



Texas Skyward User Group Conference

TRS TRAQS – Processing

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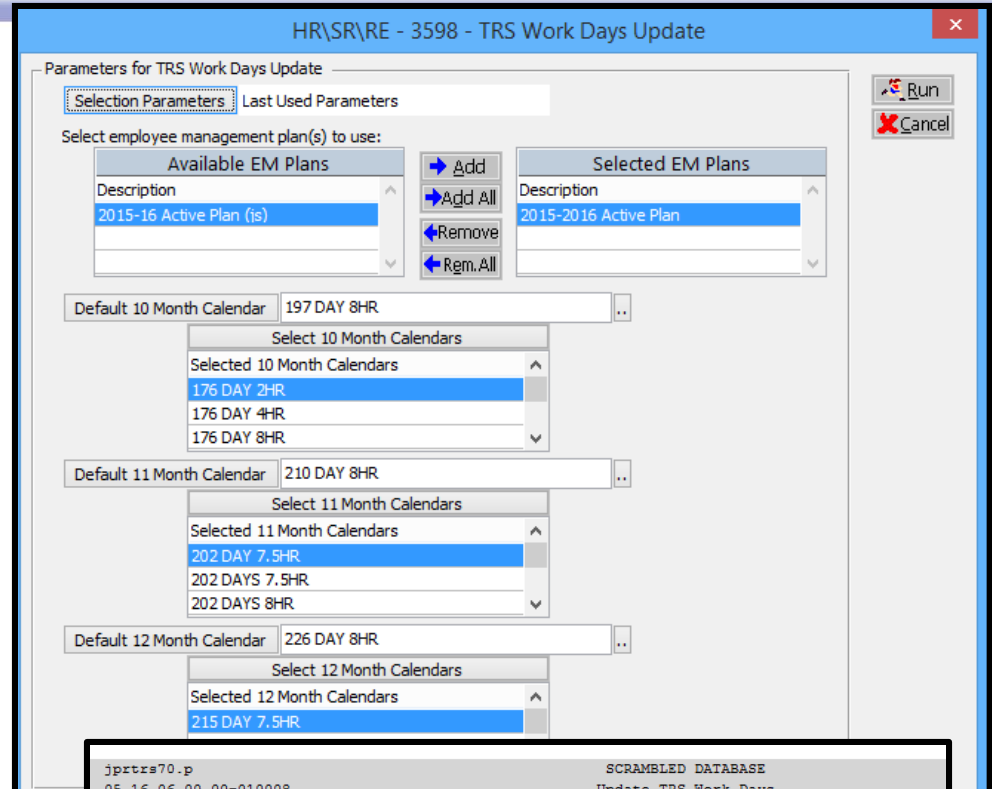
This session will demonstrate how to process TRS TRAQS through Skyward's PaC software. This session will provide instruction on generating the TRAQS reports each month.

- Updating TRS Work Days
- Extracting Data for each record type
- Reviewing the Electronic File reports
- Running the Calculate Matching Expenditures reports
- Creating the Submission file
- Posting TRS Accounting

Updating TRS Work Days

This process should be done every month. It determines the number of days a person could work during the month (available days)

- * Select the Plan/Calendar year. If running TRS in July or August when contract years overlap, select the ending calendar year first, run, and then select the new year and run
- * Set selection parameters and calendars
- * Default calendar should be the calendar for that length of time that has the most available days.



HR\SR\RE - 3598 - TRS Work Days Update

Parameters for TRS Work Days Update

Selection Parameters Last Used Parameters

Select employee management plan(s) to use:

Available EM Plans

Description
2015-16 Active Plan (is)

