction associated with a check that has the **Deduct Chk** field selected on the Tables > Tax/Deductions > Deduction Codes tab, a transaction is added to the deduction liability check table for the amount of the deduction.
- If transfer transactions have already been extracted for the pay date, then for each transfer transaction associated with a check that has the **Wire** field selected on the Tables > Tax/Deductions > Deduction Codes tab, a transaction is added to the wire transfer table for the amount of the deduction.
- If additional records are added to the distribution grid area and the account type chosen is A - absence deduction, the amount entered is processed in the same way as a coded absence deduction on the Hours/Pay Transmittals > Cd Abs Ded tab. A positive amount is added to the employee's gross pay, and a negative amount is subtracted from the employee's gross pay.

The tab consists of a free-form area at the top and two grid areas (deductions and distributions) at the bottom.

Issue a check:

Field	Description
Pay Date	Click ▼ to select a pay date.
Employee Nbr	Type the employee number, if known, and click Retrieve . Or, click Directory to perform a search in the Employees directory. Type data in one or more of the search fields. Click Search . A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click Cancel .

The following information is populated:

- The **Employee Nbr** and **Name** fields with employee number and name data from the Staff Demographic tab.
- The **Check Number** field with the next available check number.
 - If the user chooses to change the default check number, the value needs to be changed before **Calculate** is clicked since the check number is assigned to the history records during the calculation process.
 - The user should also be aware that the check number returns to the default each time **Reset** is clicked.
- In the free-form area, the system defaults all fields to 0.00.
- The deduction grid lists the employee's current deductions from the Staff Job/Pay Deductions tab.
- The distribution grid lists the employee's current payroll distribution data from the Staff Job/Pay Distributions tab.

☐ Under **Run Payroll**, select **Regular** or **Supplemental**:

Regular	<p>If selected, select the field(s) to decrease the remaining payments by one. Clear the field(s) to not decrease the remaining payments by one.</p> <p>Under Reduce Remaining Payments:</p> <p>Contract - selected by default. Deductions - selected by default. Workers' Comp - selected by default. Bus Allowance Tax - available only if the employee has a business allowance tax amount on the Pay Info tab. Bus Allowance Non-Tax - available only if the employee has a business allowance nontax amount on the Pay Info tab. Extra Duty - available only if the employee has an XTRA duty, account type S job in the job master. If selected, the remaining balance for the extra duty code is reduced by the payment amount.</p>
Supplemental	<p>If selected, the Options button is enabled. Click Options. The Supplemental Payroll Options pop-up window opens. Select the options associated with the supplemental payroll.</p> <p>In the Income Tax field, click ▼ to select whether the supplemental payroll calculation does not calculate income tax, calculates income tax at the regular rate, or calculates income tax at the flat rate. The system default is to not include the income tax deductions.</p>

In the free-form area, the system defaults the amount fields to 0.00.


Note: If the user chooses not to have the system calculate the amounts for the **Withholding Tax, Emp FICA Tax, Unemployment Tax, Medicare Tax, EIC Payment, TEA Contribution, or Accrued Pay** fields on this tab, the employees' records on the Maintenance > Staff Job/Pay Data > Pay Info tab need to be changed.

Check Number	The system is set to the next available check number. Type a new number or accept the default. If the check number is changed from the default entry and the check number has already been saved as a payroll or liability check, a warning message is displayed, however, the entry is accepted.
Withholding Tax	Leave the field set to zero, and the system calculates the value based on the employee's current Federal Income Tax withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate .
Emp FICA Tax	Leave the field set to zero, and the system calculates the value based on the employee's current FICA withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate .
Emplr FICA Tax	Leave the field set to zero, and the system calculates the value based on the employer's current FICA withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate .
Unemployment Tax	Leave the field set to zero, and the system calculates the value based on the employee's current unemployment tax rate from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables the Reset and Calculate buttons.

Medicare Tax	Leave the field set to zero, and the system calculates the value based on the employee's current medicare tax deduction from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate .
EIC Payment	Leave the field set to zero, and the system calculates the value based on the earned income credit payment the employee is eligible to receive from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate .
TEA Contribution	Leave the field set to zero, and the system calculates the value based on the TEA state contribution to health insurance payment the employee is eligible to receive from the Maintenance > Staff Job/Pay > Deductions tab. Typing a new value in this field overrides the default and calculated amount, and activates the Reset and Calculate buttons. The field is protected when the Supplemental option is selected.
Accrued Pay	Leave the field set to zero, and the system calculates the value based on the employee's accrued pay from the Hours/Pay Transmittals page. Typing a new value in this field overrides the default and calculated amount, and enables Reset and Calculate . The field is protected when Supplemental is selected.

In the deduction grid, the employee's current deductions are listed.








☐ Click **+Add** to include a new deduction.


Deduction Code	Click  to select the code for the deduction.
Net Amount	Type the amount for this deduction.
Emplr Contrib	Type the amount the employer contributes to this deduction.
Remain Pymts	<p>Type the current number of deductions remaining.</p> <p>Notes:</p> <p>When Deductions is selected under Reduce Remaining Payments and the Remain Pymts field is changed to 0 or 99, the system does not update the employee deduction master. Otherwise, the system will update the deduction master record by using the new values and will decrement the Remain Pymts field by one.</p> <p>When Deductions is not selected under Reduce Remaining Payments, the system uses the deduction amounts to calculate the check amount. The system does not use the employee deduction master.</p>
Refund	Select if the deduction is a refund or not.
Cafe 125	<p>Select if the deduction is cafeteria 125 eligible or not.</p> <p>The following deduction codes cannot have Cafe 125 selected: AN, CU, D1, D2, R1, RI, SB, TR, TS, UD, UF, and WH.</p>
Emplr Contrib Factor	<p>Type the number of times (if more than one) the LEA's contribution(s) toward the deduction should be applied during the current pay period.</p> <p>Example: An employee will not be receiving a paycheck during the summer months, and the employer wants to expense June, July and August employer contributions in the May paycheck. So you would enter a 4 here and that number of additional employer contribution payments are expensed.</p>

TEA Contrib Factor	<p>Type the number of times (if more than one) the TEA State Health Insurance Contribution is to be applied during the current pay period.</p> <p>Example: An employee and spouse are eligible for and participating in the Health Insurance program, and only one of them receive the TEA state contributions for both in their paycheck. So you would enter a 2 in this field for the employee with the Y in the health-insurance eligible flag and that number of TEA contribution payments are expensed. The spouse with an S in the health-insurance eligible flag has a zero in this field.</p>
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In the distribution grid, the system displays the employee's current gross pay distribution.

☐ Click **+Add** to add a row.

Job Code	Click  to select the job code to which the employee is assigned.
Account Code	<p>Type an account code, or with the cursor in the field, press F2 to display the Account Codes lookup.</p> <p>To view a list of account code components, place the cursor in one of the account code component fields, and then click  or press F2.</p> <p>Type the applicable account code components, or leave blank for all account codes, and then click Search. A list of available account code components is displayed.</p> <p>Select an account code from the list. Otherwise, click Cancel.</p>
Description	This field is display only and identifies the description associated with the budget code.
Account Type	Click  to select the code and description of the account type (e.g., standard gross pay, supplemental pay, or non-TRS pay) that best describes the portion of the pay for that job.
Amount	Type the amount of the employee's pay for each account code on the Maintenance > Staff Job/Pay > Distribution tab. This is the dollar value to be expensed from the budget code. The system uses the data in this field to calculate the percent amount. If the employee's salary is derived from more than one account, the amount for each account must be entered. Calculate and Reset are enabled.
Percent	This field is calculated by the system per job, per account type.
Activity Code	Click  to select the code identifying the activity for which the employee is receiving pay according to the budget code and amount indicated.
TRS Grant	This field is display only and is populated based on entries in the Fund to Grant table.
Expense 373	Click  to select if the amount is included in the ABS distribution for TRS. The field is only available when account type G is selected.
W/C Code	Click  to select the employee's workers' compensation code.
Employer Contribution	Select to include the distribution as Employer Insurance Contribution eligible. The field is only available for account type G.
Extra Duty Cd	Click  to select the code and description if this distribution entry is for an additional job assignment. The field is only available when the job code is XTRA.
Taxed Fringe Benefit	Select to include the amount in the Taxed Fringe Benefit field on the of the Calendar YTD > Calendar YTD tab. The field is only available for account type L.

Suppl Tax	Select to tax the amount at the supplemental tax rate. The field is only available for account types B, S, L, and O.
Serv Rec Days Deduct	The system will calculate the number of days automatically (based on the amount/employee daily rate of pay). This is only available when account type A is selected. Positive days are added to employee's service days; negative days are subtracted from the employee's service days. Users can override the amount.
Adj Salary Cd	If the account type is A, the user can click  to change the salary code.
Performance Pay	Select to indicate if the amount to be paid for this account should be included in the TRS deposits performance pay calculations. The checkbox should only be used for account types G or S.
FICA Alternative	Select to allow the extra duty transmittal to be subject to the 457 deferred compensation alternative retirement plan. The flag applies only when the transmittal is processed as part of a supplemental payroll process. The column is only available if the account type is S.

☐ Click **Execute** to calculate the employee's check initially. If the check was calculated previously through this process, be aware that the **Tax** fields that were not reset to zero are not recalculated to new values. The system will then open the payroll calculations page starting at the actual calculations tab.

☐ Click **Run Calculations** to calculate the payroll, and continue the payroll process by clicking **Next** to print pre-post reports, preview the check, select check signatures, print the check, post the payroll, and view the after-post reports. The functionality is similar to running the actual payroll except that it will calculate the one employee entered on this tab. It is important to complete the process for one employee before starting the process for another employee.

Note: If calculations are processed, and the user exited the system without clicking **Cancel**, or if another user is performing a Payroll Adjustment - Check Issue process at the same time, a message is displayed offering the option to delete the rows and continue with the current check issue process or to cancel the current process and allow the previous check issue process to continue. If the user clicks **Yes**, processing will continue for the check issue, and the check issue being performed by another user will be discontinued. If the message is a result of improperly exiting the system (by you or another user that was processing Payroll Adjustment - Check Issue), the user should click **Yes** to cancel the previous check issue process and allow the user's process to continue. If the user clicks **No**, the user's process will be discontinued, and the user will not be able to continue until the other user (if any) has completed the process or until the user elects to discontinue the process by clicking **Yes**.

Before leaving the Payroll Adjustments page or selecting a new pay date, go to the Adjustment Reports tab and select the reports to generate for verifying that the checks were correctly issued. These reports can only be printed after the check has been posted.

Other functions and features:

Reset	Click to clear current settings and return to the tab defaults for the selected employee.
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

Check Void - HRS5200

Payroll > Payroll Processing > Payroll Adjustments > Check Void

This tab is used to void a specific payroll check for an employee. Once the void process is completed, the user should use the Payroll Processing/Interface Processing menu item to cause the voided check to be recorded in the general ledger and impact the correct accounts.

The Check Void tab requires that you select the pay date in which the check was issued. The program then displays all of the checks written during that pay period and allows the user to select those checks that should be voided.

By processing the voided check, the following tables are affected:


- All entries to the history tables (pay, deduction, job, leave, leave dock and account distribution) are reversed by inserting new records with the amounts multiplied by -1. The original records remain the same.
- TRS deposits, grants, workers' compensation, calendar YTD, and school YTD historical values are reduced by the amount of the void. The user has the option to affect the employee master leave balances or unemployment quarterly amounts. When the school YTD record is updated, if the check being voided is for an employee with a nonstandard job (**TRS Year** selected on the employee job record), the accrual amounts to be voided are reflected in the school year that they were originally saved. The school year record selected to be updated is based on the contract begin date from the job history record created when the check was originally issued for the pay date being voided.
- The TRS dock amount is not automatically reversed by the check void process. If an employee had transmittals for the pay date of the check being voided that affected the TRS dock amount, the user is responsible for maintaining this amount in the **TRS Dock** column on the Maintenance > TRS YTD Data page.
- If the check being voided was for multiple contract payments, the TRS monthly state minimum salary and monthly wholly separate amount are automatically reversed for one payment only. The user is responsible for maintaining the amounts for the remaining payments in the **TRS Monthly State Min Salary** column and **Monthly Wholly Separate Amount** column on the Maintenance > TRS YTD Data page.
- If the check being voided included an XTRA job, the remaining amount and number of payments are not adjusted for any of the extra duty codes. The user must adjust these using the Maintenance > Staff Job/Pay Data > Pay Info tab.
- For deduction liability checks, if deduction checks have already been extracted for the pay date, a negative transaction amount is added to the deduction liability check table for the pay date. The deductions associated with the posted check must have the **Deduct Chk** field selected on the Tables > Tax/Deductions > Deduction Codes tab. These records may be modified by using the Payroll Processing > Deduction Checks > Transaction Maintenance tab.
- For transfer transactions, if transfer transactions have already been extracted for the pay date, a negative transaction amount is added to the wire transfer table for the pay date. The transfer transactions associated with the posted check must have the **Wire** field selected on the Tables > Tax/Deductions > Deduction Codes tab. These records may be modified by using the Payroll Processing > Deduction Checks > Transaction Maintenance tab.

