



**Texas Skyward User Group Conference**

# **TRS: Monthly TEAM Reporting**

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# TRS: Monthly TEAM Reporting



This session demonstrates the TRS TEAM monthly reporting options. This includes a discussion on new reporting changes, where data is pulled in the system and a demonstration of the process.

- TRS Work Days
- Maintaining the Data
- Reporting Data
- Creating Submission Files
- Utilities







Substitute employees report days worked but not hours worked. The days worked may be updated with the True Time employees or separately using another update template.

Update TRS Work Days Parameters - WH\SR\TX\TR\WD\UP - 32734 - 05.17.06.00.07 - Internet Explorer

### Update TRS Work Days Parameters

**Template Settings**

\* Template Description:   
 Share with other users in the district

**Extract Parameters**

\* Report Period:  /   
 \* Update Hours:  Worked  Scheduled  
 \* Existing Scheduled Hours:  Remove Existing  Do Not Process New

**Use Employee Management** ?

\* Selection Parameters:   
 \* Plan Year:   
 \* Employee Management Plans: \*None

**Use True Time** ?

\* Selection Parameters:   
 Select Comp Time Off Codes: COMP - COMPENSATION TIME OFF  
 COMP1 - Compensation

**Use Sub Tracking** ?

\* Selection Parameters:

Asterisk (\*) denotes a required field

100%

The TRS Work Days/Hours Quick Update allows users to manually add &/or correct days/hours worked for the reporting month.

www.skyward.com

### TRS Work Days/Hours Quick Update

Report Period: 06/2017 [Change Report Period](#)

Views: All Employees Filters: \*Skyward Default

Name Key	Last Name	First	Middle	Sub?	TRS Posn	Pay Code ▲	Old Days Worked	New Days Worked	Old Hours Worked	New Hours Worked	Old Hours Scheduled	New Hours Scheduled
ACKERJOH001	Ackerleyscr	Johanne	P	N	1	ADM	14		0		40	
APOSCODE001	Aposcr	Odell	G	N	1	ADM	14		0		40	
AKEYSLOL001	Akeysr	Lola	G	N	4	BUS2	0		0		0	
ARZATCHA001	Arzatescr	Charlene	G	N	4	BUS2	0		0		0	
BELLOELA001	Bellonscr	Eladia	A	N	4	BUS2	0		0		0	
AITCHJAC001	Aitchisonscr	Jacqueline	G	N	4	BUSM2	0		0		0	
ALBERSHA001	Albertiscr	Shannon	G	N	4	BUSM2	0		0		0	
ASPERGIN001	Asperscr	Ginger	G	N	4	BUSM2	0		0		0	
BERTOWAL001	Bertoliniscr	Waltraud	H	N	2	CATE	15		0		114	
ALLYNSHA001	Allynsr	Shawn	G	N	2	CHAFB	7		0		152	
ARAKIVON001	Arakiscr	Vonda	G	N	2	CHAIR	7		0		38	
ARVIEMAR001	Arviescr	Margarita	G	N	2	CHAIR	7		0		114	
BEBOUKRI001	Beboutsr	Kristopher	E	N	2	CHATN	7		0		114	
ARMONDEL001	Armondsr	Delsie	Z	N	2	CHATR	7		0		76	
ARMONDEL001	Armondsr	Delsie	Z	N	2	CHAVO	7		0		76	
ALLYNSHA001	Allynsr	Shawn	G	N	2	CHSO	7		0		152	
ARAKIVON001	Arakiscr	Vonda	G	N	5	COUNS	14		0		40	
ARAKIVON001	Arakiscr	Vonda	G	N	5	COUNS	14		0		40	
ANELLIVA001	Anelloscr	Ivan	F	N	3	DRCOR	15		0		38	
ANELLIVA001	Anelloscr	Ivan	F	N	3	DRCOR	15		0		38	
AMODEGAB001	Amodeoscr	Gabrielle	G	N	2	DRILL	7		0		76	
BERTOWAL001	Bertoliniscr	Waltraud	H	N	2	INFAC	15		0		114	
BERTIMAR001	Bertiscr	Margie	H	N	2	LIBRA	7		0		38	
ALBERSHA001	Albertiscr	Shannon	G	N	3	PARA	14		0		38	
ALLESZOL001	Allesscr	Zola	G	N	3	PARA	7		0		38	
ALLESZOL001	Allesscr	Zola	G	N	3	PARA	7		0		38	
ALLESZOL001	Allesscr	Zola	G	N	3	PARA	7		0		38	
ALLESZOL001	Allesscr	Zola	G	N	3	PARA	7		0		38	
AMBROCHR001	Ambrosioscr	Christina	G	N	3	PARA	7		0		38	
ARBETIMAR001	Arbeitscr	Mariam	A	N	3	PARA	14		0		38	
ARELSYAN001	Arelscr	Yan	G	N	3	PARA	14		0		38	
ARMONDEL001	Armondsr	Delsie	Z	N	3	PARA	7		0		38	
ARMONDEL001	Armondsr	Delsie	Z	N	3	PARA	7		0		38	
ATIENCAR001	Atienzascr	Carry	B	N	3	PARA	7		0		38	
BEBOUKRI001	Beboutsr	Kristopher	E	N	2	SCIEN	7		0		114	
ALLYNSHA001	Allynsr	Shawn	G	N	2	SPAN	7		0		152	
ARVIEMAR001	Arviescr	Margarita	G	N	2	SPAN	7		0		114	
ALTHOZOR001	Althousescr	Zoraida	G	N	2	STIP2	7		0		76	