Selected EM Plans

Description
2015-2016 Active Plan

Default 10 Month Calendar 197 DAY 8HR

Select 10 Month Calendars

Selected 10 Month Calendars
176 DAY 2HR
176 DAY 4HR
176 DAY 8HR

Default 11 Month Calendar 210 DAY 8HR

Select 11 Month Calendars

Selected 11 Month Calendars
202 DAY 7.5HR
202 DAYS 7.5HR
202 DAYS 8HR

Default 12 Month Calendar 226 DAY 8HR

Select 12 Month Calendars

Selected 12 Month Calendars
215 DAY 7.5HR

jprtrs70.p SCRAMBLED DATABASE
05.16.06.00.00-010008 Update TRS Work Days

June, 2016

Name Key	Full Name	TRS Work Days
ABEITHER001	Abeitascr, Herlinda G	0
ACKERJOH001	Ackerleyscr, Johanne P	11
ACRESEMO001	Acrescr, Demetra F	2
ALBERWIL001	Alberonscr, Willie G	2
ALBERSHA001	Albertiscr, Shannon G	2
ALFREANA001	Alfreyscr, Anabel O	2
ALIXSWEN001	Alixscr, Wendi G	2
ALLESZOL001	Allesscr, Zola G	2

Adjusting TRS Work Days

This process should be done every month. It determines if any previously reported records need to be adjusted due to unpaid time off

HR\SR\RE - 3598 - TRS Work Days Adjustments

Parameters for TRS Work Days Adjustments

Selection Parameters | Last Used Parameters | Adjustment Month/Year: 05/2016

Select employee management plan(s) to use:

Available EM Plans	Selected EM Plans
Description 2015-16 Active Plan (is)	Description 2015-2016 Active Plan

Buttons: Add, Add All, Remove, Rem.All

Default 10 Month Calendar: 197 DAY 8HR

Select 10 Month Calendars

Selected 10 Month Calendars
176 DAY 2HR
176 DAY 4HR
176 DAY 8HR

Default 11 Month Calendar: 210 DAY 8HR

Select 11 Month Calendars

Selected 11 Month Calendars
202 DAY 7.5HR
202 DAYS 7.5HR
202 DAYS 8HR

Default 12 Month Calendar: 226 DAY 8HR

Select 12 Month Calendars

Selected 12 Month Calendars

Buttons: Run, Cancel

jprtrs70.p SCRAMBLED DATABASE
05.16.06.00.00-010008 Adjust TRS Work Days

June, 2016
Adjustments for May, 2016

Name Key	Full Name	Existing Work Days	New Calc Work Days	Net Diff in TRS Work Days
ACKERJOH001	Ackerleyscr, Johanne P	0	20	20
ACRESEDEM001	Acrescr, Demetra F	0	20	20
ALBERWIL001	Alberonscr, Willie G	0	20	20
ALBERSHA001	Albertiscr, Shannon G	0	20	20
ALFREANA001	Alfreyscr, Anabel O	0	20	20
ALIXSWEN001	Alixscr, Wendi G	0	20	20
ALLESZOL001	Allesscr, Zola G	0	20	20

Extracting TRS Data

Set your extraction parameters. An Error and Audit report will generate to identify potential issues. Set your default data for those who may not have a contract

HR\SR\RE - 3598 - TRS Submission File Extract

Select record types to extract:

- Regular Payroll Records (RP)
- Member Data Records (MD)
- Employment of Retired Members (ER)

Select plans to use for assignment data:

Select Plan for Current Year: 2015-16 Active Plan (js)

Select Plan for Next Year: 2016-2017 Active Plan

Parameters for RP reporting (select Pay codes subject to TRS):

Selection Parameters: Default Parameters

Parameters for MD record extraction:

Selection Parameters: Last Used Parameters

TRS Position: Primary Pay Record (Uses Employee Type if no Pay Record is Found)
 Employee Type

Available Calendars		Selected Calendars	
Code	Description	Code	Description
		176 DAY	176 DAY 2HR
		176 DAY	176 DAY 4HR
		176 DAY	176 DAY 8HR
		187 DAY	187 DAY 7.5HR
		187 PAR	187 DAY PARA 7.5HR
		192 DAY	192 DAY 8HR
		192 PAR	192 DAY 7.5HR
		197 DAY	197 DAY 8HR
		197 PAR	197 DAY 7.5HR

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05.16.06.00.00-010041

SCRAMBLED DATABASE
TRS Data Extraction Error and Audit Report

3:30 PM 08/29/16
PAGE: 1

June, 2016		Report Type	Error Message
Herlinda G Abeitascr 123-40-0821	MD40	MD40	Required fields missing for employee. Defaults will be used.
Herlinda G Abeitascr 123-40-0821	RP10	RP10	TRS Work_Days is zero on the history record though employee subject to TRS
Demetra F Acrescr 123-40-1859	MD40	MD40	Required fields missing for employee. Defaults will be used.