When the void process for a pay date is complete, print the reports of the void using the

Adjustment Reports tab to identify any errors that occurred during the void process and have the supporting documentation of the voided check.

Note: Leave that was earned as a result of using the **Increment Leave** option in the Payroll Calculation process is not reversed. Only leave earned or used that resides in a leave transmittal is reversed. If the **Adjust Leave Balance** option is chosen and the district uses the **Max Balance** field on the Leave Type tab, the leave ending balance that is calculated is compared to the maximum balance. If the calculated balance exceeds the maximum balance, the leave used and ending balance are adjusted to reflect the maximum balance allowed for the leave type, and a message is displayed regarding this adjustment.

Void a check:

Field	Description
Pay Date	Click  to select a pay date.

The system displays all available checks for the selected pay date and pay frequency on the left side of the page. Use the vertical scroll bar to locate a check to void, and then select the check to highlight the row. Use the following buttons to include or remove an entry or entries in the check voiding process:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Under **Increase Remaining Payments**, the following fields are selected by default. Clear the field(s) to not increase the remaining number of payments by one.

Contract	If selected, the remaining number of payments is increased by one, and the remaining balance of the contract is increased by the pay rate from the job history record.
Deductions	If selected, the remaining number of payments is increased by one.

☐ Under **Reverse**, the **Unemployment Quarterly Amounts** and **Leave Balances** fields are selected by default.

☐ Click **Void Check(s)**. A message is displayed indicating that the process was completed successfully. Click **OK**.

Run Payroll - HRS5000

Payroll > Payroll Processing > Run Payroll

This page performs all functions required for processing a payroll. Only pay dates that have not been processed and posted can be run from this page.

- A payroll date must be set up on the Payroll > Tables > Pay Dates page prior to processing a payroll. At any time prior to posting, you can click **Cancel** to cancel the payroll calculation process. If this is done, all of the processing performed thus far is removed from the temporary storage areas and you are exited out of the payroll process. Only the payroll options selected on the first panel are saved and reusable for the payroll calculation process for that pay date/pay frequency.
- When the pay date options are set up for the first time (indicating that this pay date has never been run before), the selections made from the most recent payroll calculation that has been posted for the pay frequency is applied to the following fields for the current pay date:
 - Print Voided Checks
 - Print Bank Checks
 - Wage/Earning Print Bank Acct Nbr
 - Deduction Register Print Emp SSN
 - Wage/Earnings Statement
- On the HR District Options page, the first pay date of the school year is used to determine the following:
 - The school year to be used for the school YTD records for regular and nonstandard employees. If the employee is a nonstandard employee and his contract begin date is greater than this date, the payroll calculation stores the accrual amounts in the next year school YTD record.
 - The school year that should be used for the TRS rates and employee TRS deposit record.
 - The pay history records that should be used for first-in/first-out for accruals. The pay date used for EOY accrual processing should be equal to or greater than the first pay date of the school year.
 - The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.
- If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.
- TRS New Member fees are not calculated for employees who are terminated before their **End 90 Day Period** and have a **Termination Date** prior to the TRS report month. For example, if an employee with a termination date of 02-28-2019 and an end 90-day period date of 03-28-2019 is paid for a pay date where the TRS month is 02 and the pay date month 03, then the 90-day fee is calculated. However, if the employee is paid for a pay date where the TRS month and pay date month are 03, the 90-day fee is not calculated.

For additional notes on actual hours worked and actual date information, click [here](#).

For additional notes on calculating the retiree surcharge, click [here](#).

For any TRS payroll questions, be sure to access the [TRS website](#) and review the Payroll Manual for Independent School Districts, Charter Schools, and Education Service Centers.

[Employment Retirement System of Texas \(ERS\) payroll rules](#)

If an employee is an ERS retiree and is eligible to receive health coverage through ERS (i.e., the **ERS Retiree Health Elig** field is selected on the Personnel > Maintenance > Employment Info tab), the following rules are effective for pay dates greater than August 31, 2016:

- The member does not pay the Member Insurance Contribution (IN) payment.
- The employer does not pay the Reporting Entity TRS-Care (RI) payment.
- The employer does not pay the Federal TRS-Care (FI) payment.

Note: The above amounts are not calculated under the new ERS rules.

☐ [Signature Template](#)

☐ [Payroll Check Proof](#)



Payroll checks are printed in Helvetica 7 point font size.

Run a payroll:

Select a Pay Date	<p>Click ▼ to select the pay date to run the payroll and click Retrieve.</p> <p>If more than one pay frequency is available for the pay date, select the pay frequency for which the payroll should be calculated. Only one pay frequency can be processed during a Run Payroll session. A payroll must be completely processed and posted before starting a new payroll.</p>
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The payroll information is populated.

☐ Complete the following fields:

Beginning Check Nbr	<p>The system determines the beginning check number based on either the last check number used from the most recent pay date that has been posted or if paycheck forms are used for liability checks, then the last check number for the most recent check date in the liability check table. The system compares these two check numbers, and the greater of the two is used. It is your responsibility to verify the beginning check number.</p> <p>The system automatically fills the Beginning Check Nbr field with leading zeros when a partial check number is entered and you tab out of the field.</p>
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Payment Method	<p>Click ▼ to select the payment method.</p> <p><i>Electronic Funds Transfer</i> - Select if you are creating a file and sending deposits electronically to the bank. Checks will be printed for those employees without direct deposit.</p> <p><i>Direct Deposit</i> - Select if you are sending a checklist and paper check to each bank.</p> <p><i>Checks Issue</i> - Select to print a check for all employees.</p>
Beginning Reference Nbr	<p>The system determines the beginning reference number based on the last reference number used from the most recent pay date that has been posted. It is your responsibility to verify the beginning reference number. This field is not required when either Payment Method (Checks Issue) or Print Voided Checks is selected. This number is printed on direct deposit checks instead of a check number on the check register and is used for bank reconciliation purposes.</p> <p>The system automatically fills the Beginning Reference Nbr field with leading zeros when a partial reference number is entered and you tab out of the field.</p>
Print Voided Checks	Select to print a voided check for each employee who receives a direct deposit or an electronic funds transfer.
Print Bank Checks	Select to print a paper check for each bank. This is for the Direct Deposit Payment Method only.
Sort Checks by Alpha or Campus	<p>Click ▼ to select a sort method. The campus is the default.</p> <p>When <i>Alpha</i> is selected, the checks are sorted by employee last name, then employee first name.</p> <p>When <i>Campus</i> is selected, the checks are sorted by pay campus, employee last name, then employee first name.</p>
Wage/Earning Statement	<p>Click ▼ to select whether a wage/earnings statement should be printed.</p> <p><i>Y - Direct Deposit</i> - Select to print wage and earning statements for direct deposit employees only.</p> <p><i>N - None</i> - Select to not print wage and earning statements.</p> <p><i>A - All</i> - Select to print wage and earning statements for all employees even if they are getting a printed payroll check. These reports are not automatically printed with payroll checks.</p>
Wage/Earning Statement Line 1, 2, 3	These fields are used to type messages to employees. Each field can be a maximum of 35 characters. If you have selected to print the wage and earnings statement, the comments that are entered are saved after you click Next .
Wage/Earning Print Bank Acct Nbr	Select to print the bank account number on the wage and earnings statement.
Deduction Register Print Emp SSN	Select to print the employee's SSN on the deduction register.

☐ Under **Increment Leave**, a list of all available leave types for the pay period is displayed.

Note: Inactive leave types are excluded from the **Increment Leave** section. Payroll calculations

are processed and leave transmittals are posted even if a leave type or absence reason is inactive.

Increment	Select to increment a leave type. If not selected, the leave is not incremented. Click Select All to increment all of the leave types.
Incr Amt	Type the amount to increment for each leave type.

☐ Under **Deductions**:

- Select the deductions to include in the payroll process by selecting the **Deduct** field for the corresponding deduction code.
- Click **Select All** to include all of the deductions in the payroll process.

Notes:

- If a new deduction code is added to the deduction code table, **Deduct** is selected automatically. If you do not want the new deduction included in the payroll process, you must manually clear the **Deduct** field for the new deduction code.
- If **Deduct** is not selected and deduction transmittals exist on the Payroll > Maintenance > Hours/Pay Transmittals page, then deductions are not processed.

☐ Click **Next** to continue to the Staff Selection page. Otherwise, click **Cancel** to exit the run payroll process.

☐ Under **Sort by**, select one of the following:

- Select the **Employee Number** field to sort by employee number.
- Select the **Last Name** field to sort by the last name. The system default is to sort by the last name.

All employees are displayed on the left side of the page.

☐ Select the employees to include in the payroll.

- Select an individual employee number to select only one employee.
- To select multiple rows when the employee numbers are consecutive (e.g., 000001-000025), select an employee number to start at and then press and hold SHIFT while selecting an employee number to end the selection process. All employee numbers (between the first and last items) in the sequence are now selected.
- To select multiple rows when the employee numbers are not consecutive (e.g., 000025, 000185, 000221), select an employee number, and then select other individual employee numbers from different parts of the listing.
- The system displays all available employees to include in payroll on the left side of the page. Use the following buttons to select which employees to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.




- Click to move all entries from the right side to the left side of the page.

☐ Click **Next** to continue the Calculations page. The calculation process computes net pay amounts for all employees using salaries, taxes, deductions, supplemental pay, and transmittals. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

☐ Under **Run**, select one of the following:

- Select **Payroll Calculations** to run the payroll calculation for this payroll.
- Select **Supplemental Calculations** to calculate only the supplemental transmittals that have been created on the Extra Duty, Deduction Refunds, and Non-TRS tabs in Hours/Pay Transmittals under the Maintenance menu. Only transmittals that exist in the Extra Duty, Deduction Refunds, and Non-TRS tabs are processed with this selection.

When **Supplemental Calculations** is selected, the fields under **Supplemental Payroll Calculations** are enabled allowing you to select the supplemental payroll parameters to include in the payroll.

Income Tax	Click  to select whether the supplemental payroll calculation does not calculate income tax, calculates income tax at the regular rate, or calculates income tax at the flat rate. The system default is to not include the income tax deductions.
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☐ Click **Next** to continue to the Payroll Processing page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

☐ Click **Run Calculations**. If there are any pay dates with an adjustment of zero for the pay frequency being run, a message is displayed asking you to confirm that you want to continue and payroll details are provided.

☐ Click **Yes** to continue. The temporary tables are cleared of the previous records for the pay date, and the payroll is calculated based on the current selections. Otherwise, click **No** to cancel the process. No temporary tables will be deleted, and you can cancel out of the payroll calculations process. An error message will display on the Payroll Calculations Error report.

Notes:

- Failure and warning messages are displayed by employee number.
- If a failure message is received, the employee does not have a paycheck calculated.
- If a warning message is received, the amount calculated for the employee may or may not be correct based on the type of warning received.

☐ Be sure to print the failure and warning messages before clicking **Next** as these messages are no longer available after you click **Next**. If there are no errors that affect payroll processing, click **Next**. Otherwise, click **Back** to go back to the previous page, or in the event of a substantial error, click

Cancel to exit the run payroll process and correct the problem.

The Payroll Calculations report is displayed. [Review the report.](#)

After running the payroll calculations, verify the results on the Calculation Reports page before continuing with the payroll process. Errors must be corrected before continuing. Once corrections are made, rerun payroll calculations to ensure that corrections were completed. If errors are found, and corrections made, click **Cancel** to exit the run payroll process and start the run payroll process again.

☐ Under **Calculation Reports**:

- Select and generate all pre-post reports and review as needed.
- Reconcile deduction registers to all monthly billing statements.
- Compare current payroll data to prior month's payroll data to identify discrepancies. Reference supplemental documents section.

Gen Rpt	Select to select the report(s) from the list or click Select ALL to select all reports.
Sort Order	On each report, type the one-character letter that represents the sort option to be applied. Available sort options are listed under Sort Options. If the field is blank, no sort options are available.

☐ Click **Generate Reports**. The system displays the first report selected. Click **Cancel** to display the next selected report. Verify the totals of each report. When you are done viewing all of the selected reports, you are returned to the Calculation Reports page.

☐ Click **Consolidate Rpts** to combine the selected reports into one continuous report. This allows one PDF report to be created (instead of a PDF for each report).

