



## **ER27 (Edit Adj) - HRS3950**



## Table of Contents

|                                  |   |
|----------------------------------|---|
| <b>ER27 (Edit Adj) - HRS3950</b> | 1 |
|----------------------------------|---|



# ER27 (Edit Adj) - HRS3950

**Payroll > Utilities > TRS Maintenance > Employment After Retirement (ER) > ER27 (Edit Adj)**

This tab 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**

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

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

## Create an employment of retirees adjustment:

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

Click **Retrieve**. All previously entered TRS Eligible Code 5 (Retired) employment information is displayed.

**Note:** To retrieve employees with TRS Eligible Code 5 (Retired), click **Directory** to select an employee. The employee selection list is limited to TRS Eligible Code 5 (Retired) employees only.

Click [Directory](#) to search for an employee.

Click  to view additional details for a row.

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

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

Under **New Employment**:

|  |  |
|--|--|
| <b>TRS Position Code</b>               | Click  to select the employee's new TRS position code.<br><br><i>01 - Professional staff<br/>02 - Teacher, librarian<br/>03 - Support staff<br/>04 - Bus driver<br/>05 - FT nurse/Counselor<br/>06- Peace Officers<br/>07 - Food service worker</i>   |
| <b>Retiree Employment Type</b>         | Click  to select the employee's new retiree employment type code.<br><br><i>C - Combination of Substitute and Half-time or less<br/>F - Full-Time<br/>H - Half-time or less<br/>S - Substitute</i>  |
| <b>Zero Days Reason</b>                | Click  to select the reason for reporting zero days worked for an employee.<br><br><i>A - Accrued Pay/Not Terminated<br/>C - Employee on less than 12 month pay schedule/Not Terminated<br/>F - Final Pay/Terminated<br/>L - Leave Without Pay</i>  |
| <b>Actual Hours Worked</b>             | Type the net difference between the original 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. |
| <b>Days Worked</b>                     | Type the net difference between the originally reported amount and the correct amount of days that the retiree worked in the reporting period month.   |
| <b>Paid Through Third Party Entity</b> | Select to indicate if the retiree works for a third party entity and not the local education agency (LEA).   |
| <b>Contract Begin Date</b>             | Type the new date that the contract began in the MMDDYYYY format.  |
| <b>Contract End Date</b>               | Type the new date that the contract ends in the MMDDYYYY format.   |

**Under Original Employment:**

|  |  |
|--|--|
| <b>TRS Position Code</b>               | Click  to select the employee's original reported TRS position code.<br><br><i>01 - Professional staff<br/>02 - Teacher, librarian<br/>03 - Support staff<br/>04 - Bus driver<br/>05 - FT nurse/Counselor<br/>06 - Peace Officers<br/>07 - Food service worker</i>  |
| <b>Retiree Employment Type</b>         | Click  to select the employee's original reported retiree employment type code.<br><br><i>C - Combination of Substitute and Half-time or less<br/>F - Full-Time<br/>H - Half-time or less<br/>S - Substitute</i>  |
| <b>Zero Days Reason</b>                | Click  to select the reason for reporting zero days worked for an employee.<br><br><i>A - Accrued Pay/Not Terminated<br/>C - Employee on less than 12 month pay schedule/Not Terminated<br/>F - Final Pay/Terminated<br/>L - Leave Without Pay</i>  |
| <b>Actual Hours Worked</b>             | 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. |
| <b>Days Worked</b>                     | Type the net difference between the originally reported amount and the correct amount of days that the retiree worked in the reporting period month.   |
| <b>Paid Through Third Party Entity</b> | Select to indicate the originally reported selection of whether the retiree works for a third party entity and not the local education agency (LEA).   |
| <b>Contract Begin Date</b>             | Type the original reported date that the contract began in the MMDDYYYY format.  |
| <b>Contract End Date</b>               | Type the original reported date that the contract ends in the MMDDYYYY format.   |

**Under Amount:**

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

 **Under Adjusted Report:**

|                    |  |
|--------------------|--|
| <b>Month</b>       | Click  to select the month of the adjusted report.  |
| <b>Year</b>        | Type the year of the adjusted report in the YYYY format.   |
| <b>Reason Code</b> | Click  to select the reason for adjusting the record.<br><br><i>E - Edit a previously reported ER20/25 record</i><br><i>D - Delete a previously reported ER20/25 record</i> |

Click **Save** to save the changes.

### Other functions and features:

|   |  |
|---|--|
| <b>Retrieve</b>   | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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.<br><br>Click <b>Save</b> .            |



## Back Cover