Trends

Teacher Retirement System

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Monthly Remittance Reporting

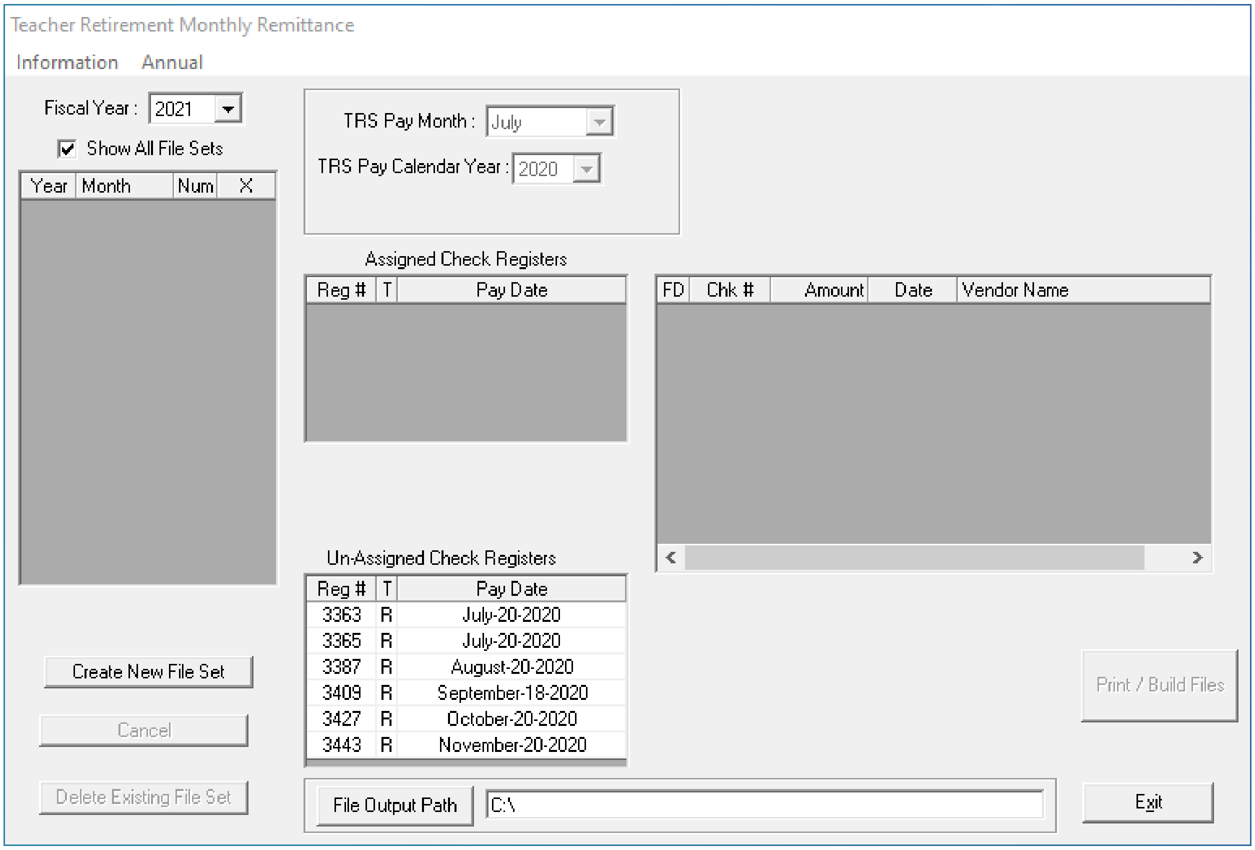

Figure 1 Monthly Remittance Screen

The Teacher Retirement Monthly Remittance screen is designed to help you build and create your monthly Teacher Retirement file(s). It will also assist you in balancing the total remittance amount to pay for your Monthly Teacher Retirement billing.

The first step to creating a TR file is creating a “File Set” using the **Create New File Set** button. Once you have clicked this button, you will need to select your TRS Month and Calendar Year using the section at the top that will now be highlighted in red, as shown in *Figure 2.*

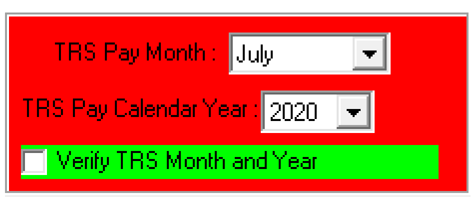

Figure 2 Confirm TRS Month/Year

Once you have selected the correct month and calendar year, check the *Verify TRS Month and Year* box. When you do this, a red and green arrow should appear, as shown in *Figure 3.*

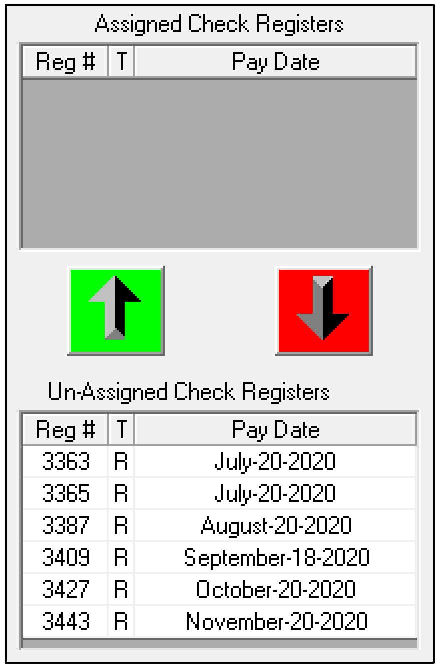

Figure 3 Selection Arrows

Selecting a check register in the "Un-Assigned Check Registers" section and clicking the green arrow, will add the selected check register to the "Assigned Check Registers" section. This means that check register will be added to the Teacher Retirement file that you are creating.

