

## August 2019 TEAM Reporting

1. Process all August payrolls.
  
2. Run the RP Extraction with Child Nutrition figures (if applicable) **and interface** to Finance. This will allow to process and interface the TRS On- Behalf journal and continue with end of year processing in Finance—**BE SURE THAT YOU SAVE OFF ALL EXTRACT REPORTS FOR USE IN VERIFYING LATER; SAVE IN A FOLDER NAMED 'PRELIMINARY AUG TRS TEAM REPORTS'**.

Payroll Processing > TRS Processing SessionTimer: 29 min and 56 sec

Save TRS Month: 8 TRS Year: 2019

Adjustment Days Payroll History **Extract** Maintenance Create Files Interface Purge

Delete All and Insert New Records  
 Insert New Records  
 First Time Reporting

Frequency:
  4 Biweekly  
 5 Semimonthly  
 6 Monthly

Execute **Extract Status**

**Regular Payroll (RP20) Extract**

Maximum Days Worked: 22  
 Maximum Hours Worked: 176  
 Default Zero Days Reason: [Dropdown]

**Child Nutrition**

Grant	Delete	Code	Account	Description	Current Month Salary	Previous Month Salary
					0.00	0.00

Enter Child Nutrition information if applicable for your district.

ID	Status	Extract Type	Start	End	User ID	Email	Error Report	Print Report
219	Completed	TRSRP20Extract	06-11-2019 10:35:16 AM	06-11-2019 10:35:25 AM	REGION53		<a href="#">Error Report</a>	<a href="#">Print Report</a>

Interface to Finance using Payroll Processing>TRS Processing>Interface Tab. You may need to click on the 'Refresh' button for the journal voucher to populate.

Payroll Processing > TRS Processing SessionTimer: 29 min and 59 sec

Save TRS Month: 8 TRS Year: 2019

Adjustment Days Payroll History Extract Maintenance **Interface** Create Files Purge

Post to Current Account Period: 07  
 **Post to Next Account Period: 08**

Refresh **Interface** Delete Pending

Select	Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-OASDI	TRS Insurance
<input checked="" type="checkbox"/>	08/2019	08-31-2019	0	0.00	0.00	1,549.34	3,683.04	0.00

Rows: 1

**3. DO NOT REPORT OR SUBMIT ANY RECORDS TO TRS AT THIS TIME!!**

4. Refer to the Balancing Accruals in Finance and HR checklist for information regarding the EOY Accrual process. **After running the EOY Accruals process and interfacing to Finance, be mindful that no changes should be made to the employee's master job and distribution records until the August Accruals are posted to payroll history as part of the end of year process (First Payroll of the School Year, Part 4).** If your district does not accrue through the payroll system, skip this step.

5. **Change to the Next Year frequency.** If you have employees who start work on or after September 1, run a user created report in **Next Year payroll** to identify September start date employees; then temporarily inactivate these employees in the Next Year payroll file. It is recommended to utilize the Sort/Filter functionality to sort contract begin dates in descending order for easier identification. Additionally, verify June 2020 and July 2020 PAYOFFS are inactive.

The screenshot displays a complex HR system interface with multiple sections of checkboxes for filtering and sorting data. A 'Sort/Filter' dialog box is overlaid on the right side of the screen.

- Employee Demographic:** Includes fields like Employee Nbr, Texas Unique Staff ID, Name Prefix, First Name, Middle Name, Last Name, Generation, Sex, DOB, Staff ID/SSN, Address Number, Street/P.O. Box, Apt, City, State, Zip, Zip+4, Addr Country, Maiden Name, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expir Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, Public Restriction, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Employee Notes, Emer Contact, Relationship, Emer Notes, Emer Area Cd, Emer Phone Nbr, Emer Ext, Hispanic/Latino, American Indian, Asian, African American, Pacific Islander, White.
- Certification:** Includes Cert Type, Specialty Area, Cert Date, Teaching Spec, Date Expire.
- Responsibility:** Includes Campus, Role ID, Service ID, Pop Served, Nbr Of Students, Monthly Minutes, Class ID, Class Type, Job Code, Days Wk 3, Days Wk 4, Days Wk 1, Days Wk 2, Min Wk 2, Min Wk 3, Min Wk 4.
- Employment:** Includes Employee Status Code, Highest Degree Achieved, Percent Day Employed, Est Annual Salary, Yrs Professional Experience, Yrs Professional in District, Yrs Non-Professional Experience, Yrs Non-Professional in District, Contract Class, Contract Term, Contract Year, Grades Taught, Original Emp Date, Latest Re-Employ D, Retirement Date, Termination Date, Extended Leave En, Extended Leave En.
- Pay Information:** Includes Pay Stat, Pay Dept, Dock Rate, Pay Campus, Campus Name, Tax Exempt, Nbr Exempt, W4 Marital Status, FICA Eligible, Unempl, EIC Code.
- Extra Duty Pay:** Includes Extra Duty Code, Extra Duty Descr, Extra Duty Type, Extra Duty Amt, Remain Amt, Remain Pymts.
- Bank:** Includes Bank Code, Bank Name, Bank Acct Nbr, Bank Acct Type, Pre-Note, Bank Acct Amt.
- Job Information:** Includes Job Code, Job Descr, Primary Job, Prim Campus, Campus Name, Nbr Mon Contr, Yrs of Job Exper, Percent Assigned, Department, Pay Type, Contract Code, Contract Begin Dt, Contract End Dt, Yrs in Career Ladder, Payoff Date, Nbr Days Employed, Nbr Days in Contract, Local Contract Days, Nbr of Annual Pymts, Remaining Pymts, Wkly Hrs Sched, Pay Grade, Pay Step, Pay Schedule, State Step, Contract Total, Contract Balance, Wholly Sep Amt, Daily Rate, Hrly Rate, Pay Rate, Base Annual, Accrual Cd, Accrual Rate, Reg Hrs Worked, Overtime Eligible, Overtime Rate, Hours/Day, TRS Position Cd, State Minimum Salary, TRS Year, Workers' Comp Cd, Workers' Comp Annual, Workers' Comp Remain, Exempt Status, Incr Pay Step, Vacant Position.