Running Electronic File Reports - RP



RP Error and Audit report will show if there is a deviation from what was contributed vs. what should have been contributed

* If you have a large deviation, you can drop the report to Excel and perform calculations to more easily identify the cause of the problem

jprtrs29.p		SCRAMBLED DATABASE	
05.16.06.00.00-010013		TRS Regular Payroll Report	
<u>Error and Audit Report</u> June, 2016			
Because of rounding, the calculated total insurance contribution may be slightly different than the sum of the Individual TRS Insurance Contributions made by/for TRS members for this month. The sum of individual monthly TRS insurance contributions is reported by this program as 'Total Insurance Contribution.' The information below is provided to you so that you can verify that the amount reported is within an acceptable variance from the contributions calculated on the total salary.			
A) Total salary x Member Insurance contribution % =			
Calculated Total Insurance Contribution:	\$1,198,740.28 X .65%	=	\$7,791.81
B) Sum of Member TRS Insurance Contributions for Month			\$7,791.92
C) A - B = Actual Dollar Amount Deviation			\$-0.11
D) Total salary x District Insurance contribution % =			
Calculated Total Insurance Contribution:	\$1,198,740.28 X .55%	=	\$6,593.07
E) Sum of District TRS Insurance Contributions for Month			\$6,593.14
F) D - E = Actual Dollar Amount Deviation			\$-0.07

DATABASE	
Payroll Report	

		<u>Lead Record (RP00)</u> June, 2016	
# Detail Records To Report To TRS			1,126
Total Salary			\$1,198,740.28
Total Contributions			\$86,310.04
Total Member Insurance Contributions			\$7,791.92
Total District Insurance Contributions			\$6,593.14
Total Service Purchase Deductions			\$0.00
Total Salary Adjustments			\$0.00
Total Contribution Adjustments			\$0.00

jprtrs29.p		SCRAMBLED DATABASE								
05.16.06.00.00-010013		TRS Regular Payroll Report								
<u>Payroll Detail (RP10)</u> June, 2016										
Member's Name	Member ID	DOB	Gndr	Monthly Salary	Monthly Contrib.	Monthly Mbr Care	Monthly Dist.Care	Special Service Ded	SSD Flag	Work Days
HERLINDA G ABEITASCR	123-40-0821	06/27/1949	F	5,764.58	415.05	37.47	31.71	0.00		0
JOHANNE P ACKERLEYSR	123-40-3059	09/25/1987	F	2,253.34	162.24	14.65	12.39	0.00		11
DEMETRA F ACRESR	123-40-1859	07/28/1979	F	2,050.00	147.60	13.33	11.28	0.00		2
WILLIE G ALBERSONSCR	123-40-0346	05/02/1964	M	2,344.38	168.80	15.24	12.89	0.00		2

Running Electronic File Reports - MD



This can be used to verify your employee demographic data prior to submitting the file. The report page breaks by record type.

jprtrs50.p		SCRAMBLED DATABASE
05.16.06.00.00-010007		TRS Member Data Lead Record (MD00)
		June, 2016
TRS District Number		1234
Member Data Demographics Records (MD20)		5
Member Data Demographic Adjustment Records (MD25)		2
Member Data Address Records (MD30)		575
Member Data Supplemental Address Records (MD31)		0
Member Data Contract & Position Records (MD40)		759
Member Data Contract & Position Adjustment Records (MD45)		0
Member Data Termination Records (MD90)		0
# Detail Records To Report To TRS		1,341

