

# Teachers' Retirement System Reporting

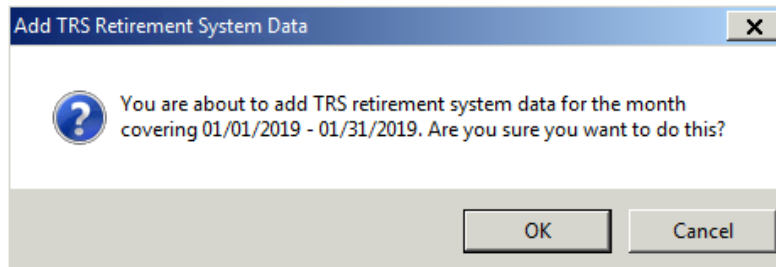
Manage\Payroll\TRS Retirement System Reporting

Name	EmpNo	SS Number	Full/Part	Emp. Base	Service Days	Service Days
Allbert\Fat M	00826	069-66-9488	F	200	20.00	0.00
Brown\Charlie	00815	080-84-6880	P	200	7.50	0.00
Brown\Lucy L	00729	052-56-4735	F	240	20.00	0.00
Buggy\Speed L	00232	093-50-7474	F	200	20.00	0.00
BUNNY\BUGS	00793	076-66-6832	F	200	20.00	0.43
Bunny\Bugs E	00621	126-68-5928	F	200	20.00	0.00
Bunny\Fuzzy H	00813	125-80-0898	P	200	2.00	0.00
Coyote\Wile E	00768	098-74-6598	F	200	20.00	0.00
Duck\Daisy	00752	064-88-8357	P	200	0.89	0.00
DUCK\DAISY E	00468	088-76-9042	F	200	20.00	0.00
Duck\Donald A	00798	076-74-4417	F	200	20.00	0.00
Flintstone\Fred J	00696	107-70-0370	F	200	20.00	0.00
Flintstone\Wilma A	00687	071-64-5171	F	200	20.00	0.00
Fudd\Elmer F	00563	042-78-6450	F	200	20.00	0.00

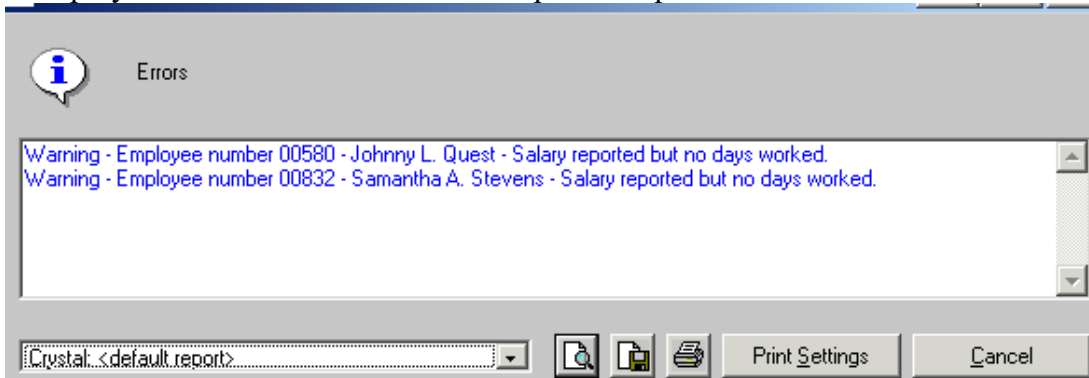
Employees	Salary Days	Hourly Days	Fee Days	Holdover Days	Gross Salary	Contributions	Loans
74	1,168.02	17.99	3.20	0.00	235,403.01	3,278.42	935.00

To **ADD** a new monthly report, Click **ADD** icon

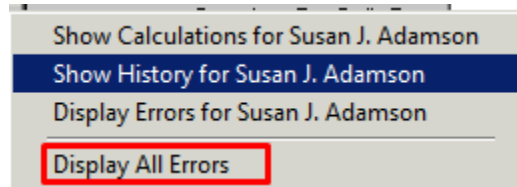


Click **OK** to continue.