The 'Sort/Filter' dialog box shows the following configuration:

- Sort Criteria:** Checked.
- Columns Available for Sorting:** Emp Nbr, First Name, Last Name.
- Sort Columns:** Contract Begin Dt (Descending).
- Filter Criteria:** Unchecked.

Users can easily update the Pay Status information using Utilities>Mass Update. Verify you are in the Next Year Payroll frequency. Under the Parameters, select the contract begin date(s) that need updating, execute and verify reports before processing. It is highly recommended to do an export before this is processed. Keep this information, as it will be used to activate these employees for copying over in September. In addition, you can inactive the June and July payoffs by utilizing this Mass Update screen.

The screenshot shows the 'Utilities > Mass Update' interface. The 'Parameters' section includes fields for 'Pay Status' (Active, Inactive, Both), 'Primary Campus' (All), 'Payoff Date', 'Pay Type' (All), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', 'Prior Yr Emp Date' (00-00-0000), 'Pay Campus' (All), 'Contract Begin Date' (09-03-2019), 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency' (F Monthly NYR), 'Salary Concept' (All), 'Extract ID', and 'Employee Nbr'. Below this, there are tabs for 'Deductions', 'Leave', 'Employee', 'Extra Duty', 'Job Code', and 'Salary Calculation'. The 'Decisions' section has a 'Pay Status' dropdown set to 'Inactive' and a 'Calendar' dropdown. The 'Increment' section has 'Pay Step' and 'State Step' checkboxes. The 'Modify' section has 'Contract Begin Date' and 'Contract End Date' fields. An 'Execute' button is located at the bottom right.

6. Copy calendars - **do not copy the TR calendar or any calendar that begins in September.** Verify all applicable calendars copied over to current year payroll (look at process report). If not, you may have to copy over individually.

The screenshot shows the 'Next Year' interface, specifically the 'Copy Next Year Tables' section. It features a table with columns for 'Title' and 'Execute'. The 'School Calendar' row is checked. The 'Execute' button is highlighted with a red box.

Title	Execute
Accrual Calendar	...
Extra Duty Pay	...
Hourly / Daily Salary	...
Job Code	...
Local Annual Salary	...
Midpoint Salary	...
School Calendar	...
State Minimum Salary	...
Substitute Salary	...
Workers' Compensation Rates	...

7. Next, copy employees who have August contract Begin Dates from Next Year to Current Year payroll. Verify these employees have a Pay Status of 'Active'. This process may need to be completed several times, as there may be several different August contract begin dates. Verify reports before processing. An export is recommended.

Next Year > Copy NYR Staff to CYR SessionTimer: 27 min and 48 sec

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All

Payoff Date:

Pay Type: All

Pay Campus: All

Frequency: F Monthly NYR

Job Code: All

**Contract Begin Date: 08-26-2019**

Salary Concept: All

Accrual Code: All

Contract End Date:

Extract ID:

Pay Grade:

Contract Months:

Employee Nbr:

Prior Yr Emp Date: 00-00-0000

**Options**

Include Employees with Termination Date

Carry over employee deductions

Only process employee deductions

Preview changes

8. Change to Current Payroll frequency. **Payroll Processing>TRS Processing>Extract Tab**. Extract the ED20 record.

Payroll Processing > TRS Processing SessionTimer: 29 min and 57 sec

Save TRS Month: 8 TRS Year: 2019

Adjustment Days | Payroll History | **Extract** | Maintenance | Create Files | Interface | Purge

Delete All and Insert New Records

Insert New Records

First Time Reporting

Frequency:  4 Biweekly  5 Semimonthly  6 Monthly

**Execute** **Extract Status**

**Employee Demographic (ED20) Extract**

Employment Demographic records will be created.