jprtrs50.p		SCRAMBLED DATABASE						
05.16.06.00.00-010007		Member Data Demographics Record Report (MD20)						
		June, 2016						
First Name	Middle Name	Last Name	Gen.	Member ID No.	ID Code	Date of Birth	Gndr	US Citizen
JOHN		DOESCR		781-92-7489	S	01/02/1987	M	Y
FRANK		JORDSCR		123-44-5555	S	01/01/1960	M	Y
SALLY	SUE	SMITHSCR		123-01-5861	S	10/15/1975	F	Y
CHARLES		SZASZSCR		123-12-3123	S	04/01/1969	M	Y
NORMA		TRANSCR		432-47-0829	S	09/01/1985	F	Y

Running Electronic File Reports - ER



This report can be used to identify and summarize your retired employees and confirm that all necessary data has been completed in their Profile.

These records are built as "skeleton records" and initially you do need to manually complete the records

```
jptrrs57.p                               SCRAMBLED DATABASE
05.16.06.00.00-010004                    TRS Employment of Retired Members Lead Record (ER00)

                                           June, 2016

TRS District Number                       1234

# Detail Records To Report To TRS        1
```

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jptrrs57.p                               SCRAMBLED DATABASE                               3:49 P
05.16.06.00.00-010004                    TRS Employment of Retired Members Detail Record (ER10)

                                           June, 2016

Member ID  First Name  Last Name  Units  Units  Work  Service  Pos  Beg  End  Disability  Emp  FT
Worked  Required  Unit  Days  Code  Date  Date  Flag  Type  Emp
-----  -----  -----  ----  ----  ---  -----  ---  ---  ---  ---  ---  ---
123-40-0437  ZAIDA  QUAIDSCR  0      0      0     02  Employ  Employ  N      Code  Type

