



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

Employees with an assignment in the Employee Management Plan that do not clock in/out for True Time are based on Hours Scheduled.

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

Update TRS Work Days Parameters

Template Settings

* Template Description: Update TRS - Employee Mgmt

Share with other users in the district

Extract Parameters

* Report Period: 9 / 2017

* Update Hours: Worked Scheduled

* Existing Work Hours: Remove Existing Do Not Process New

Use Employee Management ?

* Selection Parameters: Update Days Worked EMS

* Plan Year: 2017-2018

* Employee Management Plans: 2017-2018 Active Plan KR

Use True Time ?

* Selection Parameters: [empty]

Select Comp Time Off Codes: *None

Use Sub Tracking ?

* Selection Parameters: [empty]

Save

Save and Process

Back

Asterisk (*) denotes a required field

100%

True Time employees are based on Hours Worked. It is important to note the timesheet must be in either Current Payroll or History status to update hours.

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
COMPI - Compensation

Use Sub Tracking ?

* Selection Parameters:

Asterisk (*) denotes a required field

100%

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.

TRS Work Days/Hours Quick Update

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

Views: 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	
ARBITMAR001	Arbeiteriscr	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.

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.

Process

Add

Edit

Clone

Delete

Scheduled Tasks (0)

Monitoring Tasks (0)

Back

2 records displayed

#

100%

A separate update template should be used to adjust Hours Worked vs. Hours Scheduled.

Adjust TRS Work Days Parameters - WH\SR\TX\TR\WD\AD - 32735 - 05.17.06.00.07 - Internet Explorer

Adjust TRS Work Days Parameters

Template Settings

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

Extract Parameters

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

Use Employee Management ?

* Selection Parameters:
* Plan Year:
* Employee Management Plans: 2017-2018 Active Plan KR

Use True Time ?

* Selection Parameters:
Select Comp Time Off Codes: *None

Use Sub Tracking ?

* Selection Parameters:

Asterisk (*) denotes a required field

100%

A reason must be provided when there are zero days/hours reported. The reason may be individually added via the maintain options or updated via the Zero Days Reason Mass Change option.

Zero Days Reason Mass Change Parameters - WH\SR\TX\TR\WD\ZD - 32866 - 05.17.06.00.07 - Internet Explorer

Zero Days Reason Mass Change Parameters

Template Settings

* Template Description:

Share with other users in the district

Parameters

* Report Period:

* Selection Parameters:

Only Change Zero Days Reason if Current Value is Blank

* Zero Days Reason Code:

Asterisk (*) denotes a required field

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

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:

[Run](#)

[Back](#)

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

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

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

The Employee Data (ED) records should be extracted/submitted first. These records must be accepted prior to TRS accepting your Regular Payroll (RP) or the Employment of Retired Members (ER) records.

Maintain TRS History

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

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

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!