When you highlight a check register, it will also show you the relevant checks on that register in the section on the right labeled "Checks on Register(s)" as shown in *Figure 4.*

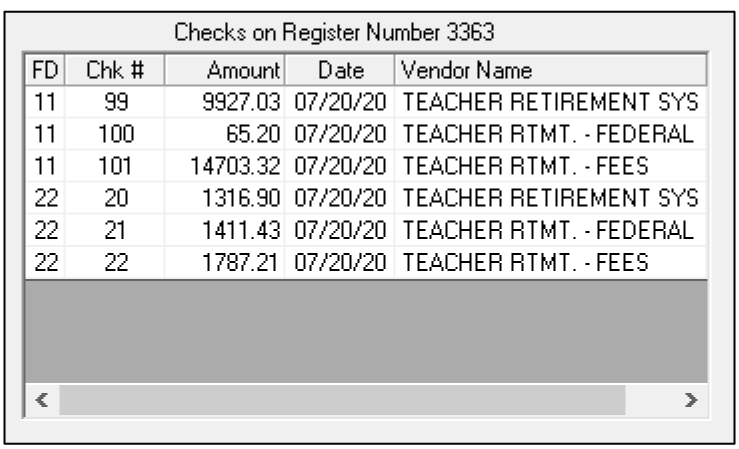

Figure 4 Checks on Register(s)

Once you have selected all of your applicable check registers, click **Save New File Set**. This will add the month you have selected to the box on the left-hand side of the screen. You are now ready to generate your Teacher Retirement file. Click **Print/Build Files**. You should now see a report similar to *Figure 5*. You can print this report. If you need to create files for upload, click

Create Teacher Retirement Files. This should bring up a message box, as shown in *Figure 6,* that tells you where the files have been placed on your machine.

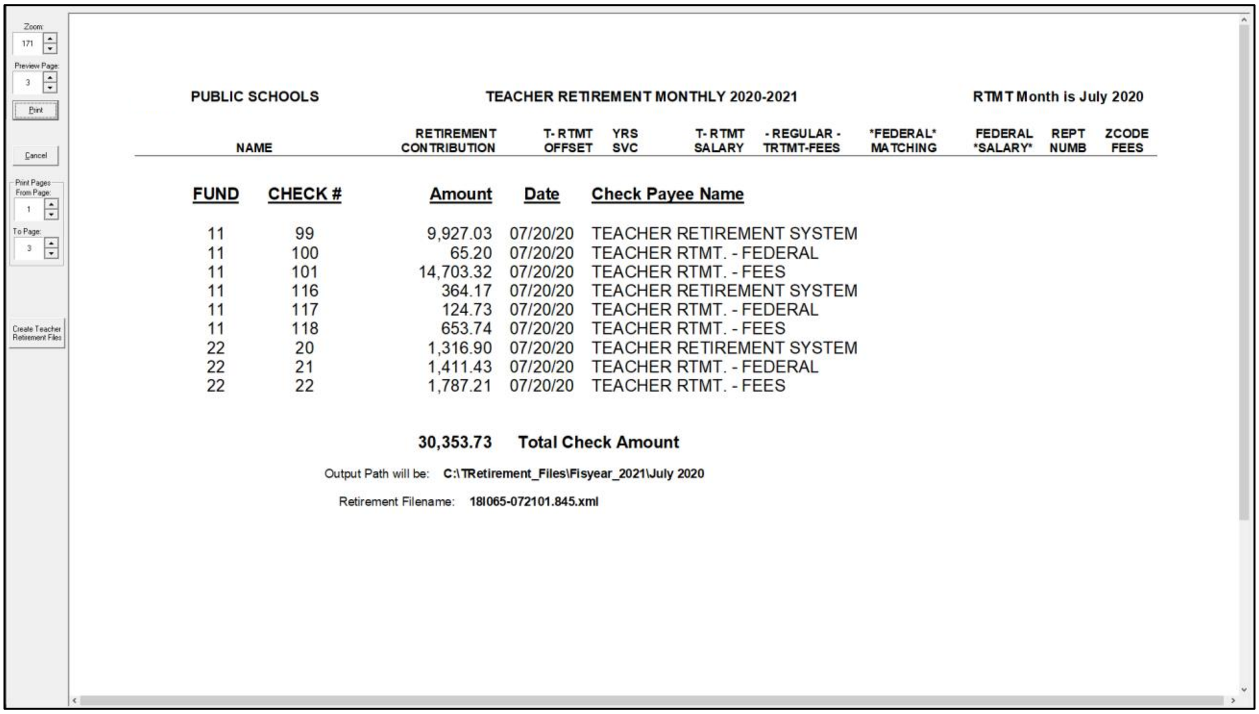

Figure 5 Teacher Retirement Report

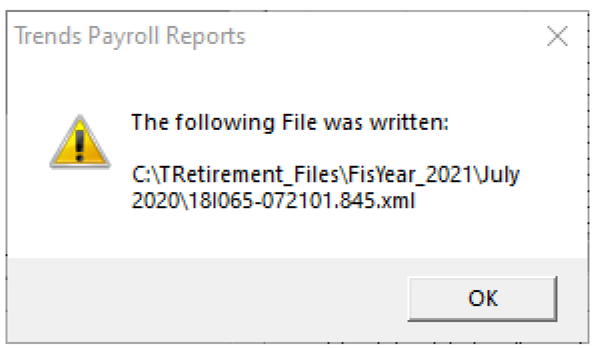

Figure 6 File Location

End of Employment Year Report

TRS End of Employment Year Report is divided into two phases. The phases are as follows:

Phase 1 - In this phase, you will set up/correct all your job position data, and you will put all Employees into a job position.