***** End of report *****
```


Matching Expenditures Reports



These reports will show, both in detail and summary, the following information:

- * Federal Grant Matching, TRS-Care Matching, Stat Min Matching, New Member Matching, and NFICA (Non-OASDI) Matching

jptrrs25.p 05.16.06.00.00-010015		SCRAMBLED DATABASE Federal Grant Matching Expenditures Report		June, 2016	
SSN	Name	Account Code	TRS Salary	Matching Amount	
123-40-0821	Abeitascr, Herlinda G	211 E 11 6119 00 107 5 30 000	4,164.58	283.19	
		211 E 11 6129 00 104 5 24 000	1,600.00	108.80	
	TOTAL		5,764.58	391.99	
123-40-0067	Atteberryscr, Opal C	211 E 11 6119 00 107 8 30 000	2,541.88	172.85	
	TOTAL		2,541.88	172.85	

jptrrs25.p 05.16.06.00.00-010015		SCRAMBLED DATABASE TRS-Care Matching Expenditures Report		June, 2016	
SSN	Name	Account Code	TRS Salary	Matching Amount	
123-40-0821	Abeitascr, Herlinda G	211 E 11 6119 00 107 5 30 000	4,164.58	41.65	
		211 E 11 6129 00 104 5 24 000	1,600.00	16.00	
	TOTAL		5,764.58	57.65	
123-40-0067	Atteberryscr, Opal C	211 E 11 6119 00 107 8 30 000	2,541.88	25.42	
	TOTAL		2,541.88	25.42	

jptrrs25.p 05.16.06.00.00-010015		SCRAMBLED DATABASE Statutory Minimum Matching Expenditures Report		June, 2016		7:29 AM
SSN	Name	Adjusted TRS Salary	State Base Salary	Greater Of Adj.St.Base Or FedProf.	Salary Subj. To Stat Min	Matching Amount
123-40-1859	Acrescr, Demetra F	2,050.00	1,500.83	1,710.95	339.05	23.06
123-40-0346	Albersonschr, Willie G	2,344.38	1,847.50	2,106.15	238.23	16.20
123-40-2181	Alfreyscr, Anabel O	2,311.05	1,896.26	2,161.74	149.31	10.15
123-40-						

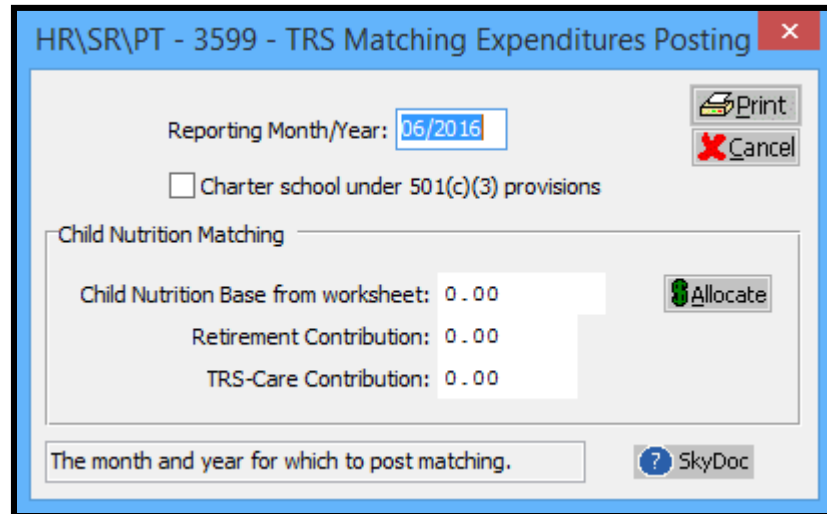
jptrrs25.p 05.16.06.00.00-010015		SCRAMBLED DATABASE Reporting Entity Payments for New Members		June, 2016	
SSN	Name	Last Check As New Mbr	Account Code	TRS Salary	Matching Amount
	TOTAL			0.00	0.00
GRAND TOTAL: 0 New members				0.00	0.00

jptrrs25.p 05.16.06.00.00-010015		SCRAMBLED DATABASE NFICA Matching Expenditures Report		June, 2016		7:29 AM
SSN	Name	Adjusted TRS Salary	State Base Salary	Adjusted State Base Salary	Total Salary Subj. To NFICA	NFICA Matching Amount
123-40-0821	Abeitascr, Herlinda G	5,764.58	0.00	0.00	5,764.58	86.47
123-40-3059	Ackerleyscr, Johanne P	2,283.34	0.00	0.00	2,283.34	33.80
123-40-1859	Acrescr, Demetra F	2,050.00	1,500.83	1,710.95	1,710.95	25.66
123-40-0346	Albersonschr, Willie G	2,344.38	1,847.50	2,106.15	2,106.15	31.59
123-40-0321	Alberyscr, Shannon G	895.22	0.00	0.00	895.22	13.43
123-40-2181	Alfreyscr, Anabel O	2,311.05	1,896.26	2,161.74	2,161.74	32.43

Post TRS

This process takes all the TRS On-Behalf account entries and creates a History status Journal Entry.

- * It also creates a Batch status invoice to record the Matching Expenditures.
- * Invoice naming convention: YYYYMMTRSMATCHA



HR\SR\PT - 3599 - TRS Matching Expenditures Posting

Reporting Month/Year: 06/2016

Charter school under 501(c)(3) provisions

Child Nutrition Matching

Child Nutrition Base from worksheet: 0.00

Retirement Contribution: 0.00

TRS-Care Contribution: 0.00

The month and year for which to post matching.



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!



TRS Common Errors

This session includes a discussion on common errors when generating the monthly TRS reports with the focus on preventing issues in the future and tips on resolving current exceptions.

□ **Regular Payroll (RP10) Records**

a. Extraction process

- ❖ Extraction – Demonstrate how to setup saved parameters to prevent unnecessary exceptions
 - Extract without using saved parameters – point out use of parameters to prevent unnecessary exception messages
 - Employee subject to TRS but no retirement deduction for XXXX
 - Employee not subject to TRS but retirement deduct for XXXX
 - TRS salary amounts but no retirement deduct for XXXX
 - Professional daily rate dock has no corresponding dock for state base
- ❖ Electronic File Reports – Error & Audit Report
 - Deviation Amounts
 - i. Discuss acceptable amounts
 - ii. Explain how the system determines the TRS salary + the percentage rate used to calculate the contribution amounts