☐ Click **Next** to continue to the Payroll Check Test Pattern page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

The Payroll Check Test Pattern page is used to preview and print the payroll checks. Use the scroll bars to view and verify the alignment of the check. If the local education agency (LEA) is using electronic signatures for checks, click [Check Signatures](#).

☐ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the actual payroll checks are displayed. Only one check is displayed at a time.


Note: Be sure to verify [printer settings](#).

☐ Choose from the following options:

- Click **Previous Check** to view the last check again.
- Click **Next Check** to view the next payroll check.
- Click **Print**. The Printer Selection dialog box is displayed.
 - Under **Page Range**, select **All** or **Pages**. If **Pages** is selected, type the page range (e.g., 1-12) to print.
 - Click **Print**. The dialog box closes.
- Click **Check Signature** to display the Check Signature dialog box and to customize these

options for individual checks.

☐ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

Did the checks print correctly?	The system default is Yes . If the checks did not print correctly, click  to select No to enable the Reprint checks starting from check number and Starting new check number fields. This field is disabled if no physical checks are created for the processed payroll (i.e., all employees included in the payroll have direct deposit/EFT).
Reprint checks starting from check number	Type the six-digit check number of the first check that did not print correctly.
Starting new check number	The system default is the next starting six-digit check number. This field can be changed.

Example

You printed checks 000100 -000120, and check numbers 000115 and 000117 did not print correctly. You cannot reprint only check numbers 000115 and 000117. Therefore, check numbers 000115-000120 must be reprinted. To assign new check numbers for checks 000115-000120, do the following:

- Select **No** in the **Did the checks print correctly?** field.
- Type 000115 in the **Reprint checks starting from check number** field, which indicates on which check the first printing error occurred.
- The **Starting New Check Nbr** field defaults to 000121, which is the next available check number.
- Click **Next**. The Print Checks pages opens for the user to view and reprint the original check numbers 000115-000120 as new checks 000121-000126.

☐ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the create backup and post page is displayed.

☐ (**IMPORTANT: Do not skip this step.**) Click **Create Backup**. The export pay tables dialog box is displayed allowing you to export the payroll tables.

- If you create an export when processing Regular or Supplemental payroll calculations (zero adjustment cycle), the data is exported to database tables, and the external .rsf file is no longer generated. As a result, the table names are no longer displayed during the export. Database tables can be imported using the Import HR Tables From Database Tables utility.
- If an export is run, it will overwrite the previous export database tables created for the pay frequency as only one set of payroll export database tables can exist per pay frequency.
- If you process payroll calculations for a check issue (adjustment cycle greater than zero), the external .rsf file is generated and the table names are displayed during the export.
 - Click **Yes** to export the tables.
 - Click **No** to exit the run payroll process.

A message is displayed if the export was successful.

Was the export successfully run?	Select if the export was successful.
Would you like to post to master?	This field is enabled. Select to post to the master. Post is enabled.

☐ Click **Post!** A message is displayed indicating that the posting was completed successfully. **Post** is disabled and **Next** is enabled.

☐ Click **Next** to continue. If you click **Next** after running the payroll check process, print the Payroll Reports.

☐ Under **Payroll Reports**:

Gen Rpt	Select to select the report(s) from the list or click Select ALL Reports to select all reports.
Sort Order	Click on each report to see available sort options. If the field is blank, no sort options are available.

☐ Click **Generate Reports**. The system displays the first report selected. Verify the report data is correct.

- Click **Consolidate Rpts** to combine the selected reports into one continuous report. This allows one PDF report to be created (instead of a PDF for each report).

☐ When all totals are verified, click **Finish** to close the Run Payroll page.

Run Payroll - HRS5000

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~~HIDEPAGE~~

Special Adjustments

Use the Table of Contents to access a page.

Accruals Only - HRS5800

Payroll > Payroll Processing > Special Adjustments > Accruals Only

This tab is used to create a special adjustment transaction that moves an employee's accrual amounts from one fund to another fund. This would be done when a fund that was supported by a TRS grant is completed and removed from the employee's master distribution record. Since the fund should no longer be expensed and accruals still remain with the fund, the user can move the accruals to the new fund now associated with the employee. This allows the TRS 3 and TRS 489 reports to reflect the employee's current master distribution accounts, rather than the accounts used for first-in/first-out processing. This feature can also be used when the accruals are applied to an incorrect School YTD record or account code.

For school years 2006 and greater, if the from job code is different from the to job code and either of the jobs accrue, the associated school YTD job detail record will also be affected. If the to job is a new job for the employee and the from job and to job accrue, a new school YTD job detail record is created.

Examples:

- An employee that should have been marked with a TRS year on the Job Info tab and his accruals for July and/or August were applied to an incorrect year.
- Account codes and EOY accruals were incorrect, and the accrual needs to be moved from one account to another account and interfaced to Finance.

Notes:

- The from account code must exist in the distribution history and the chart of accounts for the file ID from which it was moved.
- The to account code must be in the employee's current master distribution record and in the Chart of Accounts for the file ID to which it is being moved.
- In order for the to account codes to display, the employee must have an accrual code and the to job code must be flagged to accrue. This maximum includes adjustments made on the Percent and Accruals Only tabs, Payroll Adjustments (check voids and issues), Zero School YTD, and Accrual Variance.
- If the accounts selected for this process are within the same fund/fiscal year, it is recommended that the **Post to Master and Interface to Finance** option not be used. The general journal entries would affect the same accounts for both sides of the entries and make the Finance transaction meaningless. Use care when processing data through this tab because the impact on records is immediate.
- If the **Post to Master and Interface to Finance** option is selected, the general journal entries that are created affect the accrual due from and cash accounts for the funds/fiscal years. The program also inserts records into the employee's pay distribution and job history records. The distribution history records are reported for the various distribution journals available through the Reports menu.
- If both funds are federal funds, the **Accru Fed Deposit** and **Accru Fed Care** fields are available for editing and transfer. If either of the funds is nonfederal funds, the **Accru Fed Deposit** and **Accru Fed Care** fields are protected and set to zero. In order to zero or calculate the accrual amounts associated with these fields, the user should perform the

Accrual Variance process after the special adjustment is completed. The Accrual Variance process allows the accrual amounts to affect the accrual and associated expenditure accounts for Finance, whereas the Special Adjustments, Accruals Only tab affects accrual accounts only.

The tab does not create adjustment data to be processed through the Interface Processing page. Each time that an account is processed through this tab, an adjustment number is assigned for that pay date. A maximum of 999 adjustments is allowed for each pay date.

Create a special adjustment for an amount:

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 . Or, click Directory to perform a search in the Employees directory .
From File ID	The system is set to C, but you can click ▼ to select any file ID available in the general ledger. If the file ID is changed, the accounting period values also change.
To File ID	The system is set to C, but you can click ▼ to select any file ID available in the general ledger. If the file ID is changed, the accounting period values also change.
Clearing Fund	This field is displayed and accessible when the selected file ID is not file ID C (e.g., 4 or 5). The field is required because it determines the accrual object and subobject codes that are affected if Post to Master and Interface to Finance is selected.

☐ Under **Post Options**, select from the following options:

Post to Master	Select to update only Human Resources tables.
Post to Master and Interface to Finance	Select to update Human Resources tables; automatically creates and posts the transactions to Finance.
JV Number	This field is only enabled when Post to Master and Interface to Finance is selected. You can type the journal voucher number for the finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date in the To field.
Interface Transaction Date	This field is enabled only when Post to Master and Interface to Finance is selected. The system is set to the current system date, but you can change the date. This date is applied to transactions that are created for finance and is displayed in the Date field on the general ledger.

☐ Under **Accounting Period**, if **Post to Master and Interface to Finance** is selected, select from the following options:

Post to Current Acct Period	<p>When you click Execute, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>This option is selected by default if the current accounting period is being closed.</p> <p>When you click Execute, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current account period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Accruals Only tab.</p>

The **School Year** fields are used to move accrual data from one school year to another. If an invalid TRS year setting was used for an employee, these fields can be used to move accrual amounts and create a new school YTD record if it does not exist. Both From and To are required fields. Dates displayed in the drop-down lists are based on the current school year.

From	Click ▼ to select the beginning school year.
To	Type a four-digit ending school year.
From Job Code	Click ▼ to select the employee's job code from the transaction history record. This job code does not have to exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction. If the From Job Code field is XTRA, the To Job Code field is automatically set to XTRA and is disabled.
To Job Code	Click ▼ to select the employee's current job code. This job code must exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction.

☐ Under **Pay Date Range**, both **From** and **To** are required fields. Pay dates displayed in the drop-down lists are based on the pay dates associated with the current school year.

From	Click ▼ to select the beginning pay date.
To	Click ▼ to select the ending pay date.
Pay Date	This field is display only and is the To pay date that is selected.
Posting Pay Date	This field is enabled when the To pay date selected is the pay date associated with EOY accruals. The user can select a pay date for the posting pay date. This is the pay date that is used for the payroll history records and for the Finance JV number if the Interface to Finance option is selected.
TRS Status	This field is display only and is populated when the user selects a pay date in the Posting Pay Date field.

Pay Date	This field is display only and is populated from the Pay History table for the current school year.
Adjustment Nbr	This field indicates the next available adjustment number for the selected pay date. This field is display only and is system generated when the user selects a pay date in the Posting Pay Date field.
From Primary Campus	Click ▼ to select the employee's primary campus from history. If the selected job code is XTRA, the primary campus selection is disabled.
To Primary Campus	Click ▼ to select the employee's primary campus from the employee's current record. If the selected job code is XTRA, the primary campus selection is disabled.
From Account Code	Click ▼ to select the account codes from the employee's pay distribution history. The employee's historical pay data associated to the account is displayed in the display-only fields. The account type is displayed as the last character of the account code. The from account code must exist in the pay distribution history and the chart of accounts for file ID C.
To Account Code	Click ▼ to select the employee's account code from the employee's current distribution record or Finance Chart of Accounts (depending upon account type). The Execute button is activated. The account type is displayed as the last character of the account code. The to account code must be in the employee's current master distribution record (for G account types only) and the Chart of Accounts for file ID C (for all account types).
From TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists in the pay distribution history for the selected account. Note: If the employee has multiple occurrences of the account within the selected pay date range, and some of the accounts have TRS grant codes, the From TRS Grant Code field is enabled to allow the user to select which account should be affected.
To TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists for the new account code.

Only columns that have had associated accruals can be accessed.

Accru Pay	Type the accrued pay adjustment for the new account code.
Accru Unemployment Tax	Type the accrued unemployment tax adjustment for the new account code.
Accru FICA/Med Tax	Type the accrued FICA and Medicare tax adjustments for the new account code.
Accru Emplr Health Ins Contr	Type the accrued employer health insurance contribution adjustment for the new account code.
Accru TEA Health Ins Contr	Type the accrued TEA health insurance contribution adjustment for the new account code.
Accru Emplr Annuity Contr	Type the accrued employer annuity contribution adjustment for the new account code.
Accru Emplr 457 Contr	Type the accrued employer 457 contribution adjustment for the new account code.
Accru Fed Deposit and Accru Fed Care	These fields are always protected and indicate the appropriate amount based on the amount entered in the Accru Pay field.
Accru TRS Care Contr	Type the accrued TRS-Care contribution adjustment for the new account code.

Accru Emplr Depend Care	Type the accrued employer dependent care adjustment for the new account code.
Accru Emplr 403B FICA Contr	Type the accrued employer 403B FICA Contribution adjustment for the new account code.

☐ Click **Execute**. If **Post to Master** is selected under Post Options, the Special Adjustments for Accruals Only Report is displayed with a listing of the current adjustments. [Review the report.](#)

If you click **Process** before you print, the process report is lost and cannot be retrieved.

☐ Click **Process** to accept the adjustments.

☐ If **Post to Master and Interface to Finance** is selected under **Post Options**, the General Journal Transactions Report is displayed with a listing of the current adjustments. Do one of the following:


- Click **Emp Rpt** to switch to the Special Adjustments for Accruals Only Report. Then,
 - Click **General Jrnl** to switch to the General Journal Transactions Report.
 - Click **Print** to display the Special Adjustments for Accruals Only Report. If you click **Process** before you click **Print**, then the process report is lost and cannot be retrieved.
 - Click **Process** to accept the adjustments and to close the dialog box.
 - Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.
 - Click the print icon from the browser to print a copy of the General Journal Transactions Report. If you click **Process** before you print, the process report will be lost and cannot be retrieved. [Review the report.](#)

☐ Click **Process** to accept the adjustments.


☐ Click **Execute** to execute the process.

☐ Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.

If all amounts for the voided totals and issued totals are zero, **Process** is disabled. This can occur when the selected pay date range involves checks that have been issued and then voided.

To adjust another job code for the same employee, click  in the **From Job Code** field to select the employee's next job code.