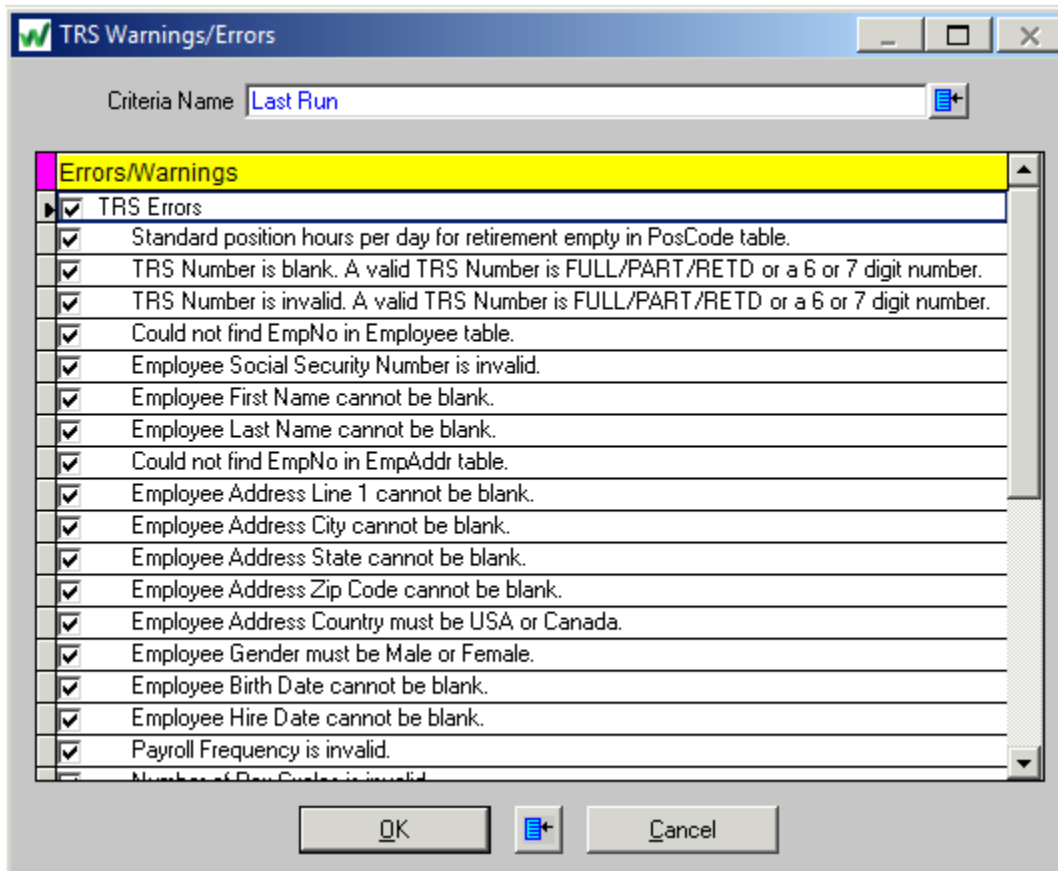
You may get a list of errors and warning will display. Errors will need to be corrected. Warnings will consist of employees that should be reviewed for potential problems.



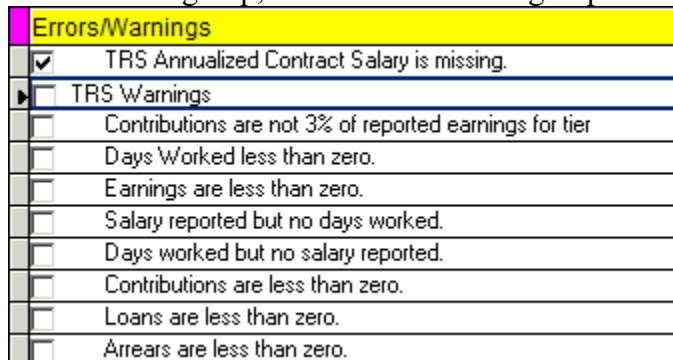
Additionally, selective errors/warnings can be viewed. Click the blue options button and select “Display All Errors”.



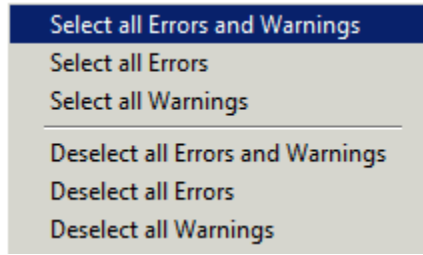
Select/de-select all errors and warnings to be viewed by checking/un-checking the checkbox.



To select/de-select an entire group, check/un-check the group heading.



Using the blue options button on this screen will give more select/de-select options.

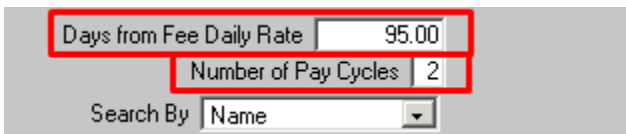


### **Modifying the Monthly Teachers' Retirement System Report:**

Based upon the errors/warnings that are received, modifications can be made directly to the TRS report or to the employee's record (using Employee Maintenance). It is always best, if applicable, to change the source record to stop the same error from appearing again in the following month.

#### **Click Modify**

The "Substitute Daily Rate" is a field that should be defined in system setup. This rate is used to determine the number of days credited for Fee Based payments. This field can be edited directly on the report as well.