Phase 2 - In this phase, you will be able to correct individual people. You will put in their sick days, but you can also make minor changes if their information varies slightly from their position information. For example, if you have an employee who works 6.5 hours when everyone else works 7, put them into the 7-hour position, then you can edit the information for that person in Phase 2.

Phase 1 Instructions

> ***Note**: Before you begin, please make sure that you have created all your TR file sets for this fiscal year. They do not have to have been uploaded to the TR website, but they must be built in the Teacher Retirement Monthly Reporting module in Trends.*

In order to get into the TR Setup, you will need to go to Payroll > Employee Information, then click on the *Tools* menu at the top. Click on *TRS Employment Year Setup* to open the module.

You will then be prompted to enter in the *Instructional Days* (as shown in *Figure 7*).

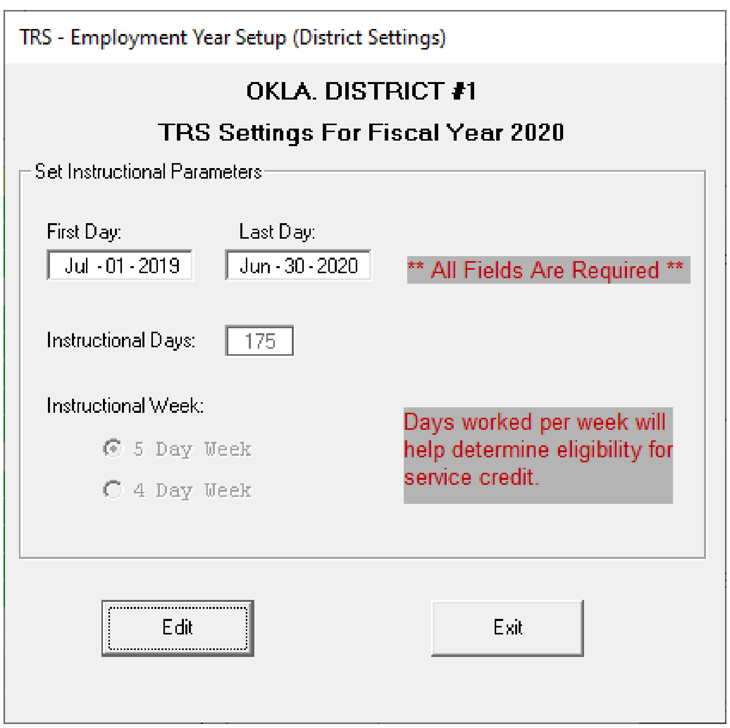

Figure 7 Instructional Days

Keep in mind that any employee that is later reported as having less than the *Instructional Days* will not get their full year of service. If you need to change this information later, you may do so in the **Options** menu.

After this information is entered, you will be brought into the Position Setup Screen, which looks like *Figure 8*.

