HRS4250 - TRS Eligible Employees List

Table of Contents

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Payroll > Reports > TRS Reports > TRS Eligible Employees List

This report is a listing of all employees eligible for TRS. Employees can be sorted by alpha, pay campus, or primary campus.

This report is printed in landscape orientation.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
TRS Report Month (01-12)	Type a specific TRS report month in the MM format (e.g., 11). The TRS report month is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.
TRS Report Year (YYYY)	Type a TRS report year in the YYYY format. The TRS report year is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.
Termination Date (MMDDYYYY)	Type a termination date in the MMDDYYYY format. This is a required field. If the termination date is equal to or greater than the termination date report parameter, the employee is included in the report. If an employee has been rehired and the rehire date is greater than the termination date report parameter, the employee is included in the report.
Include SSN on Report? (Y/N)	Y - Include employees' social security numbers on the report. N - Do not include employees' social security numbers on the report. This is a required field.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Current Members (C), 90-Day Waiting (W), or blank for ALL	C - Include current members on the report. W - Include employees who are still within the first 90 days of employment on the report. Blank - Include all employees on the report.

Parameter	Parameter Description
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all frequencies. If an employee is being paid in multiple pay periods and all other data regarding the employee that is reported is the same, the employee is reported once, and the payroll column reflects the multiple payrolls. If the data is not the same across the pay frequencies, the employee is reported multiple times. **Example**: An employee is defined in pay frequency 5 for pay campus 100 and primary campus 700. He is also defined in pay frequency 6 for pay campus 100 and primary campus 200. If the report is sorted by primary campus, the employee is reported under campus 700 for payroll 5 and campus 200 for payroll 6. The employee is also counted twice in the employee totals.
From TRS Begin Date (MMDDYYYY), or blank for ALL	Type a from TRS begin date in the MMDDYYYY format, which is used to limit the employee selection to the date ranges specified when compared to the **TRS Begin Date** on the Pay Info tab.
To TRS Begin Date (MMDDYYYY), or blank for ALL	Type a to TRS begin date in the MMDDYYYY format, which is used to limit the employee selection to the date ranges specified when compared to the **TRS Begin Date** on the Pay Info tab.

Generate the report.

Back Cover