Other functions and features:

Reset	Click to clear all data from the tab, and then select a new employee.
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Expense Only - HRS5800

Payroll > Payroll Processing > Special Adjustments > Expense Only

This tab is used to create a special adjustment transaction that moves user-defined expense amounts from one account code to another account code. Adjustment transactions can only be made for pay dates that have been processed and that have occurred within the current school year. This tab page would be used to reclassify expenses from one expense account to another.

Amounts displayed in the grid reflect history transactions for the **From Job Code**, **From Account Code**, and **Pay Date Range** fields selected. When entering amounts to be moved, the user cannot exceed the amount displayed in the corresponding grid field. When all the amounts are zero in the grid for the selected pay date range, job code, and account code, no values can be entered in the amount fields. This can occur when the selected pay date range involves checks that have been issued and voided.

When moving amounts for G account types, the **To Job Code** field and associated distribution codes must already exist in Maintenance > Staff Job/Pay Data > Distributions tab before processing can take place. For all other account types, the Finance Chart of Accounts list displays in the **To Account Code** drop-down list and is available for selection. This process enables the user to easily move specified amounts between account numbers and/or funds (i.e., move transaction amounts from fund 211 to fund 199 or vice versa). The from and to account types must match for the Special Adjustments program to be successful.

Notes:

- ☐ The system recognizes funds that are set up in the Fund to Grant code table.
- ☐ This tab does not create a general journal that can be processed through the Interface Processing page. A general journal is created and automatically interfaces to finance when **Interface to Finance** is selected, and the adjustment is processed. Each time an account is processed through this tab, an adjustment number is assigned for that pay date. A maximum of 999 adjustments are allowed for each pay date. This maximum includes adjustments made on the Percent and Accruals Only tabs, Payroll Adjustments (check voids and issues), Zero School YTD, and Accrual Variance.
- ☐ The **TRS Federal Deposit** and **TRS Federal Care** amounts are calculated when the account codes are associated with a grant code.
 - If the **From Account Code** has a grant and the **To Account Code** does not have a grant, then the federal amounts are voided from the **From Account Code** and not applied to the **To Account Code**, and the word Void is displayed to the right of the columns for these amounts. The amounts to be voided are based on the **Expense Pay** field.
 - If the **From Account Code** does not have a grant and the **To Account Code** does have a grant, then the federal amounts are calculated and applied to the **To Account Code**.
 - If both accounts have a grant, then the amounts in the **From Account Code** are applied to the **To Account Code**.
 - If neither account codes have a grant, then the federal amounts should not be calculated.
 - If **Post to Finance** is selected, the from job accrues, and the LEA chooses to process these

entries, no adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The LEA needs to determine these amounts and make the adjustments manually.

- Manual entries are required because if the from job accrues, the expense pay may include accruals that have not been reported on the TRS 3 and TRS 489 reports and not posted to the clearing fund. Therefore, the system is unable to determine the portion of the expense that has already been reported on the TRS 3 and TRS 489 reports.

Example of Federal to Nonfederal with accruals: The user removes distribution account code 224/7 and adds distribution account code 199/7 to an employee's master distribution record. The 199/7 distribution account code should have been expensed since the beginning of the school year. In this case, the TRS 3 and TRS 489 reports have included this employee, and they need to be corrected. The YTD Expenditure Account Distribution Journal displays fund 224/7 with a total expense of \$18,574.92, a TRS 3 amount of \$1,222.23, a TRS 489 amount of \$185.74, and Emplr Care amount of \$102.18. The expense of \$18,574.92 needs to be transferred to fund 199.7. During the special adjustment by expense process, the **TRS 3** and **TRS 489** fields are automatically calculated based on the **Expense Pay** field and are marked as Void. The voided amount in this case equals \$1,407.97 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74). When the expense adjustment is processed, the system automatically interfaces to Finance and credits the federal fund 211/7 object code 6119 for the expensed amount of \$18,574.92 and 6146 for the total amount of \$1,510.15 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74 + Emplr Care \$102.18) and debit cash. It then debits the nonfederal fund 199/7 object code 6119 for \$18,574.92 and 6146 in the amount of \$102.18 (Emplr Care) and credit cash. The system does not make any transfers to the Payroll Clearing Account; the offsetting entries to the clearing fund are the responsibility of the user.

Note: Since this employee accrues, the system is unable to determine what correction needs to be made to the TRS 3 and TRS 489 reports. The next time payroll is processed, the user needs to make the necessary adjustments to the total amount sent to TRS on the TRS 3 and TRS 489 reports.

- If **Post to Finance** is selected, the from job does not accrue, and the LEA chooses to process these entries, the adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The LEA needs to post these amounts on the TRS 3 and TRS 489 reports since the TRS Grant information is not updated.
- If the special adjustment transfers expenses from a nonfederal fund to a federal fund, the expense associated with the TRS Federal Deposit and TRS Federal Care amounts are calculated based on the **Expense Pay** field and are reflected in the issue transactions for the federal fund. These amounts are not voided from the nonfederal fund, and the word Issue is displayed to the right of the editable columns for these amounts.
- If the **Post to Finance** option is selected and the from job accrues, and if the LEA chooses to process these entries, no adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The LEA needs to determine these amounts and make the adjustments manually.
- Manual entries are required because if the from job accrues, the expense pay may include accruals that have not been reported on the TRS 3 and TRS 489 reports and not posted to the clearing fund. Therefore, the system is unable to determine the portion of the expense that has already been reported on the TRS 3 and TRS 489 reports.

Example of Nonfederal to Federal with accruals: The user removes distribution account code 199/7 and adds distribution account code 211/7 to an employee's master distribution record. The

211/7 distribution account code should have been expensed since the beginning of the school year. In this case, the TRS 3 and TRS 489 reports have not included this employee, and they need to be corrected. The YTD Expenditure Account Distribution Journal displays fund 199/7 with a total expense of \$18,574.92 and Emplr Care amount of 102. The expense of \$18,574.92 needs to be transferred to fund 211.7. During the special adjustment by expense process, the **TRS 3** and **TRS 489** fields are automatically calculated based on the **Expense Pay** field and are marked as Issue. The issued amount in this case equals \$1,407.97 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74). When the expense adjustment is processed, the system automatically interfaces to Finance and credits the nonfederal fund 199/7 object code 6119 for the expensed amount of \$18,574.92 and 6146 for the TRS Emplr Care amount of \$102.18 and debit cash. It then debits the federal fund 211/7 object code 6119 for \$18,574.92 and 6146 in the amount of \$1,510.15 (TRS Fed Deposit \$1,222.23 + TRS-Care \$185.74 + Emplr Care \$102.18) and credit cash. The system does not make any transfers to the Payroll Clearing Account; the offsetting entries to the clearing fund are the responsibility of the user.

Note: Since this employee accrues, the system is unable to determine what correction needs to be made to the TRS 3 and TRS 489 reports. The next time the payroll is processed, the user needs to make the necessary adjustments to the total amount sent to TRS on the TRS 3 and TRS 489 reports.

- If **Post to Finance** is selected, the from job does not accrue, and the LEA chooses to process these entries, the adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The LEA needs to post these amounts on the TRS 3 and TRS 489 reports since the TRS Grant information is not updated.
- If the special adjustment transfers expenses from a federal fund to a federal fund, the expense associated with the **TRS Federal Deposit** and **TRS Federal Care** amounts are calculated based on the **Expense Pay** field, and debit and credit entries are made to the associated expense accounts. Neither Issue nor Void is displayed next to those fields.
- If the employee had any expense pay that was subject to the TRS 90-day wait period that could impact the amount of **TRS Federal Deposit**, the amount is calculated by dividing the employer's new TRS contribution expense amount by the TRS district percent from the TRS Rate tables to determine the TRS 90-day wait gross amount. This gross amount is then subtracted from the expense pay before recalculating the amount of TRS deposit to be applied to this special adjustment.

Create a special adjustment for an expense only:

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 . Or, click Directory to perform a search in the Employees directory .

☐ Under **Post Options**, select from the following options:

Post to Master	Select to update only Human Resources tables.
Post to Master and Interface to Finance	Select to update Human Resources tables; automatically creates and posts the transactions to Finance.

JV Number	This field is only enabled when Post to Master and Interface to Finance is selected. Users can type the journal voucher number for the Finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date in the To field.
Interface Transaction Date	This field is enabled only when Post to Master and Interface to Finance is selected. The system is set to the current system date, but users can change the date. This date is applied to transactions that are created for finance and is displayed in the Date field on the general ledger.

☐ Under **Accounting Period**, if **Post to Master and Interface to Finance** is selected, select from the following options:

Post to Current Acct Period	<p>When you click Execute, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Expense Only tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK and then click Cancel to return to the Expense Only tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>This option is selected by default if the current accounting period is being closed.</p> <p>When you click Execute, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current account period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK, and then click Cancel to return to the Expense Only tab.</p>

☐ Under **Pay Date Range**, both **From** and **To** are required fields. Pay dates displayed in the drop-down lists are based on the pay dates associated with the current school year.

From	Click ▼ to select the beginning pay date.
To	Click ▼ to select the ending pay date.
Pay Date	This field is display only and is the To pay date that is selected.
From Job Code	Click ▼ to select the employee's job code from the transaction history record. This job code does not have to exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction. If the From Job Code field is XTRA, the To Job Code field is automatically set to XTRA and is disabled.
To Job Code	Click ▼ to select the employee's current job code. This job code must exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction.

From Primary Campus	Click ▼ to select the employee's primary campus from history. If the selected job code is XTRA, the primary campus selection is disabled.
To Primary Campus	Click ▼ to select the employee's primary campus from the employee's current record. If the selected job code is XTRA, the primary campus selection is disabled.
From Account Code	Click ▼ to select the account codes from the employee's pay distribution history. The employee's historical pay data associated to the account is displayed in the display-only fields. The account type is displayed as the last character of the account code. The from account code must exist in the pay distribution history and the chart of accounts for file ID C.
Account Code	Click ▼ to select the employee's account code from the employee's current distribution record or Finance Chart of Accounts (depending upon account type). The Execute button is enabled. The account type is displayed as the last character of the account code. The to account code must be in the employee's current master distribution record (for G account types only) and the Chart of Accounts for file ID C (for all account types).
From TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists in the pay distribution history for the selected account. Note: If the employee has multiple occurrences of the account within the selected pay date range, and some of the accounts have TRS grant codes, the From TRS Grant Code field is enabled to allow the user to select which account should be affected.
To TRS Grant Code	This field is display only and is populated by the system if a TRS grant code exists for the new account code.

Only columns that have had associated expenses can be accessed.

Expense Pay	Type the expense pay adjustment for the new account code.
Unemployment Ins	Type the unemployment tax adjustment for the new account code.
FICA/Med Tax	Type the FICA and Medicare tax adjustments for the new account code.
Workers' Comp Ins	Type the workers' compensation insurance adjustment for the new account code. Refer to Calculations for information on how to calculate workers' compensation.
Emplr Health Ins Contrib	Type the employer health insurance contribution adjustment for the new account code.
TEA Health Ins Contrib	Type the TEA health insurance contribution adjustment for the new account code.
Emplr Annuity Contrib	Type the employer annuity contribution adjustment for the new account code.
Emplr Dependent Care	Type the employer dependent care adjustment for the new account code.
Emplr 457 Contrib	Type the employer 457 contribution adjustment for the new account code.
TRS Federal Deposit and TRS Federal Care	These fields cannot be modified and are automatically calculated based on the following calculations: TRS Federal Deposit = Expense Pay * District Rate TRS Federal Care = Expense Pay * TRS Care Rate

Emplr TRS Pension Surch	Type the employer TRS pension surcharge adjustment for the new account code.
Emplr TRS Care Surch	Type the employer TRS-Care surcharge adjustment for the new account code.
Emplr TRS Care Contrib	Type the employer TRS-Care contribution adjustment for the new account code.
Emplr New TRS Contrib	Type the employer TRS contribution for new employees.
HSA Employer Contrib	Type the employer Health Savings Account contribution for the new account code.
Emplr 403B FICA Contrib	This field cannot be modified and is automatically calculated based on the expense pay entered if the original 403B FICA contribution was not zero.

☐ Click **Recalc Grts/403B** to recalculate based on the expense pay entered if the original 403B FICA contribution was not zero.

☐ Click **Execute**. A Special Adjustment Report is displayed with a listing of the current adjustments.

If **Post to Master** is selected under Post Options, the Special Adjustments for Expenses Only Report is displayed with a listing of the current adjustments.

[Review the report.](#)

If you click **Process** before you print, the process report is lost and cannot be retrieved.

☐ Click **Process** to accept the adjustments.