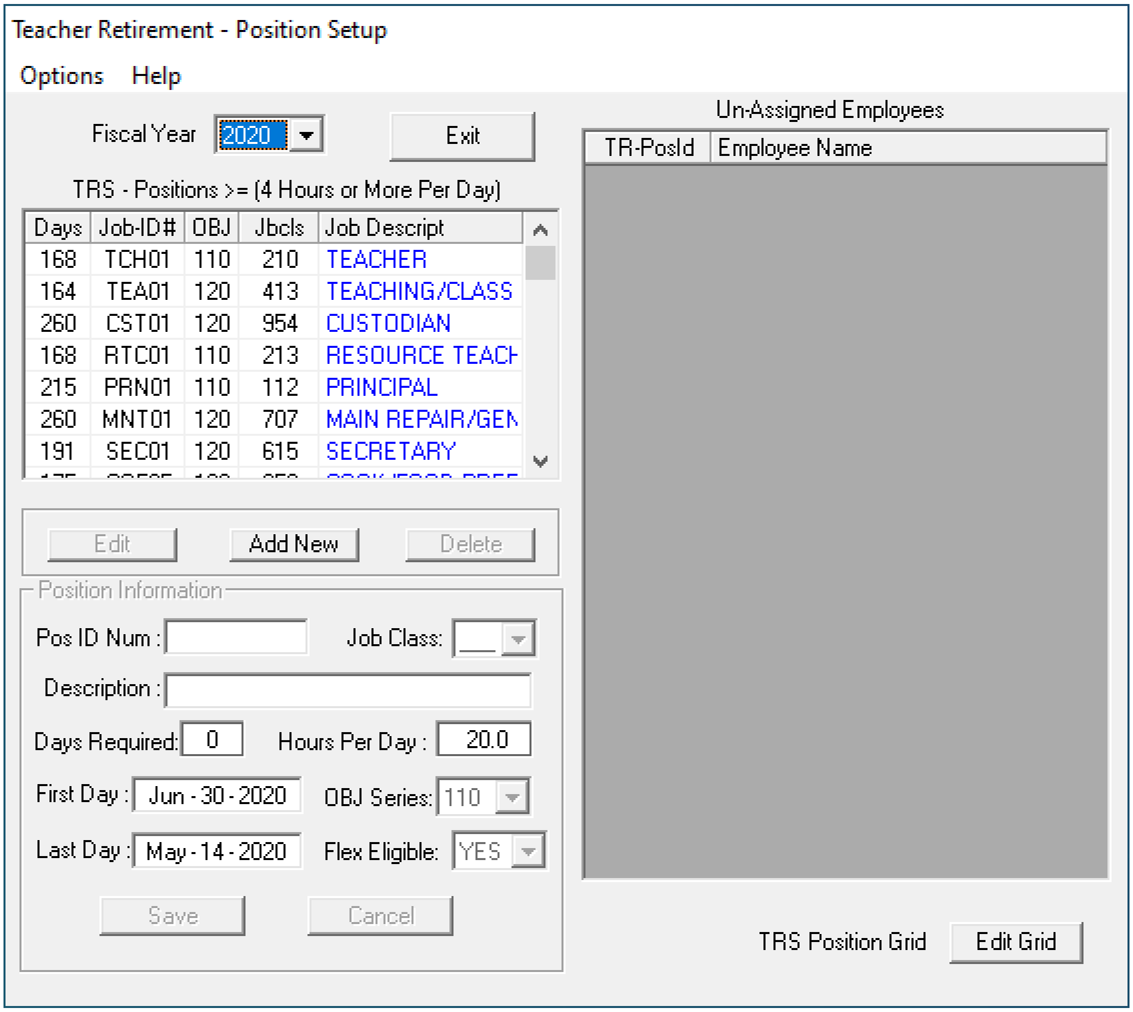

Figure 8 Position Setup Screen

In the top left-hand corner, you will see a list of Job Positions, all in red. Your first step is to go through this list and make sure that the job information is correct. When you click on the first job, you will see the information in the box below. Make sure all fields are correct. If they are not, hit **Edit**, correct the information and hit **Save.**

> ***Note**: Even if the information is correct, you still must hit Edit and then Save in order to pass on to Phase 2.*

When the job has been reviewed, it will turn white. In order to make this task easier, you may rearrange the job positions by clicking on the headers. If you want to organize the jobs according

to *Days*, click on the little header that says *Days*, and it will arrange the jobs by their number of *Instructional Days*. You may also go to the **Options** menu and print the Position Grid.
This grid will print off a spreadsheet of all your jobs and the information that is currently entered in. You can review this sheet then go back in and make changes.

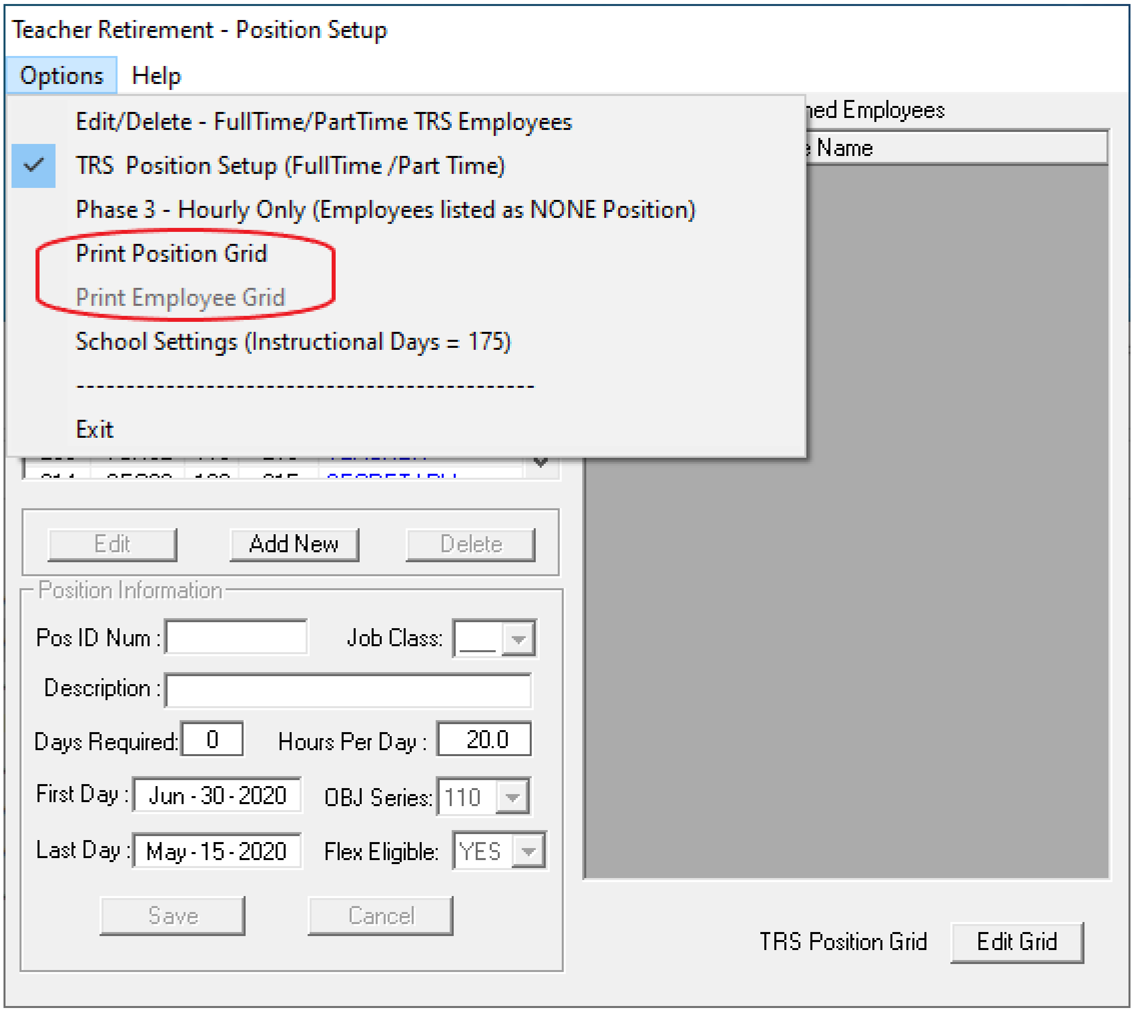

Figure 9 Print Grids

You may have jobs that you no longer need. If you would like to delete a job, you may do so if there is no one assigned to that position.

The next step is to assign employees to the correct position. You may print off an Employee Grid (see *Figure 9*) to see who is assigned to what position. If you need to move an employee to a different position, you must "delete" them from their position. To do this, you will go to **Options**, then *Edit/Delete- Full Time/Part Time TRS Employees*.