The "Number of Pay Cycles" is automatically calculated each month based on the number of payrolls added. Please verify this number and change as necessary. Supplemental payrolls added in a month may cause the number of pay cycles to be higher than intended. This field will determine the total number of days allowed for reporting. Example: Substitute Teachers may actually work more than 20 days in a month. If the number of cycles in a month is greater than 2, these substitutes will be eligible for the reporting of days greater than 20. Full-time teachers will be capped at 20 days per month regardless of actual work days. Please refer to the TRS System Reporting manual for further definitions.

To edit an employee retirement record, search for the employee by typing in the name field, using the scroll bars or by using the up/down arrows to navigate the list. Select the field to be changed and make modifications as needed. When an employee retirement record has been modified, the field will turn yellow and the “manual override” checkbox will turn on.

Teachers' Retirement [01/01/2019 - 01/31/2019]

2019 01/01/2019 - 01/31/2019 Days from Fee Daily Rate 75.00  
 Number of Pay Cycles 2

Name Search By Name

Name	EmpNo	SS Number	Full/Part	Emp. Base	Service Days	Service Days
Allbert\Fat M	00826	069-66-9488	F	200	20.00	0.00
Brown\Charlie	00815	080-84-6880	P	200	7.50	0.00
Brown\Lucy L	00729	052-56-4735	F	240	20.00	0.00
Buggy\Speed L	00232	093-50-7474	F	200	20.00	0.00
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Bunny\Fuzzy H	00813	125-80-0898	P	200	2.00	0.00
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Duck\Daisy	00752	064-88-8357	P	200	0.89	0.00
DUCK\DAISY E	00468	088-76-9042	F	200	20.00	0.00
Duck\Donald A	00798	076-74-4417	F	200	20.00	0.00
Flintstone\Fred J	00696	107-70-0370	F	200	20.00	0.00
Flintstone\Wilma A	00687	071-64-5171	F	200	20.00	0.00
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Employees Salary Days Hourly Days Fee Days Holdovr Dys Gross Salary Contributions Loans  
 74 1,168.02 17.99 3.20 0.00 235,403.01 3,278.42 935.00

Number of Pay Cycles 2

Search By Name

Plan Deduction	Plan Contributions	Voluntary Contributions	Number	Tier	Manual Overrid
0.00	0.00	0.00	PART	4	<input type="checkbox"/>
0.00	34.65	10.00	899865	4	<input checked="" type="checkbox"/>
0.00	11.66	0.00	954011	4	<input type="checkbox"/>

Note the totals at the bottom. These numbers will get updated automatically based upon the modifications made.

Employees	Salary Days	Hourly Days	Fee Days	Holdovr Dys	Gross Salary	Contributions	Loans
74	1,168.02	17.99	3.20	0.00	235,403.01	3,278.42	935.00

If changes need to be made to the employee through the Employee Maintenance form, you must use the blue options button (IN MODIFY MODE) to recalculate that employee individually. This will allow the changes made in the employee’s master record to come through. Example: TRS Contract Salary missing.

- Add Employee
- Delete Lucy L. Brown
- Recalculate for Lucy L. Brown
- Show Calculations for Lucy L. Brown
- Show History for Lucy L. Brown
- Recalculate Period
- Find/Find & Replace
- Replace Values in a Column

In this circumstance, you do not want to “Recalculate Period”. This option will recalculate all employees in the pay period and wipe out any manual overrides that have already been performed.

If you want to know how the days were calculated for an employee, choose the option to “Show Calculations for XXXXXXXX”. A report will be generated displaying each payment reviewed and the number of days allotted. This report is an excellent mechanism for verifying that your tables have been set up properly.

When modifications are completed, click the Save

## Printing/Exporting the Monthly Teachers' Retirement System Report:

*Reports/Payroll/Retirement System Reporting/Teachers Retirement System Reporting*

The following dialog box will appear:

Teachers' Retirement System Reporting

Criteria Name

Fiscal Year  Reporting Period  Period Status

If the period you want to report is not listed here, it is because the data needed for the report has not been generated. To generate the data, choose "Manage", "Payroll", "Retirement System Reporting" from the main menu and then click "Add".

Print Draft  Print Final Copy and Generate File

with  Position Titles  Include Position Titles on Final Draft

Budget Codes

TRS Report File Generation

File Name

Drive

Sort By

Where

Crystal: <default report>

Make selections based upon the explanations below.

### Reporting Period

Click on the down arrow and select the appropriate period. If the period to report is not listed here, it is because the data needed for the report has not been generated. Go back to the beginning of this document to generate the data for the report.

### Period Status

Will show either "Disk Not Yet Generated" or "Disk Generated (Finalized)"

### Print Draft

Select if a draft copy of the retirement report is to be printed. Additional fields may be chosen for the draft report.

**Print Final Copy and Generate File** Select if a final copy of the retirement report is to be printed and the retirement file is to be generated. Position titles may be included on the final printout.

### Report File Generation

This will only be available when Print Final Copy and Generate File have been selected.

If “Print Final Copy and Generate File” is selected, the monthly TRS file will be exported to the folder specified **at the same time** that the print preview will display.