☐ If **Post to Master and Interface to Finance** is selected under **Post Options**, the General Journal Transactions Report is displayed with a listing of the current adjustments. Do one of the following:


- Click **Emp Rpt** to switch to the Special Adjustments for Expenses Only Report. You can then:
 - Click **General Jrnl** to switch to the General Journal Transactions Report.
 - Click **Print** to display the Special Adjustments for Expenses Only Report. If you click **Process** before you click **Print**, then the process report is lost and cannot be retrieved.
 - Click **Process** to accept the adjustments and to close the dialog box.
 - Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.
 - Click the print icon from the browser to print a copy of the General Journal Transactions Report. If you click **Process** before you print, the process report will be lost and cannot be retrieved. [Review the report.](#)

☐ Click **Process** to accept the adjustments.


☐ Click **Execute** to execute the process.

☐ Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.

If all amounts for the voided totals and issued totals are zero, **Process** is disabled. This can occur when the selected pay date range involves checks that have been issued and then voided.

To adjust another job code for the same employee, click  in the **From Job Code** field to select the employee's next job code.

Other functions and features:

Reset	Click to clear all data from the tab, and then select a new employee.
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Percent - HRS5800

Payroll > Payroll Processing > Special Adjustments > Percent

This tab is used to create a special adjustment transaction that moves computed amounts based on a user-defined percentage and pay date range. These amounts can be transferred from one or more account codes to one or more account codes. Adjustment transactions can only be made for pay dates that have been processed and that occurred within the current school year. If you cannot access the range of pay dates you expected, use the Special Adjustments > Accruals Only tab. The reason the pay dates are limited to just the current school year is that if you are modifying a nonstandard employee, some of the actual expenditure belongs to a prior school year and cannot be changed.

When moving amounts for G account types, the **To Job Code** field and associated distribution codes must already exist on Maintenance > Staff Job/Pay Data > Distributions tab before processing can take place. For all other account types, the **To Account Code** field is enabled allowing you to select from the Finance Chart of Accounts list for the to accounts and enter the percentage to be used for each of the selected to accounts. You also have the option to click **Add** when modifying the **To Account Code** on the page and the from account type that is selected is not G. The percent must total 100 percent. This feature allows you to move distribution history account types that were used in paying the employee and are not available on the employee's master distribution.

All amounts from history associated with the **From Job Code** field, pay date range, user-selected distribution codes, and associated benefits and accruals are automatically moved to the **To Job Code** field and selected distribution codes. The calculated amounts are then disbursed among the account codes under **To Account Code** based on the percentages in the employee's existing distribution record. An adjustment number is automatically assigned by the system. Also, the from and to account types must match for the Special Adjustments program to be successful.

- This tab does not create a general journal that can be processed through the Interface Processing page. A general journal is created and will automatically interface to finance when **Interface to Finance** is selected and the adjustment is processed. Each time an account is processed through this tab, an adjustment number is assigned for that pay date. A maximum of 999 adjustments are allowed for each pay date. This maximum includes adjustments made on the Percent and Accruals Only tabs, Payroll Adjustments (check voids and issues), Zero School YTD, and Accrual Variance.
- If an account code listed under **From Account Code** includes a grant code, the associated record in the TRS YTD Grant information for the employee is also affected. The TRS grant month and year are determined by the TRS month and TRS year associated with the **Pay Date Range To** field.
- If an account code listed under **To Account Code** includes a grant code, the associated record in the TRS YTD Grant information for the employee is also affected. If there is no existing grant record, then one is inserted. The TRS grant month and year are determined by the TRS month and TRS year associated with the **Pay Date Range To** field.
- The system will recognize funds that are set up in the Fund to Grant code table.

Note: Pay dates for employees who are classed as nonstandard do not include the pay dates that were for the prior school year expenses but for the current school year accruals.

Example

Create a special adjustment by percent:

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 . Or, click Directory to perform a search in the Employees directory .

☐ Under **Post Options**, select from the following options:

Post to Master	Select to update only Human Resources tables.
Post to Master and Interface to Finance	Select to update Human Resources tables; automatically creates and posts the transactions to Finance.
JV Number	This field is only enabled when Post to Master and Interface to Finance is selected. Users can type the journal voucher number for the Finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date in the Pay Date Range To field.
Interface Transaction Date	This field is enabled only when Post to Master and Interface to Finance is selected. The system is set to the current system date, but users can change the date. This date is applied to transactions that are created for finance and is displayed in the Date field on the general ledger.

☐ Under **Accounting Period**, if **Post to Master and Interface to Finance** is selected, select from the following options:

Post to Current Acct Period	<p>When you click Execute, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Percent tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK; then click Cancel to return to the Percent tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>This option is selected by default if the current accounting period is being closed.</p> <p>When you click Execute, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current account period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK; then click Cancel to return to the Percent tab.</p>

☐ Under **Pay Date Range**, both **From** and **To** are required fields. Pay dates displayed in the drop-down lists are based on the pay dates associated with the current school year.

From	Click ▼ to select the beginning pay date.
To	Click ▼ to select the ending pay date. If the To pay date selected is the pay date associated with EOY accruals, a dialog box is displayed for the Posting Pay Date . You can select a pay date for the Posting Pay Date , or click Cancel . If you select a pay date and closes the dialog box, the selected pay date is displayed on the right side of the page along with the next available adjustment number for the selected pay date. This is the pay date that is used for the payroll history records. This is also the pay date that is displayed on the Interface Processing page and used for the Finance JV number.
Pay Date	This field is display only and is the To pay date that is selected.
Adjustment Nbr	This field is display only and is system generated based on the number of adjustments made in the selected pay date displayed on the page.
From Job Code	Click ▼ to select the employee's job code from the transaction history record. This job code does not have to exist in the employee's current Staff Job/Pay Data tab. This is a required field, and you can select only one job code per transaction. If the From Job Code field is XTRA, the To Job Code field is automatically set to XTRA and is disabled.
To Job Code	Click ▼ to select the employee's current job code. This job code must exist in the employee's current Staff Job/Pay Data tab. This is a required field, and you can select only one job code per transaction.
From Primary Campus	<p>Click ▼ to select the employee's primary campus from history. If the selected job code is XTRA, the primary campus selection is disabled.</p> <p>A grid is displayed under From Account Code with the account type, account codes, descriptions, and TRS grant codes (as applicable) from the employee's YTD distribution history accounts. These are the valid accounts that can be selected.</p> <p>In the Select field, select accounts to include in the special adjustment for this pay date range.</p>
To Primary Campus	<p>Click ▼ to select the employee's primary campus from the employee's current record. If the selected job code is XTRA, the primary campus selection is disabled.</p> <p>If the From Acct Type selected is G type, a grid is displayed under To Account Code with the account type, account codes, descriptions, and TRS grant codes (as applicable) for the employee's current distribution accounts. These are the valid accounts that can be selected.</p> <p>Click Select to include the account in the special adjustment for this pay date. The Execute button is enabled when account codes are selected in both From and To Account Code grids.</p> <p>If the From Acct Type selected is not G type, a grid is displayed under To Account Code. If the From Acct Type exists in the employee's current distribution (i.e., B, T, or S), those accounts are displayed in the To Account Code grid along with the distribution percent and the TRS Grant Code. You can select from these accounts. To add additional accounts and percentages, click Add. The distribution percentages must total to 100 percent.</p> <p>The Perfor Pay field is display only under From Account Code, and displays the performance pay selection from the job history. The Perfor Pay field is enabled under To Account Code only if the To Job Code is XTRA or the Acct Type is anything other than G (standard gross salary). Select Perfor Pay if applicable.</p>

Percent of Account	The system is set to 100%. Type a new value in the field or accept the default.
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☐ Click **Execute**.

- For school years 2006 and greater, if the **From Job Code** field is different from the To Job Code field and either of the jobs accrue, the associated school YTD job detail record will also be affected. If the to job is a new job for the employee and the to job accrues, a new school YTD job detail record is created.
- When changing from a standard job code to a nonstandard job code and the contract begin date is not in July or August, a message is displayed to notify users that a new school YTD record for the new school year is created for accrual amounts and asks if you want to continue. Click **Yes** to create the new table or **No** to cancel the entire process.
- Another message is displayed to notify you that the new school YTD table was created if the user clicks **Yes** on the previous message, or a standard job code changes to a nonstandard job code and the contract begin date is in July or August.
- Click **OK** to close the message.

If **Post to Master** is selected under **Post Options**, the Special Adjustments for Percents Employee Report is displayed with a listing of the current adjustments. [Review the report.](#)

If you click **Process** before you print, the process report is lost and cannot be re-retrieved.

☐ Click **Process** to accept the adjustments.

☐ If **Post to Master and Interface to Finance** is selected under **Post Options**, the General Journal Transactions Report is displayed with a listing of the current adjustments. Do one of the following:


- Click **Emp Rpt** to switch to the Special Adjustments for Percents Report. You can then:
 - Click **General Jnl** to switch to the General Journal Transactions Report.
 - Click **Print** to display the Special Adjustments for Percents Report. If you click **Process** before you click **Print**, then the process report is lost and cannot be retrieved.
 - Click **Process** to accept the adjustments and to close the dialog box.
 - Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.
 - Click the print icon from the browser to print a copy of the General Journal Transactions Report. If you click **Process** before you print, the process report will be lost and cannot be retrieved. [Review the report.](#)

☐ Click **Process** to accept the adjustments.


☐ Click **Execute** to execute the process.

☐ Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.

If all amounts for the voided totals and issued totals are zero, **Process** is disabled. This can occur when the selected pay date range involves checks that have been issued and then voided.

To adjust another job code for the same employee, click  in the **From Job Code** field to select the employee's next job code.

Other functions and features:

Reset	Click to clear all data from the tab, and then select a new employee.
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

TRS Processing

Use the Table of Contents to access a page.

Adjustment Days

Payroll > Payroll Processing > TRS Processing > Adjustment Days

This tab is used to add, edit, and delete adjustment days for TRS reporting.

The **Extract** function on this tab is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types with **Use For Dock TRS Days** selected on the [Payroll > Tables > Leave > Leave Type Description](#) tab. If the adjustment days are a result of a leave dock and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. After the data is extracted, the information can be retrieved for a specific employee in the **Maintenance** section of this tab. This data is used for the RP (Regular Payroll) and ER (Employment after Retirement) records.

The **Maintenance** function on this tab is used to view and maintain adjustment days for a specific employee. The information is automatically updated when the TRS adjustment days are extracted. In addition, the data can be manually added.

The **TRS Month** and **TRS Year** fields are disabled on this tab.

☐ Under **Extract**:

Field	Description
Report Date (MM-YYYY)	Type the reporting month and year for the report.

☐ Click **Execute**. The Extract TRS Adjustment Days - Processing Report is displayed. [Review the report.](#)


☐ Click **Process** to process the records. A message is displayed indicating that the process was successful. Or, click **Cancel** to return to the Adjustment Days tab.

☐ Under **Maintenance**:

Employee	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name to be retrieved.
Start Date	Type the date in the MM-DD-YYYY format. Leave blank to display all available data for the selected employee.

☐ Click **Retrieve**. The employee's existing adjustment day records are displayed; processed records cannot be changed.


☐ Click **+Add** to add a row.

Type	Click  to select one of the following record types for the record. <ul style="list-style-type: none"> • <i>RP - Regular Payroll</i> • <i>ER - Employment After Retirement</i>
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TRS Pos Cd	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> • 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
Retiree Employment Type	Click ▼ to select the employee's retiree employment type code. <ul style="list-style-type: none"> • B - Non-Profit Tutor Substitute • C - Combination of Substitute and Half-time or less • E - Surge Personnel • F - Full-Time • H - Half-time or less • N - Non-Profit Tutor Half Time or Less • S - Substitute • T - Non-Profit Tutor Full Time See Calculating Retiree Surcharge for additional information.
Begin Adj Date	Type the beginning adjustment date in the MM-DD-YYYY format.
End Adj Date	Type the ending adjustment date in the MM-DD-YYYY format.
Nbr Days Adj	Type the number of adjustment days for the record.
TRS Retiree	Displays the employee's TRS retirement status: <ul style="list-style-type: none"> • Y - Yes, the employee is a TRS retiree. • N - No, the employee is not a TRS retiree.
TRS Posted MO/YR	This field displays the month and year of the last TRS posting if any.
Comments	Type any comments or other information that pertains to the record.
Date Last Upd	This field displays the last date that the record was updated.
User ID	This field identifies the user who created the transaction. The user ID is tracked through the user's logon to the system.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Errors	The Errors button is displayed at the top of the page if any errors are encountered. In addition, the tab name is displayed in red to indicate the tab on which the error occurred, and a TRS Processing pop-up window is displayed with a list of the encountered error(s). Click X to close the pop-up window and correct the errors.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Create Files

Payroll > Payroll Processing > TRS Processing > Create Files

This tab is used to create the Employee Data (ED), Regular Payroll (RP), and Employment of Retirees (ER) submission files for TRS reporting. These submission files can be electronically submitted to TRS.