You will select the employee you would like to remove from their position on the left (see *Figure 10*), then hit **Delete** on the right side of the screen. It will not delete the employee from the setup, it will only "delete" them from that position. Then you may go to **Options**, then go back to *TRS Position Setup* and assign the employee to the correct position.

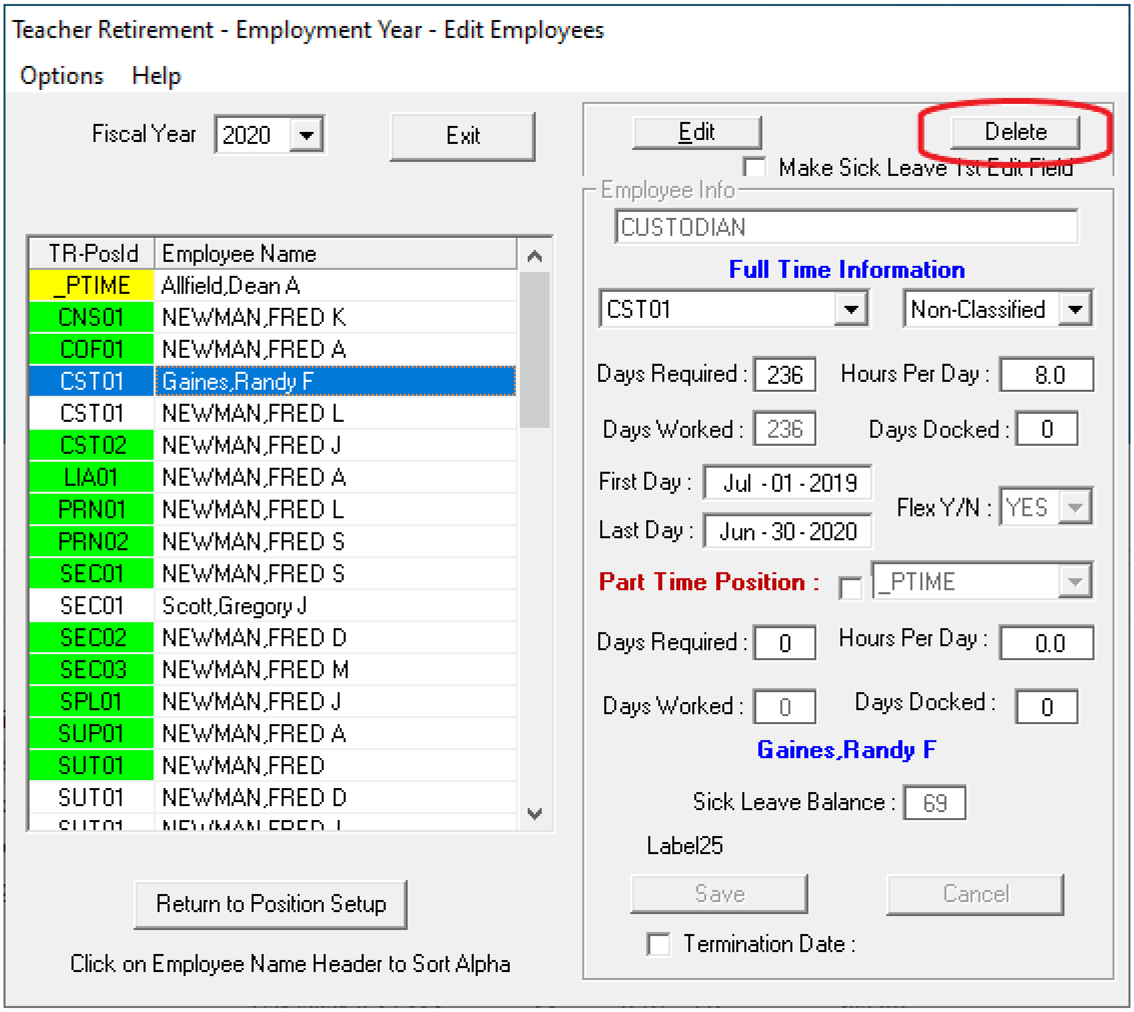

Figure 10 Delete Employee

Any employees not assigned to a position will show up as "NONE" on the right side of the screen. You want to put all employees into a position.

Occasionally you will have an employee that works more than one "job." The main thing to remember is that their "job description" is not what is important; their days worked/hours per day is. For example, an employee works 2 jobs and one is 4 hours per day, and one is 2 hours per day, so altogether they worked a 6-hour day. You may put them into a position that says that they work a 6-hour day. If an employee works a job that is above and beyond their full-time job, you do not need to include it. The main thing to remember is to make sure that they get credit for their maximum hours worked on a regular basis.

In order to put an employee into a position, you will hit **Edit Grid** on the bottom right of the screen.

You may have a box that pops up that says:

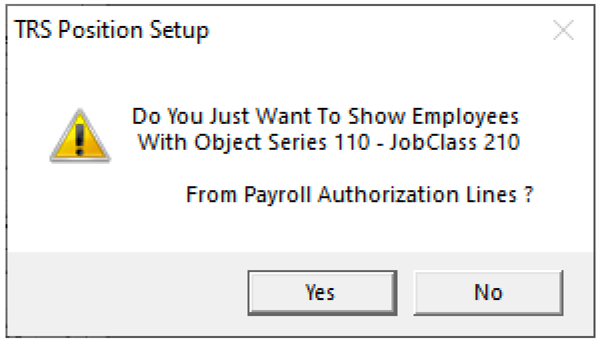

Figure 11 Position Setup Pop-up

This box appears if you first highlight a job position on the left that requires a 110 OBJ code. Select **No** if you would like to correct all the employees at once. If you would like to focus on the 110 employees first, you can select **Yes**. This will only show the employees with a 110 Object series.