The Adjust TRS Work Days must be run each reporting period to report days/hours worked not yet reported for the prior month.

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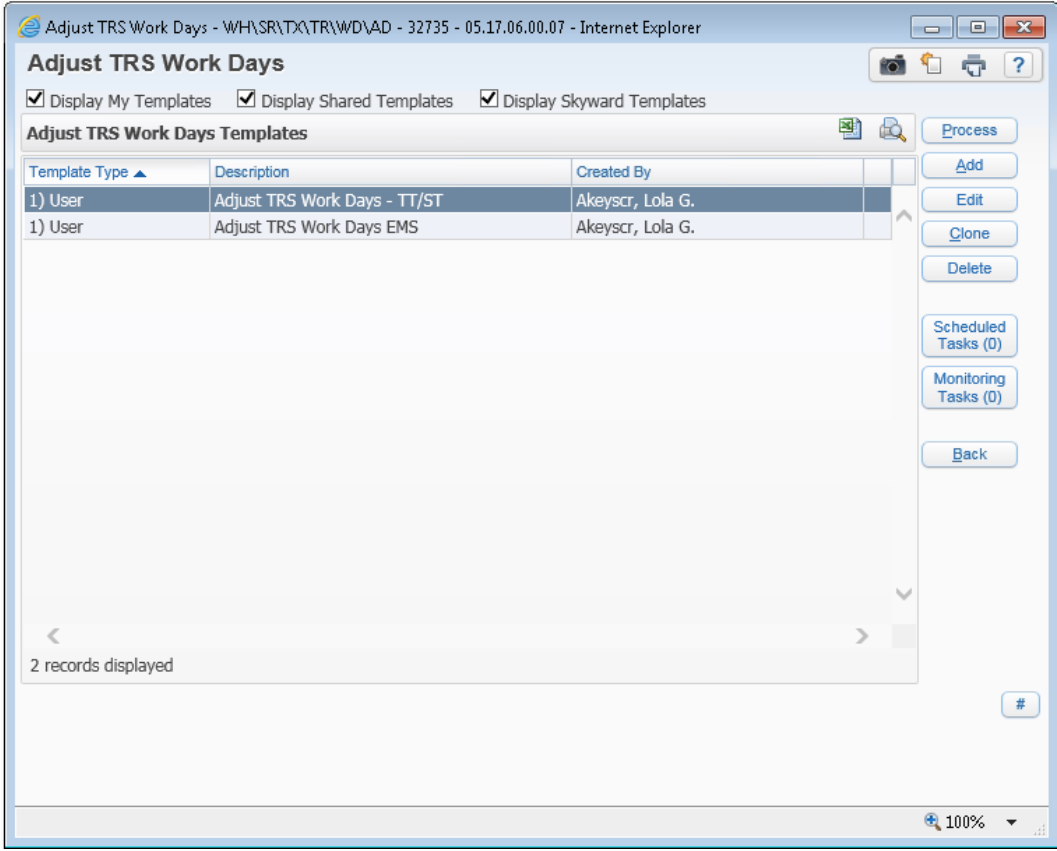
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Adjust TRS Work Days - WH\SR\TX\TR\WVAD - 32735 - 05.17.06.00.07 - Internet Explorer