The **Employee Data (ED)** submission file contains basic employee enrollment information. The ED file is submitted at the beginning of a new school year for all employees and each month for new employees.

The **Regular Payroll (RP)** submission file provides a payroll contribution detail report for each employee on a monthly basis. The RP file is submitted after the last payroll of the month.

The **Employment of Retirees (ER)** submission file reports employment information for retirees, regardless of retirement date or retirement type. The ER file is submitted once a month for retired members.


Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

Create a file:


Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click  to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click  to select the TRS reporting year. This is a required field.

☐ Select the file type(s) (**ED**, **RP**, **ER**) to be created. At least one file type must be selected.


☐ **Create ED File**

Select ED type(s), or blank for ALL	<p>Click  to display the Employee Demographic (ED) pop-up window.</p> <p>In the Search field, type the record type to narrow the selection. Select the ED record type(s) to be included.</p> <ul style="list-style-type: none"> • ED20 Demographic • ED25 Demographic Adj • ED40 Contract & Position • ED45 Contract & Position Adj • ED90 Termination <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab.</p> <p>Leave the field blank to include all ED record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ **Create RP File**

Select RP type(s), or blank for ALL	<p>Click  to display the Regular Payroll (RP) pop-up window. In the Search field, type the record type to narrow the selection. Select the RP record type(s) to be included.</p> <ul style="list-style-type: none"> • RP20 Regular Payroll • RP25 Regular Payroll Adj <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab. Leave the field blank to include all RP record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ **Create ER File**

Select ER type(s), or blank for ALL	<p>Click  to open the Employment After Retirement pop-up window. Select the ER record type(s) to be included</p> <p>In the Search field, type the record type to narrow the selection. Select the ER record type(s) to be included.</p> <ul style="list-style-type: none"> • ER20 Employment of Retirees • ER25 Add Adj • ER27 Edit Adj <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab.</p> <p>Leave the field blank to include all ER record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) are created for each selected file type.

[Review the report.](#)

Extract

Payroll > Payroll Processing > TRS Processing > Extract

This tab is used to extract the following TRS reporting data. All six extracts (ED20, ED40, ER20, RP20, Adjustment Days to RP25, and Adjustment Days to ER27) can be run simultaneously while you perform other system tasks. You can extract per frequency or for all frequencies.

1. [Employee Demographic \(ED20\)](#)

Extracts employee demographic information (employee number, name, address, date of birth, gender, and contact information) for all employees from the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab to the TRS Processing Maintenance tab.

An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees. The ED25 record is used to change previously submitted employee demographic information.

2. [Contract and Position \(ED40\)](#)

Extracts contract and position information for all employees prior to the start of employment and prior to the submittal of regular payroll contributions for the first time. The data is extracted from the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to the [Payroll > Payroll Processing > TRS Processing > Maintenance](#) tab.

Multiple ED40 records should be submitted for an employee with multiple TRS position codes. If the various jobs fall within the same position code, then only one record can be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

FTE Hours Notes:

- The extract first uses data from the **Wkly Hrs Sched** field on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.
- If the **Wkly Hrs Sched** field is zero, the extract uses the value in the **FTE Hrs** field on the [Personnel > Maintenance > Tables > Job/Contract > Job Codes](#) tab.
- If the **FTE Hrs** field is zero on the Job Codes tab, the extract uses the value in the **Standard Hours per Workday** field on the [Payroll > Tables > District HR Options](#) page (the extract multiplies the field by five to get the hours per week).
- If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab is factored into the calculation.
- If **No FTE** is selected on the [Personnel > Maintenance > Tables > Job/Contract > Job Codes](#) tab, then the **FTE Hrs** for the job is set to zero.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

3. Regular Payroll (RP20)

Extracts employee compensation and contribution information for the selected reporting period.

- Multiple RP20 records should be submitted for an employee with multiple TRS position codes; 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 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.
- The Adjustment Days function should be processed prior to performing this function.
Note: The extract first uses data from the **Wkly Hrs Sched** field on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab. If the field is zero, the extract uses the **FTE Hrs** field on the [Personnel > Maintenance > Tables > Job/Contract > Job Codes](#) tab. If that field is zero, then the extract uses the **Standard Hours per Workday** field on the [Payroll > Tables > District HR Options](#) page (the extract multiplies the field by five to get the hours per week). If the employee has multiple jobs and/or TRS position codes, the **% Assigned** (total percentage of the employee's responsibilities represented by each job) field from the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab is factored into the calculation. The RP20 record informs TRS of the employee's weekly scheduled hours. For example, the employee works 20 hours a week as a part-time employee in a full-time job.
- If the **TRS Insurance Employer Paid** check box is selected on the [Payroll > Tables > Taxes/Deductions > TRS Rates](#) tab, the TRS Insurance calculations are excluded from the regular payroll calculations and performed when the RP20 Extract is performed. The TRS Insurance is calculated and expensed for the LEA based on the employee's distributions for the applicable payrolls that were processed during the reporting month. This applies to distribution history record types G, O, A, and S.
- If the RP20 extract does not include Employer Paid TRS Insurance calculations, the RP20 - Employer Paid TRS Insurance report is not generated.
- The RP20 extract uses the **TRS Extract Options** on the [Payroll > Tables > District HR Options](#) page to determine which hours (actual or scheduled) to report for pay type 1,

2, and 3 employees.

- The Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) uses the following calculation: State Minimum Salary x Public Education Employer Contribution Rate = **Public Education Employer Contribution**.

Note: Per the State of Texas Education Code, Section 42.102, effective September 01, 2019, the TRS Processing Extract will no longer use the cost of education adjustment (index) (CEI) value when calculating TRS 373 Statutory Minimum Contributions. As a result:

- The Adjusted State Minimum salary is not calculated and state contributions are due on all eligible compensation paid above the statutory minimum salary schedule.
- The CEI value no longer exists in TRS 373 Above State Base calculations that are used in TRS Processing, NY Payroll to Budget, and PMIS Simulations.
- The **TRS Cost Education Index** field remains on the Payroll > Tables > District HR Options page for any 2018 processing needs.

☐ Future software updates will remove the CEI, reformat the TRS 373 report to remove the Adjusted State Minimum column, rename TRS Non-OASDI (Reporting Entity Payment for Non-OASDI Members) to Public Education Employer Contribution and any other changes that are required to coincide with TRS changes.

☐ Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations are performed for all TRS-eligible employees who are subject to FICA tax.

☐ **Charter schools:** TRS-eligible salaries are used to calculate the Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*). The Public Education Employer Contribution is not capped by state minimum salaries.

Summer School Contracts (TRS position code 09):

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.

The RP20 extract to creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) on the Summer School Contracts page that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

Payroll calculation notes:

- During payroll calculations, absence deductions and coded absence deductions are allocated to the selected job when processing dock amounts that affect the state minimum salary.
- Leave Docks are allocated based on the percent assigned to the jobs, which may cause differences in the TRS 373 and Public Education Employer Contribution (*Previously known as the TRS Non-OASDI Contribution*) calculations if the employee has multiple jobs.

4. [Employment after Retirement \(ER20\)](#)

Extracts employment data of retirees regardless of the retirement date or type. The data is extracted from the payroll history to the [Payroll > Payroll Processing > TRS Processing > Maintenance](#) tab.

[ER20 Notes](#)**ER20 Notes:**

ER20 records are extracted per Primary Job and per Retiree Exception, and the Retiree Exception will be the Retiree Employment Type if selected.

- Employees with multiple jobs will have multiple ER20 records reported.
- Any extra duty pay (XTRA job) that is not attached to the job with the Retiree Exception should be reported with the Primary Job.
- The TRS Adjustment Days extract will not extract a value for ER type records. Users are expected to update the extracted records with the Retiree Employment Type.

The ER20 record always extracts the actual hours for retired employees.

The ER20 record bases the reporting dates for the reporting month/year on that reporting month year using the following circumstances:

If the contract begin or end date is within that reporting period, those dates are reported.

If the reporting month is within the contract begin/end dates, the entire date range for the month is reported.

If the contract begin/end date is outside of the reporting month year (e.g., the employee is paid from accruals), the original contract dates are reported.



Example: If a retiree's contract begin date is 08-17-2023 and end date is 05-25-2024, the dates reported for this employee are as follows:

Extract Month/Year	Reported Dates
August 2023	08-17-2023 - 08-31-2023
September 2023	09-01-2023 - 09-30-2023
October 2023	10-01-2023 - 10-31-2023
November 2023	11-01-2023- 11-30-2023
December 2023	12-01-2023 - 12-31-2023
January 2024	01-01-2024 - 01-31-2024
February 2024	02-01-2024 - 02-28-2024
March 2024	03-01-2024 - 03-31-2024
April 2024	04-01-2024 - 04-30-2024
May 2024	05-01-2024 - 05-25-2024
June 2024	06-01-2024 - 06-30-2024

5. Adjustment Days

This utility is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types that have **Use For Dock TRS Days** selected on the [Payroll > Tables > Leave > Leave Type Description](#) tab. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. The data is extracted to the Adjustment Days tab in the **Maintenance** section.

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click  to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current TRS reporting year. Click  to select the TRS reporting year. This is a required field.

☐ Select one of the following extract options:

- **Delete All and Insert New Records** - Select to delete existing data and insert new records.
- **Insert New Records** - Select to only insert new records.

First Time Reporting	<p>Select if this is the first time the local education agency (LEA) is submitting an ED20 or ED40 report.</p> <p>ED20 Notes:</p> <p>Employees must have an active status in the CYR payroll.</p> <p>Employees are required to have either the Original Emp. Date or Latest Re-Employ Date populated on the Personnel > Maintenance > Employment Info tab.</p> <p>The most recent value of either of these dates is used to determine if the employee should be included in the extract.</p> <p>If First Time Reporting is not selected, the most recent date value (Original Emp. Date or Latest Re-Employ Date) that is used must match the TRS reporting month and year.</p> <p>If First Time Reporting is selected, the most recent date value (Original Emp. Date or Latest Re-Employ Date) that is used must be equal to or less than the TRS reporting month and year.</p> <p>ED40 Notes:</p> <p>A value must be selected in the TRS Member Pos field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab and the contract begin date must be less than or equal to the current month when extracting the ED40 report for the first time.</p> <p>To be considered for the extract, employees must have an active status in CYR payroll and not have a TRS Status Code of 4 or 5 on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.</p>
Frequency	<p>Select the payroll frequencies (e.g., 4 (biweekly), 5 (semimonthly), 6 (monthly)) to be extracted for the report. Multiple frequencies can be selected.</p> <p>By default, only the pay frequencies that are selected on the District Administration > Tables > District Information > Payroll Frequencies tab are enabled and selected.</p>

☐ Select the extracts to be processed. You can run multiple extracts simultaneously while you perform other system tasks.

☐ Select **Employee Demographic (ED20) Extract** to extract employee demographic data.


☐ Select **Contract and Position (ED40) Extract** to extract contract and position data.

From Contract Begin Date	<p>Type the from contract begin date in the MM-DD-YYYY format to specify a beginning date range to be used to determine which records should be included in the extract. If this field is populated, the To Contract Begin Date must be populated and vice versa.</p>
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To Contract Begin Date	<p>Type the to contract begin date in the MM-DD-YYYY format to specify an ending date range to be used to determine which records should be included in the extract. If this field is populated, the From Contract Begin Date must be populated and vice versa.</p> <p>Notes:</p> <p>If a date range is entered, the contract begin date from the job record must be within the range.</p> <p>If a date range is not entered and the First Time Reporting is not selected, then the contract begin date month and year must be equal to the TRS reporting month and year.</p> <p>If a date range is not entered and First Time Reporting is selected, then the contract begin date month and year must be equal to or less than the TRS reporting month and year.</p>
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☐ Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

Maximum Days Worked	Type the actual number of days worked in the reporting period month.
Maximum Hours Worked	<p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently 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 TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p>Notes:</p> <p>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.</p> <p>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:</p> <p>The employee's job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>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.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p>

Default Zero Days Reason	Click  to select one of the following reasons: <ul style="list-style-type: none"> • <i>A - Accrued Pay/Not Terminated</i> • <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> • <i>F - Final Pay/Terminated</i> • <i>L - Leave Without Pay</i>
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Child Nutrition Information

Child Nutrition (i.e. school breakfast and lunch) is a Special Revenue fund as LEAs are reimbursed based on the number of qualifying meals. Each LEA has the option to decide how the monthly child nutrition contributions submitted under the TRS Grant Deposit and TRS Grant Care are determined, either by actual salaries or on the TRS Child Nutrition Calculation Worksheet (two options).