You should then click on the employee you want to position, click on the actual word NONE out to the left of their name, and a drop down will appear. Select their position from the options. You may edit multiple employees at once, and when you are done, select **Save Grid**.

When you are done, there should be no employees in your Un-Assigned Employees.

Phase 2 Instructions

In this phase, you may now edit your individual employee data to make changes to their existing information. You will also be putting in *Days Docked* and verifying or entering their sick leave balance.

To begin this phase, you will go to **Options**, then click on *Edit/Delete- FullTime/PartTime TRS Employees*.

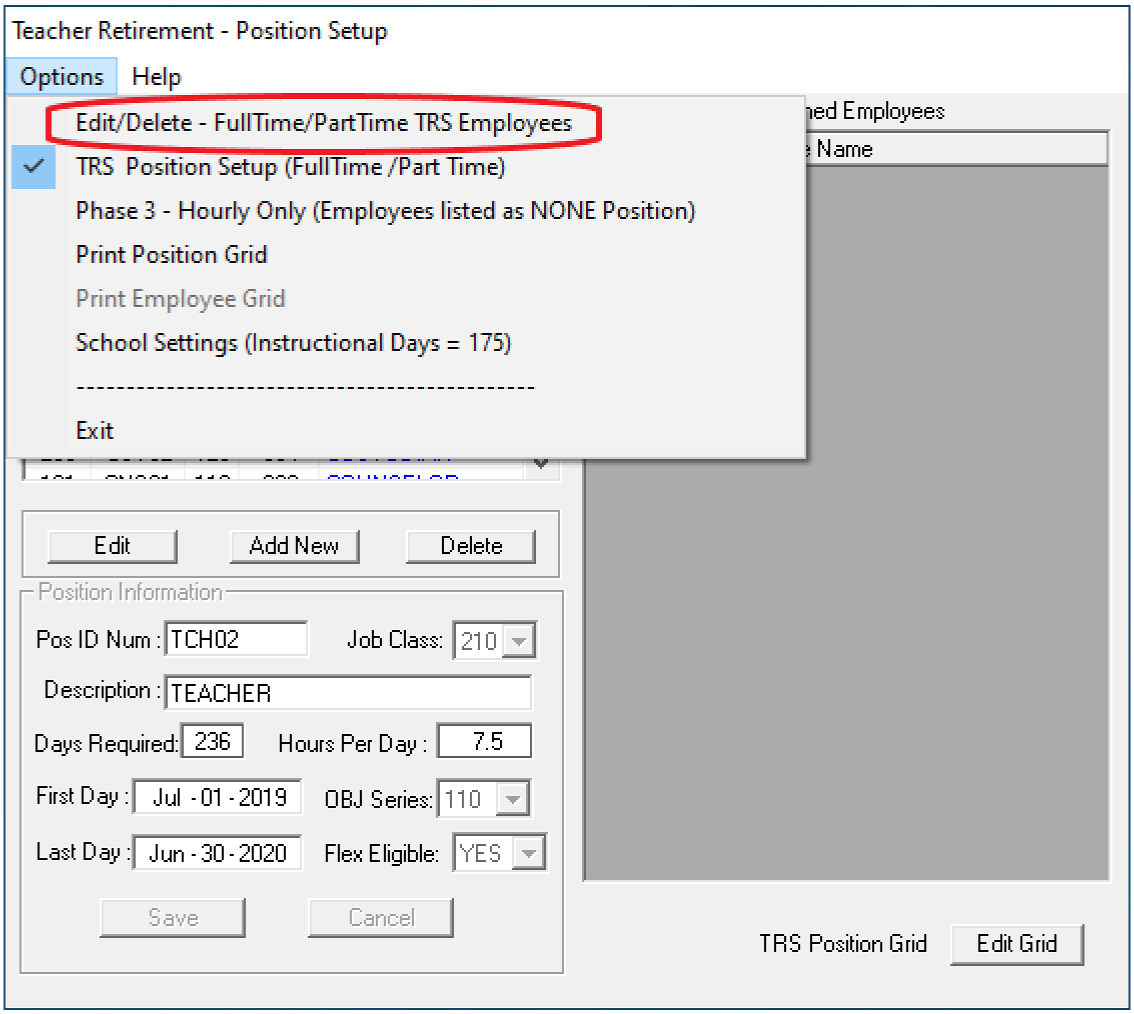

Figure 12 Edit/Delete Screen

You may wish to print another Employee Grid (in the **Options** menu) for this step. Now that everyone is in positions, the Employee Grid will include all their information.

You can make notes on this sheet of anything that might need to be changed, and if you do not use the Trends Personnel program for your sick leave balance, you can write this number next to each employee for easier data entry. Once you have completed Phase 1, you can print the

Employee Grid alphabetically by name or by job position. A prompt will come up asking which way you would like it printed.

If you decide to print by job position, the list will have some lines in red or yellow.

Each job position will be highlighted, so you can see where one job begins and another ends. Part time jobs will be red in the position column, full time will be yellow.

Once you have sorted through the information and know what changes need to be made, you may start the editing process. The Edit Employee screen should look like *Figure 13.*