 - iii. Identify problem Employee(s) – Drop to Excel to identify employee records
 - Remove total lines (sort by employee) and unwanted columns
 - Add columns then calculate the appropriate amounts + difference
 - Filter for amount values in difference column
 - iv. Correct problem employees – Re-extract Data (explain the importance of re-extracting the data)
 - Adjustment Records
 - i. Where is the data extracted?
 - ii. How is the data reported?

b. Pay Records/Profile Audit – Prevent future issues (run report on web)

c. RP10 – Regular Pay vs. RP11 – Performance Pay: How the system determines which record to create?

□ **Member Data (MD) Records**

a. Extraction Process

- ❖ Extraction – Discuss data extraction parameters
 - Select Plan for Current Year
 - i. Explain the purpose for selecting the plan
 - ii. Explain the importance of only having one plan per fiscal year
 - Selection Parameters – When to use parameters?
 - Available Calendars
 - i. Primary filter
 - ii. Which calendars are selected?
 - Records created – Explain the record types created and when change MD45 records are created
 - Re-extract data – Explain when this is or is not appropriate
- ❖ Common Exceptions
 - MD45: One or more MD45 records have been created. Please review MD45 Listing
 - Required fields missing for employee. Defaults will be used.
 - Employee has no primary pay in selected pay codes. No MD40 record will be created
- ❖ Data Correction

- b. MD90 Records
 - ❖ Skeleton Records created – Explain the terminology (skeleton record)
 - Explain when a record is created
 - Determining the data reported
 - Editing the records created
 - i. Explain what information must be completed
 - ii. Explain how the system identifies records that have previously been submitted to TRS

- c. TRAQS – Rejected records
 - ❖ Correcting individual records in Skyward vs. TRAQS
 - Individual Records – Demonstrate how to correct an individual record
 - Electronic File Report – Creating a partial file vs. full file
 - Submission file – Creating a partial file vs. full file

□ **Employment of Retired Members (ER10) Records**

- a. Common Mistakes
- b. How to correct data reported to TRS?
- c. When to re-extract data?
- d. How does the system know when to create an ER10 record?

□ **Matching Expenditure Reports**

- a. Federal Grant Records
 - ❖ Records Created
 - Explain how the system determines which employees are included on the report
 - i. Funds 200-379 (except 24)
 - Missing employees –
 - i. New hire employee that is a new TRS member is reported on New Member Payment Report
 - ii. Verifying Fund # (TRS History)
 - Prior month adjustments – Invoices manually adjusted
- b. Federal TRS Care Records – Report overview
- c. Statutory Minimum
 - ❖ Records Created
 - Employee Type – TRS Group: Determines which employees are included
 - Pay Codes – TRS Position: Determines which pieces of pay are included
 - State Base Salary – Must be included to calculate stat min
 - i. $TRS\ Tracker = Contract\ State\ Base\ Amount = TRS\ History\ State\ Base\ Salary$
 - TRS Salary vs. Adjusted State Base amount (why an employee is missing)
 - $TRS\ Salary\ less\ Adjusted\ State\ Base\ (state\ base * CEI) = Salary\ subject\ to:$
 - ❖ Auditor’s verification of formula: To ensure the state base is calculated correctly for all funds set the configuration file to calculated additional lunch room amounts
- d. Reporting Entity New Member Payments
 - ❖ Records created – Explain how the system determines which records are created
 - ❖ Food Service Employees – Are not included on the report when using the child nutrition worksheet

- **Posting TRS**
 - a. What does the system do when TRS is posted?
 - b. How can I verify TRS has been posted for a particular reporting month?
 - c. How can I make corrections to the matching expenditure records after posting TRS for the reporting month?

- **Retiree Surcharge Reports**
 - a. Why isn't an employee included on the report?
 - b. How should the data be corrected?

- **Health Insurance Funding**
 - a. General tab setup
 - b. Mass adding the setup for the general tab
 - c. Reporting eligible employees