**Contract and Position (ED40) Extract**

From Contract Begin Date: -- --

To Contract Begin Date: -- --

**Employment After Retirement (ER20) Extract**

Maximum Days Worked: 0

Maximum Hours Worked: 0

Default Zero Days Reason:

**Child Nutrition**

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
No Rows					

Adjustment Days to RP25

Adjustment Days to ER27

9. Extract the ED40 record (use 8/1/2019 to 8/31/2019 dates). Use **Reports>TRS Reports>Employee Data (ED)** reports to verify ED20 and ED40 information extracted.



12. While you are waiting on ED File to complete, manually add to the RP20 record all of the new hires for August. **Utilities>TEAM Submission>Data Maintenance>Regular Payroll (RP)** - Add a new line, type in the name or employee number and select the desired employee; tab until the name appears. Fill in the **Hours Scheduled and Days Worked** for the employee and then save.

Utilities > TEAM Submission > Data Maintenance > Regular Payroll (RP) SessionTimer: 29 min and 44 sec

Save

TRS Month: 08 TRS Year: 2019 Retrieve Directory

RP20 (Payroll) RP25 (Payroll Adj)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Position Code	Actual Hours Worked	Hours Scheduled	Days Worked	Zero
		000468								05 - FT nurse/Counselor	0	0	0	
		000059								01 - Professional staff	0	0	0	
		000069								03 - Support staff	0	0	0	
		000441								01 - Professional staff	0	0	0	
		000531								01 - Professional staff	0	0	0	
		000387								02 - Teacher, librarian	0	0	0	
		000123								01 - Professional staff	0	0	0	
		000495								02 - Teacher, librarian	0	0	0	
		000506								01 - Professional staff	0	0	0	
		000129								02 - Teacher, librarian	0	0	0	
		000556								01 - Professional staff	0	0	0	
		000489								03 - Support staff	0	0	0	
		000073								04 - Bus driver	0	1	1	
		000129								03 - Support staff	0	1	1	
		000119								03 - Support staff	0	1	1	

Emp Nbr: Staff ID/SSN: Name: DOB: Gender:

Job Info  
 TRS Position Code: Actual Hours Worked: 0 Hours Scheduled: 0 Days Worked: 0 Zero Days Reason:

Monthly Amount

TRS Gross:	0.00	TRS Grant Gross:	0.00	Emplr TRS Care Contrib:	0.00	Perfor Pay Gross:	0.00
TRS Care:	0.00	TRS Grant Deposit:	0.00	Emplr New Member Contrib:	0.00	Adj State Min:	0.00
TRS Sal Reduction:	0.00	TRS Grant Care:	0.00	Emplr TRS Non-OASDI Contrib:	0.00	Stat Min Contrib:	0.00
Total Gross Pay:	0.00						

In addition, suggested maintenance on this screen is to sort by “Days Worked” to determine which employees have zero days worked for August. Insure that if an employee actually has zero days worked in August, there is a Zero Days Reason listed. If employee actually worked in August, adjust the Hours Scheduled and Days Worked fields accordingly.

13. After the ED Submission is in a Completed status, create the RP Submission file and upload into TRS TEAM.

Payroll Processing > TRS Processing SessionTimer: 2

Save TRS Month: 8 TRS Year: 2019

Adjustment Days Payroll History Extract Maintenance Create Files Interface Purge

Create ED File Execute

Select ED type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

Create RP File

Select RP type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

14. Once everything has reached a complete status, determine what is needed to pay for TEAM reporting and pay through TEXNET.

15. Record what was actually paid for TRS TEAM by utilizing Transfer Transaction Processing in TxEIS.

16. Delete Pending TRS Interface for August.

Payroll Processing > TRS Processing SessionTimer: 29 min and 57 sec

Save TRS Month: 6 TRS Year: 2019

Adjustment Days Payroll History Extract Maintenance Create Files Interface Purge

Post to Current Account Period: 07  
 Post to Next Account Period: 08

Refresh Interface Delete Pending

Select	Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-OASDI	TRS Insurance
<input checked="" type="checkbox"/>	08/2019	--	0	0.00	0.00	3,524.68	4,061.37	0.00

ROWS: 1

**Warning**

Selected record(s) will be deleted.

Click OK to delete, or Cancel to return.

OK Cancel

17. Change to Next Year Payroll frequency. **Utilities>Mass Update>Employee Tab** to update the Pay Status from Inactive to Active for those employees who start work on or after September 1, 2019. Under the Parameters, select the contract begin date(s) that need updating, execute and verify reports before processing. These employees' new contract information will be copied to current year payroll as part of the First Payroll of the School Year process.

Utilities > Mass Update SessionTimer: 28 min and 32 sec

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: 09-03-2019 Salary Concept: All

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

Pay Status Active  Incr Pay Step Yes  Pay Step  Limit:   State Step  Limit: 20

Fiscal Year  Calendar

Extract ID  Contract Begin Date

Modify

Contract Begin Date: From To

Contract End Date: -- --

Execute