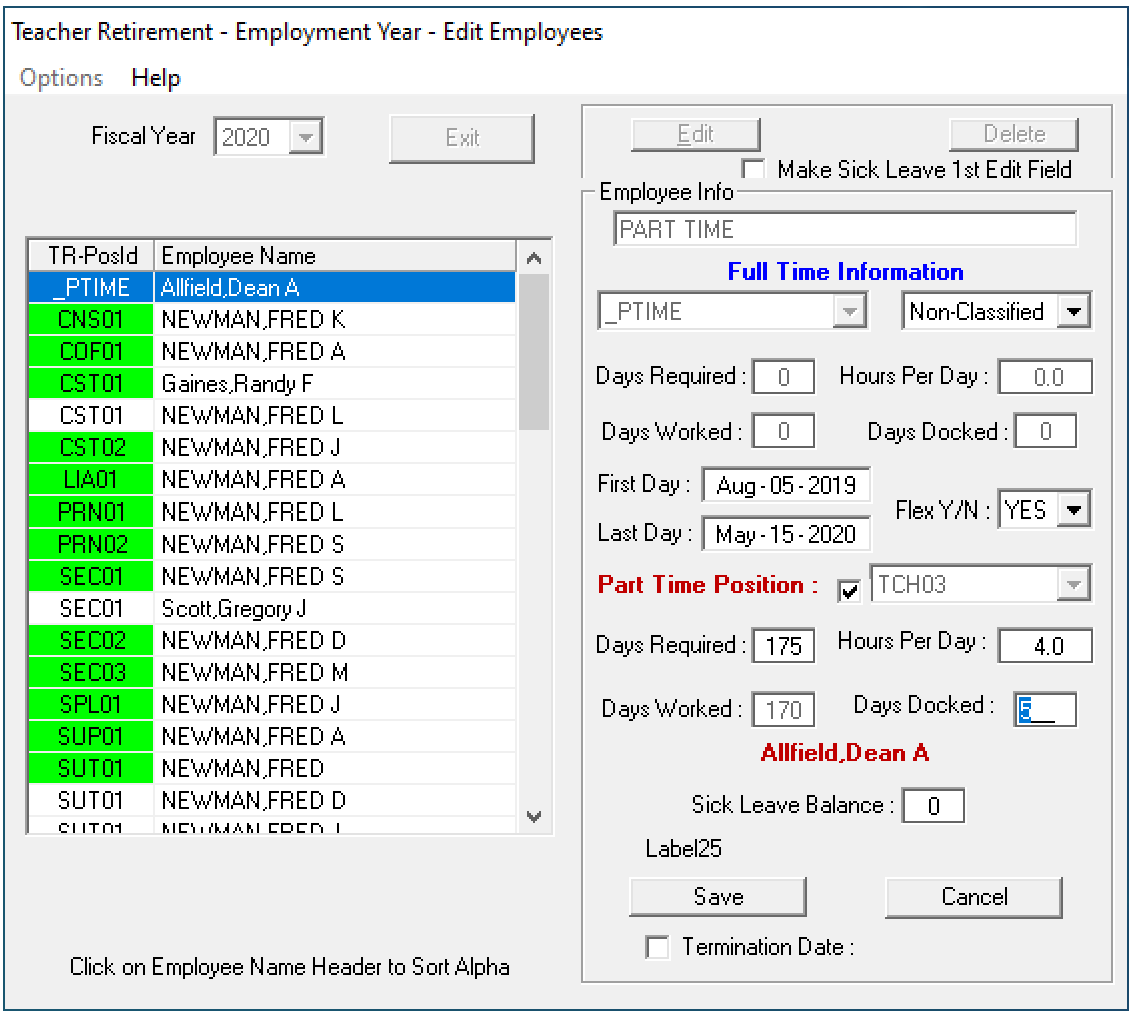

Figure 13 Edit Employee Screen

You will want to be careful to edit the proper field, depending on whether they are Part Time or Full Time. The *Full Time Days Required*/*Hours Per Day*/*Days Worked*/*Days Docked* are at the top half of the box. The same for PT is at the bottom under Part Time Position. The *First Day*/*Last Day* fields are the same whether they are PT or FT.

> ***Note**: For most of your employees, you will only be entering their sick leave balance. You should not have to change information on very many of them. Do not worry about the Classified/Non-Classified box. It is a carryover from an old reporting system and is not necessary for this report.*

Highlight an employee in the left column, then click **Edit** on the top right of the screen. Your cursor will automatically appear in the *Days Docked* box. If you are entering in only sick days and you would like it to appear in the *Sick Leave Balance* box first, you may check the box at the top right that says *Make Sick Leave 1st Edit Field*. You may set it either way, according to your preference.

If you use the Trends Personnel program, you will see a **Calc** button and the words "*Leave Shows*:" and a number of days below the *Sick Leave Balance* box. Please verify that your leave balance is up to date, as this just pulls whatever information you have in the Personnel program. If it is current, you may click on the **Calc** button, and it will put the remaining Sick Leave balance in that field.

If you do not use the Trends Personnel program, you will not see the "*Leave Shows:"* or the **Calc** button. You must get your leave balance from your own records and enter the balance manually.

> ***Note**: TRS would like you to round to the nearest half number when calculating Sick Leave Balance for this report.*

The most common errors people have when submitting this report are related to the *First Day*/*Last Day* fields. If you had an employee that started in January, please make a note to change their first day to January 1. Same goes if an employee left before the end of the year. TR goes off the records that were submitted to them, so if you enter that an employee's first day was Aug 1, but they did not get a report with that employee on it until November, then you will get an error for that employee. You must also change their *Days Required* to a number that fits between the months they worked.

Once you are finished entering everyone's information, you may want to print off an updated Employee Grid and verify that everything is correct.

Creating the Teacher Retirement End of Year Report

In the Teacher Retirement Reporting screen, click **Annual**, then *End-of-Employment Year (Fiscal) Reporting.*

Click on the *Create Annual File for TRS* button to continue.

If you are error free, you will click on **Create File** and it will create the file the report will tell you where the file is saved on your computer. The *Output Path* tells you where it is saved on your computer and underneath you will see the file name, so you know what you are looking for.