If the LEA bases the amounts on actual salaries, a **TRS Grant Code** should be entered for that fund (usually 240) on the Fund to Grant table. However, if the LEA uses one of the two methods on the TRS Child Nutrition Calculation Worksheet, then an **Expenditure Account Code** and **Salary** amount should be entered below for the RP extract. The system will proportionately distribute the entered salary amount for the employees paid out of the same fund as entered in the **Expenditure Account Code** field.

☐ Under **Child Nutrition**, click **+ Add** to add a row and enter data in the following fields:

Grant Code	Type the designated TRS grant code.
Account Code	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
Description	Type a description for the entry.
Current Month Salary	Type the current month gross salary amount. The entered salary amount is proportionately distributed for the employees paid out of the same fund as entered as the expenditure account.
Previous Month Salary	<p>Type the prior month gross salary amount. If an amount is entered, the child nutrition salary is calculated based on the specified fund and all employees who were paid in the prior TRS reporting month and year using the child nutrition fund(s) (e.g., 240). If the current TRS reporting month is 09, the prior year TRS Rates table is used.</p> <p>If an amount is not entered, no processing is completed for the prior month pay dates.</p> <p>RP25 records are automatically updated/inserted for the current reporting month but adjusting the previous reporting month for child nutrition amounts. (e.g., If you are extracting data for 04-2019, the current reporting month is 04-2019 and the adjusting reporting month is 03-2019.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated.</p> <p>Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.</p>

☐ Select **Employment after Retirement (ER20) Extract** to extract employment after retirement data.

Maximum Days Worked	Type the actual number of days worked in the reporting period month.
Maximum Hours Worked	<p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently 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 TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p>Notes:</p> <p>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.</p> <p>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:</p> <p>The employee's job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>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.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p>
Default Zero Days Reason	<p>Click ▼ to select the reason for reporting zero days worked.</p> <ul style="list-style-type: none"> • <i>A - Accrued Pay/Not Terminated</i> • <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> • <i>F - Final Pay/Terminated</i> • <i>L - Leave Without Pay</i>

☐ Select **Adjustment Days** to extract adjustment days data.

Adjustment Days to RP25	<p>Select to extract all adjustments from the Maintenance tab page that do not have an amount in the TRS Posted MO/YR field, and the TRS reporting month and year does not match the Begin Adj Date field. Only records with the TRS Retiree field set to <i>N</i> are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. Only the net difference days worked are extracted to the RP25 record.</p>
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Adjustment Days to ER27	Select to extract adjustments from the Maintenance tab. Only records that have the TRS Retiree field set to Y are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each TRS position code. No amounts are extracted to the ER27 record. Only net difference days worked, the contract begin and end dates, and records with the default reason code set to <i>E</i> are extracted.
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☐ Click **Execute** to process the selected extracts.

☐ Click **Extract Status** to view the details (extract and error reports, status, user details, etc.) for each processed extract.

The TRS Extract Processing pop-up window is displayed with the extract **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email** address. If the logged-on user has an email address on the Personnel > Maintenance > Staff Demo > Demographic Information tab, an email message is forwarded for each extract after completion.

☐ Under **Error Report**, click **Print Report** to display the selected error report. [Review the report.](#)

☐ Under **Print Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

☐ Click **Continue** to continue through the list of reports for the selected extract.

☐ Click **Return** to return to the Extract tab.

Extract Error Report Notes:

- If a **Warning** message is displayed, the data is extracted and you can address the issue(s) on the Maintenance tab.
- If a **Failure** message is displayed, the data is not extracted and you must resolve the issue(s) and extract the data again.

☐ Click **Close** to close the TRS Extract Processing pop-up window and return to the Extract tab.

Interface

Payroll > Payroll Processing > TRS Processing > Interface

This tab provides a list of journal vouchers that have not been interfaced to Finance. The journal vouchers listed can be interfaced to the current or next accounting period in Finance. In addition, you can delete journal vouchers that have not been interfaced to Finance.

Interface to Finance:

The **TRS Month** and **TRS Year** fields are disabled on this tab.

☐ Select one of the following posting options:

- **Post to Current Account Period: XX**
- **Post to Next Account Period: XX**

If applicable, you can post to the next accounting period if the current accounting period is closed.

A list of unposted journal vouchers is displayed.

☐ Select the transactions to be interfaced.

Field	Description
Report Mo/Yr	The TRS reporting month and year are displayed.
Posting Date	Type the posting date or select a date from the calendar to be used when interfacing the JV to Finance.
JV Number	The six-character JV number is displayed.
Adjustment	This field displays the number of times the extract is processed when using the Insert New Records extract option prior to performing an interface.
Child Nutrition Deposit	This field displays the calculated child nutrition deposit amount based on the processed extract.
Child Nutrition Care	This field displays the calculated child nutrition care amount based on the processed extract.
TRS 373	This field displays the calculated TRS373 amount.
TRS Non-OASDI	This field displays the calculated Non-OASDI amount.
TRS Insurance	This field displays the employer contribution amount. Additionally, this field creates the journal for the entries and interfaces to Finance when the TRS insurance amount is greater than zero.

☐ Click **Interface**. The General Journal Transactions and Fund Transfer preview reports are displayed. [Review the report.](#)

☐ Click **Process**. If the selected transactions are interfaced to Finance successfully, a process successful message is displayed, the report window is closed, and the selected row (transaction) is deleted from the grid.



☐ Click **Cancel** to cancel the interface and close the report window.

Maintenance

Payroll > Payroll Processing > TRS Processing > Maintenance

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.


Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click  to select a TRS month for which you want to retrieve or add data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click  to select the TRS year for which you want to retrieve or add data. This is a required field.
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 data is retrieved based on the selected TRS month and year.



ED Records

Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.


[Modify an ED record.](#)

The record count is displayed under **Nbr of Records**. The  button is not displayed if there are existing records for the ED20, ED25, and ED90.

☐ Click  to view the record details. The corresponding maintenance pop-up window opens with the record details.

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click   to toggle between the records.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

☐ Click  to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.

- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.

☐ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add an ED record.

☐ Click **+** to add a record.

The corresponding maintenance pop-up window is displayed allowing you to add and save data.

☐ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

☐ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

ED20 Demographic record details.

ED20 Demographic

The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MM-DD-YYYY format.
Gender	Click ▼ to select the employee's gender.
Name	Type the employee's last, first, and middle name.
Generation	Click ▼ to select the employee's generation code.

Under **Address**:

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ▼ to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	<p>Click ⓘ to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the Search field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the Country field is populated with the selected code. Otherwise, click Cancel to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

Under **Contact Info**:

Phone Nbr	Type the employee's ten-digit phone number.
Work E-mail	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

[ED25 Adjustment record details.](#)

ED25 Demographic Adjustment

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **New Demo Information**:

Staff ID/SSN	Type only corrections to originally submitted staff ID/Social Security Number data.
DOB	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
Gender	Type only corrections to originally submitted gender data.
Name	Type only corrections to the originally submitted employee's last, first, and middle names.
Generation	Click ▼ to select the corrected generation code.

Under **Original Demo Information**, the following fields must be completed.

Staff ID/SSN	Type the employee's originally submitted staff ID/Social Security Number data.
DOB	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
Gender	Click ▼ to select the employee's originally submitted gender.
Name	Type the employee's originally submitted last, first, and middle names.
Generation	Click ▼ to select the originally submitted generation code.

Under **New Address**:

Notes: If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of ten characters.
Street/P.O. Box	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ▼ to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new province of the employee's address. This field is only necessary for foreign addresses.
Country	<p>Click 🇺🇸 to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the Search field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the Country field is populated with the selected code. Otherwise, click Cancel to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>

Postal Code	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.
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Under **New Contact Info**:

Phone Nbr	Type only corrections to the employee's previously submitted ten-digit phone number.
Work E-mail	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.

[ED40 Contract and Position record details.](#)


ED40 Contract and Position

The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's new hourly pay rate.
TRS Position Code	Click  to select the applicable TRS member position code: <ul style="list-style-type: none"> • 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

Field	Description
Employment Type	Click ▼ to select the employee's new employment type code. <i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-time</i> <i>S - Substitute</i>
Pay Unit/Salary Flag	Click ▼ to select whether the employee's new pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

Under **Contract**:

Employment Start Date	Type the employee's most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ▼ to indicate if social security is paid by the reporting entity. <i>Y - Yes</i> <i>M - Medicare Only</i> <i>N - No</i>
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

[ED45 Contract and Position Adjustment record details](#)

ED45 Contract and Position Adjustment

The ED45 record is used to adjust an employee's previously submitted and TRS-accepted ED40 record.

Note: All **Original** fields must be completed and at least one **New** field.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **New Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type only corrections to the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type only corrections to the employee's hourly pay rate.

Field	Description
TRS Position Code	Click ▼ to select the employee's corrected 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
Employment Type	Click ▼ to select the employee's corrected employment type code. F - Half-Time or more M - Temporary P - Less than Half-time S - Substitute
Pay Unit/Salary Flag	Click ▼ to select whether the employee's corrected pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

Under **Original Position**:

Field	Description
TRS Membership Eligibility	Select if the employee is eligible for TRS.
ERS Retiree Health Elig	Select if the employee is a member of the Employees Retirement System of Texas (ERS).
FTE Hrs	Type the originally submitted number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40.
Hrly Pay Rate	This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's originally submitted hourly pay rate.
TRS Position Code	Click ▼ to select the employee's corrected 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
Employment Type	Click ▼ to select the employee's originally submitted employment type code. F - Half-Time or more M - Temporary P - Less than Half-time S - Substitute
Pay Unit/Salary Flag	Click ▼ to select whether the employee's originally submitted pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required.

Under **New Contract:**

Employment Start Date	Type the employee's corrected most recent employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the corrected date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the corrected date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ▼ to select a corrected response to indicate if social security is paid by the reporting entity. Y - Yes M - Medicare Only N - No
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under **Original Contract:**

Employment Start Date	Type the employee's originally submitted employment start date in the MM-DD-YYYY format.
Contract Begin Date	Type the originally submitted date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally submitted date that the contract ends in the MM-DD-YYYY format.
RE Pays Social Security	Click ▼ to select the originally submitted response to indicate if social security is paid by the reporting entity. Y - Yes M - Medicare Only N - No
Non-Standard Work Week	Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.

Under **Adjustment:**

Reason Code	Click ▼ to select the reason for the adjustment. A - End/Add Contract/Position Record - If selected, all New Position and Contract fields that are required on the ED40 are required. If the FTE Hours and Hourly Pay Rate fields are blank, the values are reset to 0 and 0.00 when the record is saved unless they are required based on the Pay Units/Salary Flag . <ul style="list-style-type: none"> • D - Delete • E - Edit • N - End Contract/Position Record
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[ED90 Termination record details.](#)

ED90 Termination

The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds and other retirements.

The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary or a previously reported salary adjustment.

The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the originally reported month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Termination**:

Date	Type the employee's last date of employment in the MMDDYYYY format.
Reason	Click ▼ to select the reason code for the employee's termination. <i>D - Death</i> <i>E - End of Employment</i>


Under **Final Pay**:

Month	Click ▼ to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
Year	Type the reporting year in the YYYY format for the reporting year after which no further deposits or adjustments for this employee will be submitted to TRS.
Annualized Eligible TRS Compensation	Type the amount of eligible compensation that an employee would have earned in the school year. This is a required field if the Reason field is set to <i>D - Death</i> . If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.


RP Records

Under **Regular Payroll (RP) Type**, a list of RP records is displayed with the **TRS Position Code**, **Days Worked**, **Total Gross Pay**, and **Adj Mo/Year**.

[Modify a RP record.](#)


☐ Click  to view the record details. The corresponding maintenance pop-up window opens with the record details.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

☐ Click  to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add a RP record.

☐ Click  to add a record. The corresponding maintenance pop-up window is displayed allowing you to add and save data. Complete the necessary fields and click **Add** to add the record.

When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

☐ Click **Close** to close the pop-up window.

If an RP record is added with a different TRS position code, a separate row is added to the grid.

RP20 Regular Payroll record details.

