RP25 (Payroll Adjustment) - HRS3925

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This utility 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 that was omitted from a previous report. This is a net difference transaction.

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

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

Create a regular payroll adjustment:

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

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

❏ Click Directory to search for an employee.

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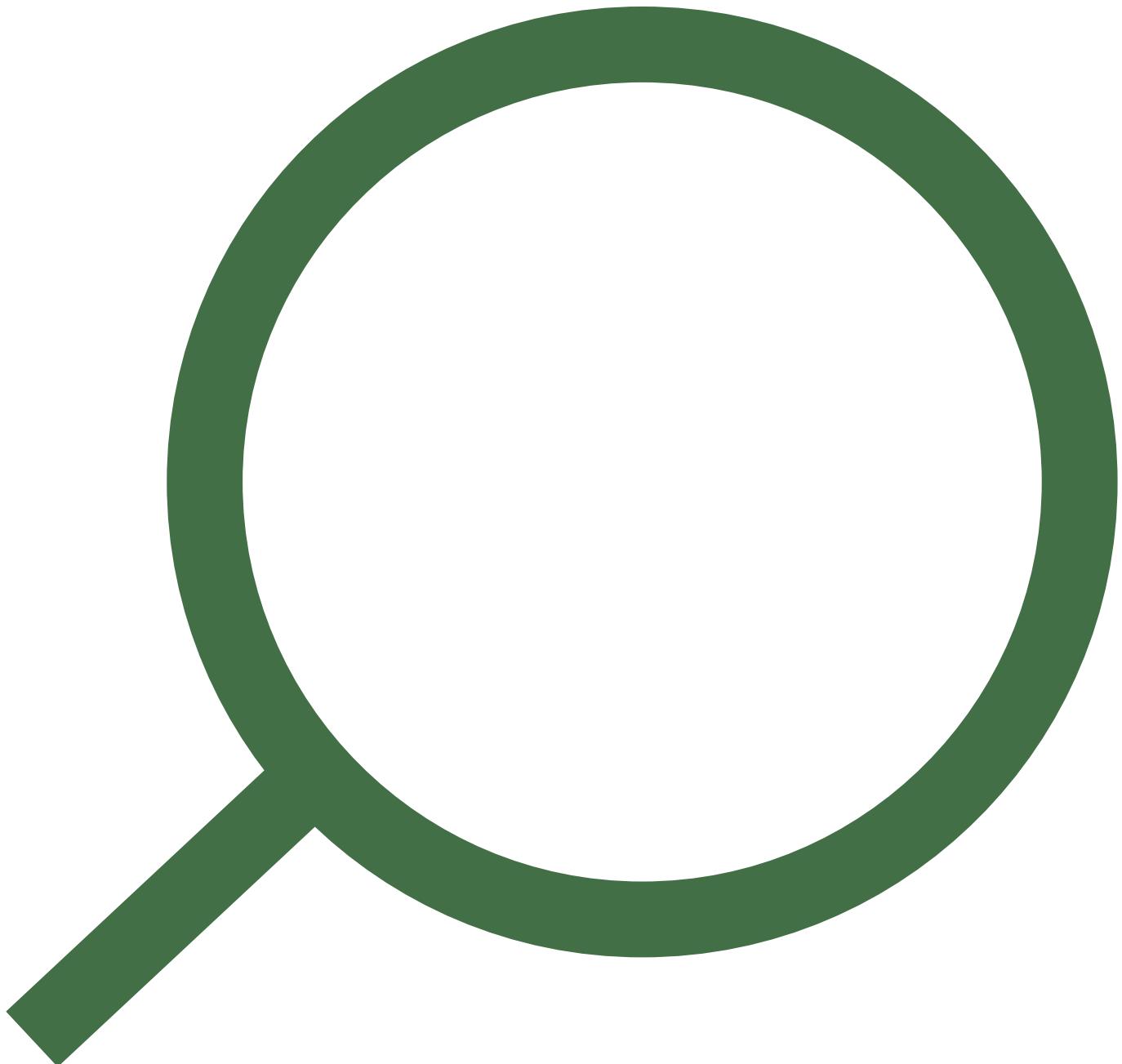
to view additional details for a row in the free-form area.

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

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

❑ Under **Job Info**:

TRS Position Code	Click ⌄ to select the employee's TRS position code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06- Peace Officers* *07 - Food service worker*
Actual Hours Worked	Type the actual number of hours that the employee worked in the reporting period month. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if actual hours are tracked.
Hours Scheduled	Type the number of hours that the employee is scheduled per week. The number of hours must be reported as a whole number. Any number with a portion after the hour must be increased to the next whole number (e.g., 7.5 should be increased to 8, 46.1 should be increased to 47). This field must be reported if the employee's actual hours are not tracked.
Days Worked	Type the 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. *A - Accrued Pay/Not Terminated* *C - Employee on less than 12 month pay schedule/Not Terminated* *F - Final Pay/Terminated* *L - Leave Without Pay*

❑ Under **Monthly Amount**:

TRS Gross	Type the net difference between the originally reported amount and the correct amount of regular eligible compensation, Do not include 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 Sal Reduction	Type the net difference between the originally reported amount and the correct amount of the regular monthly member retirement contribution reported.
Total Gross Pay	Type the net difference between the originally reported amount and the correct amount of total gross compensation.
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.
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.
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 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.

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.
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 for whom the LEA does not pay Social Security for the adjustment month.
Perfor Pay Gross	Type the net difference between the originally reported amount and the correct amount of performance pay.
Adj State Min	Type the net difference between the originally reported amount and the correct amount of the adjusted state minimum compensation for the adjustment month.
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 adjusted state minimum during adjustment month.

❑ 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	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*

VCv 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.

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

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