If you have errors, your screen will look like *Figure 14.*

VUGG, STACI D	TCH01	22,458.35	16	Y	0	7.5	180 / 180	Jul-01-2013
WATERSTINK, DELBERT D	TCH01	28,350.01	31	Y	0	7.5	180 / 180	Jul-01-2013
WHATUTHINK, SHANNON G	TCH01	21,141.61	6	Y	0	7.5	180 / 180	Jul-01-2013
WONTONBREATH, KAREN L	TEA01	9,186.21	0	Y	0	8.0	178 / 178	Jul-01-2013
YABBADABBA, TERI A	TCH01	20,158.35	7	Y	0	7.5	180 / 180	Jul-01-2013

Salary Records		116	Records
Hourly Records		4	Records
Total	**2,709,733.62**	**120**	**Records**

Output Path will be: **C:\TRetirement_Files\FisYear_2014**

FisYear Retirement Filename: **361007-EndofEmployment2014.160.xml**

Employee Errors Exist

ABIGAIL, TONJA E — LastDay Jun-30-2014 is Invalid - Last Data Sent to TRS on Mar-2014
** LastDay can not be more than 2 months after Last Month Data was Submitted to TRS!!!!!!.

AGINGFAST, BRANDI L — LastDay Jun-30-2014 is Invalid - Last Data Sent to TRS on Mar-2014
** LastDay can not be more than 2 months after Last Month Data was Submitted to TRS!!!!!!.

Figure 14 Report Errors

As noted earlier, these errors are related to the *First Day*/*Last Day* field. In the example, Brandi's last day of June 30th is invalid. The last date sent was in March. To correct this error, you would need to go back into the TRS Position Setup Module and change her *Last Day* to March 30.

When the errors are cleared up, you will go back into the End of Employment Year module and try and create the report again. Once you are error free, you are ready to submit your report to Teacher Retirement.

Calendar Year Reporting

TRS Calendar reporting is done very simply in Trends. In your Teacher Retirement Screen, click **Annual**, then click *Calendar Year Reporting*, as shown below in *Figure 15*.

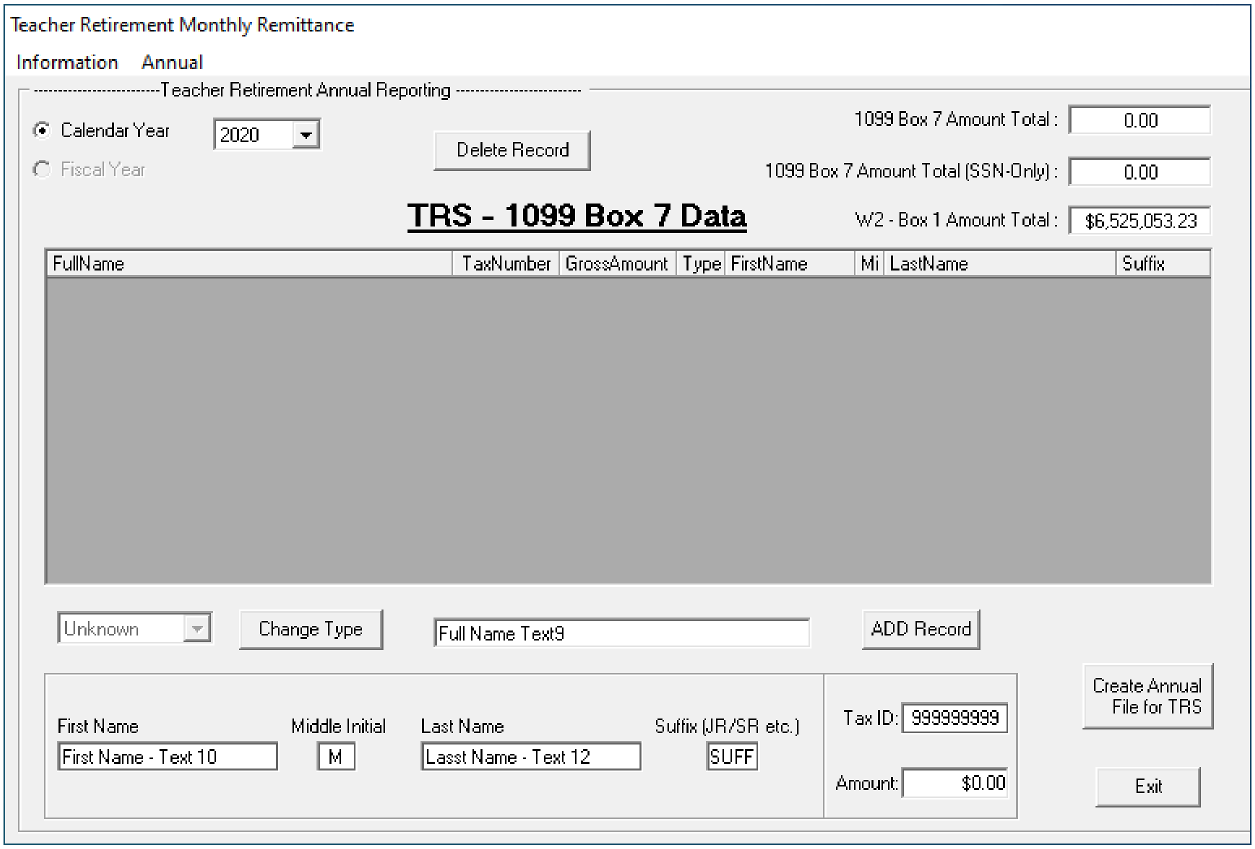

Figure 15 Calendar Year Reporting Screen

If you have any 1099 data that needs to be reviewed, it will show up in this screen. Likely, the data type will need to be identified as either a Tax ID or SSN by using the **Change Type** button in the lower left-hand corner of the screen.

If there is no data to review or you have reviewed all the data, click **Create Annual File for TRS** in the lower right-hand corner of your screen. This will generate a report with all relevant W2 and 1099 data. The file name and location to where it will be saved are on the last page of the report, to help you locate the file to be submitted to Teacher Retirement. Click **Create TRS Calendar File** on the left side of the screen to generate your file.