RP20 Regular Payroll

The RP20 record 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.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Job Info**:

TRS Position Code	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> • 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
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 the 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. <p>A - Accrued Pay/Not Terminated C - Employee on less than 12 month pay schedule/Not Terminated F - Final Pay/Terminated L - Leave Without Pay</p>

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 Grant Gross	Type the amount of eligible compensation for the reporting period, if any, paid from Federal funds or private grants.
Emplr TRS Care Contrib	Type the reporting entity's contribution to TRS Care based on eligible compensation reported for the current month.
Perfor Pay Gross	Type the amount of performance pay reported for the employee in the current month.
TRS Care	Type the employee's member contribution to TRS-Care based on regular eligible compensation reported for the current month.
TRS Grant Deposit	Type the state matching contribution amount based on eligible compensation paid from Federal funds or private grants.
Emplr New Member Contrib	Type the state matching contribution on eligible compensation paid to a new TRS member during the first 90 days.
State Min	Type the amount of current state minimum eligible compensation.
TRS Sal Reduction	Type the amount of regular monthly member retirement contribution reported for the employee in the current month.
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 Non-OASDI Contrib	Type the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees. State Min x 0.015 = Public Education Employer Contribution (EC) (Previously known as the TRS Non-OASDI Contribution)
Stat Min Contrib	Type the state's matching contribution on the amount of eligible compensation paid above the state minimum eligible compensation.
Total Gross Pay	Type the employee's total gross compensation amount.

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

[RP25 Regular Payroll Adjustment record details.](#)

RP25 Payroll Adjustment

The RP25 record is used to report adjustments to an employee's previously reported compensation and contribution information. RP25 Payroll Adjustment records can be used to correct an incorrectly submitted RP20 or to add a detail record omitted from a previous report. This is a net difference transaction.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

Under **Job Info**:

TRS Position Code	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> • 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
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 net difference between the originally reported number of days and the correct number of days 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. <i>A - Accrued Pay/Not Terminated</i> <i>C - Employee on less than 12 month pay schedule/Not Terminated</i> <i>D - Delete</i> <i>F - Final Pay/Terminated</i> <i>L - Leave Without Pay</i>

Under **Monthly Amount:**

TRS Gross	Type the net difference between the originally reported amount and the correct amount of regular eligible compensation, Do not include performance pay.
TRS Grant Gross	Type the net difference between the originally reported amount and the correct amount of eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Care Contrib	Type the net difference between the originally reported amount and the correct amount of the reporting entity's contribution to TRS Care based on eligible compensation reported for the adjustment month.
Perfor Pay Gross	Type the net difference between the originally reported amount and the correct amount of performance pay.
TRS Care	Type the net difference between the originally reported amount and the correct amount of the member's contribution to TRS Care based on regular eligible compensation reported for the adjustment month.
TRS Grant Deposit	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr New Member Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution on eligible compensation paid to a new TRS member during the first 90 days of employment.
State Min	Type the net difference between the originally reported amount and the correct amount of the state minimum compensation for the adjustment month.
TRS Sal Reduction	Type the net difference between the originally reported amount and the correct amount of the regular monthly member retirement contribution reported.
TRS Grant Care	Type the net difference between the originally reported amount and the correct amount of the state TRS Care matching contribution based on eligible compensation paid from Federal funds or private grants for the adjustment month.
Emplr TRS Non-OASDI Contrib	Type the net difference between the originally reported amount and the correct amount of the local education agency's (LEA) contribution amount for TRS-eligible compensation paid to employees.
Stat Min Contrib	Type the net difference between the originally reported amount and the correct amount of the state's matching contribution for eligible compensation paid above the state minimum.

Total Gross Pay	Type the net difference between the originally reported amount and the correct amount of total gross compensation.
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Under **Service Credit**:

Service Credit Purchase Deduction Amount	Type the net difference between the originally reported amount and the correct amount of the monthly installment payment of member's service credit purchase.
Service Credit Tax Shelter Flag	<p>Click ▼ to select whether a payroll deduction is after-tax or before-tax.</p> <p>Note: Currently, only A is allowed.</p> <p><i>A - After tax</i> <i>B - Before tax</i></p>

Under **Adj Report Period**:

Month	Click ▼ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.

ER Records

Under **Employment After Retirement (ER) Type**, a list of ER record types with the number of existing records (**Nbr of Records**) is displayed. The ER table [functions](#) the same as the ED table.

[ER20 Employment of Retirees record details.](#)

ER20 Employment of Retirees

The ER20 record is used to report employment information for retirees, regardless of retirement date or retirement type.

ER20 records are extracted per Primary Job and per Retiree Exception, the Retiree Exception will be the Retiree Employment Type if selected.

- Employees with multiple jobs will have multiple ER20 records reported.
- Any extra duty pay (XTRA job) that is not attached to the job with the Retiree Exception should be reported with the Primary Job.
- The TRS Adjustment Days extract will not extract a value for ER type records. Users are expected to update the extracted records with the Retiree Employment Type.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

☐ Under **Employment**:

TRS Position Code	Click ▼ to select the applicable TRS member position code: <ul style="list-style-type: none"> • 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
Retiree Employment Type	Click ▼ to select the employee's retiree employment type code. <ul style="list-style-type: none"> • B - Non-Profit Tutor Substitute • C - Combination of Substitute and Half-time or less • E - Surge Personnel • F - Full-Time • H - Half-time or less • N - Non-Profit Tutor Half Time or Less • S - Substitute • T - Non-Profit Tutor Full Time
Zero Days Reason	Click ▼ to select the reason for reporting zero days worked for an employee. <ul style="list-style-type: none"> • A - Accrued Pay/Not Terminated • C - Employee on less than 12 month pay schedule/Not Terminated • F - Final Pay/Terminated • L - Leave Without Pay
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. This field must be reported if actual hours are tracked.
Days Worked	Type the actual number of days worked or on paid leave in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
Contract Begin Date	Type the date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.

☐ Under **Amount:**

Total Gross Pay	Type the retiree's total gross compensation amount.
Pension Surcharge	Type the amount of pension surcharge due based on retiree's employment, if any.
TRS Care Surcharge	Type the amount of TRS Care surcharge due based on retiree's employment, if any.

☐ Click **Save**.

Other functions and features:

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

Click **Save**.

[ER25 Employment of Retirees Add Adjustment record details.](#)

ER25 Add Adj

The ER25 record is used to report an adjustment that adds a record to a previously reported Employment After Retirement report.

Under **Employment**:

TRS Position Code	<p>Click ▼ to select the employee's new TRS position code.</p> <ul style="list-style-type: none"> • 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
Retiree Employment Type	<p>Click ▼ to select the employee's retiree employment type code.</p> <ul style="list-style-type: none"> • B - Non-Profit Tutor Substitute • C - Combination of Substitute and Half-time or less • E - Surge Personnel • F - Full-Time • H - Half-time or less • N - Non-Profit Tutor Half Time or Less • S - Substitute • T - Non-Profit Tutor Full Time
Zero Days Reason	<p>Click ▼ to select the reason for reporting zero days worked for an employee.</p> <ul style="list-style-type: none"> • A - Accrued Pay/Not Terminated • C - Employee on less than 12 month pay schedule/Not Terminated • F - Final Pay/Terminated • L - Leave Without Pay
Actual Hours Worked	<p>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. This field must be reported if actual hours are tracked.</p>
Days Worked	<p>Type the actual number of days worked or on paid leave in the reporting period month.</p>
Paid Through Third Party Entity	<p>Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).</p>
Contract Begin Date	<p>Type the date that the contract began in the MM-DD-YYYY format.</p>

Contract End Date	Type the date that the contract ends in the MM-DD-YYYY format.
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Under **Amount:**

Total Gross Pay	Type the retiree's total gross compensation amount.
Pension Surcharge	Type the amount of pension surcharge due based on retiree's employment, if any.
TRS Care Surcharge	Type the amount of TRS-Care surcharge due based on retiree's employment, if any.

Under **Adjusted Report:**

Month	Click ▼ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.

[ER27 Employment of Retirees Edit Adjustment record details.](#)

ER27 Edit Adj

The ER27 record is used to report an adjustment (i.e., edit or deletion of a record) to a previously reported record on an Employment After Retirement report.

The ER27 is used to edit a previously submitted and TRS-accepted ER20 or ER25 record. If one or more of the following fields is adjusted, a net difference transaction must be reported:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Additionally, the ER27 is used to delete a previously submitted and TRS-accepted ER20 or ER25 record. When deleting a record that was previously reported in error, all of the following data must net to zero:

- **Actual Hours Worked**
- **Days Worked**
- **Total Gross Pay**
- **Pension Surcharge**
- **TRS-Care Surcharge**

Under **New Employment:**

TRS Position Code	<p>Click ▼ to select the employee's new TRS position code.</p> <ul style="list-style-type: none"> • 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
Retiree Employment Type	<p>Click ▼ to select the employee's retiree employment type code.</p> <ul style="list-style-type: none"> • B - Non-Profit Tutor Substitute • C - Combination of Substitute and Half-time or less • E - Surge Personnel • F - Full-Time • H - Half-time or less • N - Non-Profit Tutor Half Time or Less • S - Substitute • T - Non-Profit Tutor Full Time
Zero Days Reason	<p>Click ▼ to select the reason for reporting zero days worked for an employee.</p> <ul style="list-style-type: none"> • A - Accrued Pay/Not Terminated • C - Employee on less than 12 month pay schedule/Not Terminated • D - Delete • F - Final Pay/Terminated • L - Leave Without Pay
Actual Hours Worked	Type the net difference between the originally reported amount and the correct amount of actual number of hours that the retiree 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. This field must be reported if actual hours are tracked.
Days Worked	Type the net difference between the originally reported amount and the correct amount of days that the retiree worked in the reporting period month.
Paid Through Third Party Entity	Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).
Contract Begin Date	Type the new date that the contract began in the MMDDYYYY format.
Contract End Date	Type the new date that the contract ends in the MMDDYYYY format.

Under **Original Employment**:

TRS Position Code	Click ▼ to select the employee's original reported TRS position code. <ul style="list-style-type: none"> • 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
Retiree Employment Type	Click ▼ to select the employee's retiree employment type code. <ul style="list-style-type: none"> • B - Non-Profit Tutor Substitute • C - Combination of Substitute and Half-time or less • E - Surge Personnel • F - Full-Time • H - Half-time or less • N - Non-Profit Tutor Half Time or Less • S - Substitute • T - Non-Profit Tutor Full Time
Contract Begin Date	Type the originally reported date that the contract began in the MM-DD-YYYY format.
Contract End Date	Type the originally reported date that the contract ends in the MM-DD-YYYY format.
Paid Through Third Party Entity	Select to indicate the originally reported selection of whether the retiree works for a third party entity and not the local education agency (LEA).

Under **Amount:**

Total Gross Pay	Type the net difference between the originally reported amount and the correct total gross compensation amount.
Pension Surcharge	Type the net difference between the amount originally reported and the correct amount of pension surcharge due, if any.
TRS Care Surcharge	Type the net difference between the amount originally reported and the correct amount of TRS Care surcharge due, if any.

Under **Adjusted Report:**

Month	Click ▼ to select the month of the adjusted report.
Year	Type the year of the adjusted report in the YYYY format.
Reason Code	Click ▼ to select the reason for adjusting the record. <ul style="list-style-type: none"> • D - Delete a previously reported ER20/25 record • E - Edit a previously reported ER20/25 record



Payroll History

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.

Modify a record:

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.

Field	Description
Expense 373	<p>Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
TRS Position Code	<p>Click ▼ to select the applicable TRS member position code:</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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	<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 TRS Position Code 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>Example:</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, 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.</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 Wholly Sep Amt field.</p>
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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.

Purge

Payroll > Payroll Processing > TRS Processing > Purge

This tab is used to purge (delete) data from TRS reporting tables.

Purge data:

The **TRS Month** and **TRS Year** fields are disabled on this tab.

Field	Description
From Date (MM-YYYY)	Type the beginning month and year in the MM-YYYY format of the TRS tables to be purged.
To Date (MM-YYYY)	Type the ending month and year in the MM-YYYY format of the TRS tables to be purged.

Notes:

- If a date is not entered in both the **From Date (MM-YYYY)** and the **To Date (MM-YYYY)** fields, then all of the selected records are purged for all months that are currently in the system.
- If a date is entered in the **From Date (MM-YYYY)** field but not in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the entered month through the current month.
- If a date is not entered in the **From Date (MM-YYYY)** field but is entered in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the beginning month in the system through the entered date.
- If a date is entered in both the **From Date (MM-YYYY)** and **To Date (MM-YYYY)** fields, then all of the selected records are purged for all the months within the date range.

The following list of TRS tables is displayed.

- **ED20 Demographic**
- **ED25 Demographic Adj**
- **ED40 Contract & Position**
- **ED45 Contract & Position Adj**
- **ED90 Termination**
- **RP20 Regular Payroll**
- **RP25 Regular Payroll Adj**
- **ER20 Employment of Retirees**
- **ER25 Add Adj**
- **ER27 Edit Adj**

☐ Select the tables that you want to purge. You can select individual tables (check boxes) or select the top check box to select all tables (check boxes).

☐ Click **Execute**. The Purge Data pop-up window is displayed with a list of the selected tables and the number of records to be purged.

- Click **Yes** to purge the selected data. A message is displayed indicating that the delete was successful.
- Click **No** to cancel the purge process and return to the Purge tab.



Back Cover