**Adjust TRS Work Days**

Display My Templates  Display Shared Templates  Display Skyward Templates

**Adjust TRS Work Days Templates**

Template Type ▲	Description	Created By
1) User	Adjust TRS Work Days - TT/ST	Akeyscr, Lola G.
1) User	Adjust TRS Work Days EMS	Akeyscr, Lola G.

2 records displayed

100%







The Calculate Matching Expenditures process is now run prior to Extracting TRS Data.

Calculate Matching Expenditures Parameters - WH\SR\TX\TR\ME - 32742 - 05.17.06.00.07 - Internet Explorer

### Calculate Matching Expenditures Parameters

**Export Parameters**

\* Report Period:  [Change Report Period](#)

Mask SSN on Report - Show only last 4 digits

[Run](#)  
[Back](#)

**Fund Reporting**

\* Funds to Report as Federal Funds/Private Grants:

- 204 - 204 SCRAMBLED DESCRIPTION
- 211 - TITLE 1
- 219 - 219 SCRAMBLED DESCRIPTION
- 224 - 224 SCRAMBLED DESCRIPTION
- 225 - 225 SCRAMBLED DESCRIPTION
- 240 - CHILD NUTRITION
- 242 - 242 SCRAMBLED DESCRIPTION
- 243 - 243 SCRAMBLED DESCRIPTION
- 244 - 244 SCRAMBLED DESCRIPTION

**Child Nutrition Matching**

Record 'Federal Fund Base for Computing State Contribution'  
 (Line III.(3) on TRS Form 154, Monthly Child Nutrition Worksheet):

Retirement Contribution:

TRS-Care Contribution:

Asterisk (\*) denotes a required field

100%

The employee's TRS History record is created during the payroll update process. The matching expenditures are updated to history when the calculate matching expenditures process is run.

### Maintain TRS History

Employee: ALLYNSHA001 Allynsr, Shawn G Save  
 Report Period: 6 / 2017 Back

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**Check History**

\* Check Date: 06/30/2017  
 \* Check Number: 900074205  
 \* Pay Code: TEACH CLASSROOM TEACHER  
 \* Account Number: 199 E 11 6119 00 002 0 11 000 - GENERAL OP/INSTRUCTION/SALARY-TCH/PRF/00SCR/WEST HS/2

Hours Worked: 0  
 Hours Scheduled: 152  
 Days Worked: 7  
 Zero Days Reason Code:

TRS Group Code: 2 - Teacher/FT Librarian  
 TRS Position Code: 2 - Teacher/FT Librarian

Gross Compensation: 4,100.00  
 State Base: 3,001.67  
 Retire Deduction: 315.70  
 Employee Care Contribution: 26.65  
 District Care Contribution: 22.55  
 Special Service Payroll Deduction: 0.00  
 Special Service Tax Shelter Flag:

Pension Surcharge Contribution: 0.00  
 TRS-Care Surcharge Contribution: 0.00  
 Pay Dock: 1 - No, Not a Pay Dock  
 Retirement Participation: Y - Subject to Retirement

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**Calculated Matching Expenditure Data**

Professional Flag Code: P  
 Federal Flag Code: N

Eligible Compensation Paid from Federal Funds/Private Grants:	0.00
Federal Fund/Private Grant Contribution:	0.00
Federal TRS-Care Contribution:	0.00
RE Payment for New Member Contribution:	0.00
RE Payment for Non-OASDI Member Contribution:	44.15
Adjusted State Minimum Compensation:	3,421.90
Statutory Minimum Contribution:	78.66
On-Behalf:	251.39

Asterisk (\*) denotes a required field







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**THANK YOU FOR ATTENDING!**

