



PAYROLL HOT TOPICS

2018

TRS System Update

All employees are now reported to TRS – including substitutes and temporary workers

TRS is receiving more detailed information than ever before per employee

TRS expects all reporting to be complete by the 6th of the following month or PISD can be charged interest (up to \$25,000 per month!)

What does that mean for you?

- ▶ Pay codes, budget codes, position tracking, hire dates and so much more can impact TRS reporting
- ▶ Now more than ever accurate HR and payroll entries are vital to prevent unnecessary errors and/or penalty interest on reporting

Budget codes

- ▶ Object codes are used to tell technology how to classify pay for TRS
 - ▶ 6112 is for exempt substitutes only (teachers, administrators, etc.)
 - ▶ 6116 is for exempt temporary employees only (teachers tutoring, extra help teacher, etc.)
 - ▶ 6118 is for extra pay for exempt full time employees only (extended day, extra class, athletics, etc.)
 - ▶ 6121 is for extra pay for support/para full time employees only (overtime, additional time, athletics, etc.)
 - ▶ 6122 is for support/para substitutes only
 - ▶ 6126 is for support/para temporary employees only

Pay codes, Hire Dates & Position Tracking

- ▶ Pay codes are also used to tell technology how to classify pay for TRS
 - ▶ Overtime and additional time pay codes (213 & 212) should **only be used** for **full time employees**, never for temporary or substitute employees
 - ▶ Always use board approved pay codes for work that matches the description – if you can't find a pay code to match the work call payroll for help
- ▶ Now that subs and temporary employees are reported to TRS it is important that employees are not working before their hire date to prevent reporting errors
- ▶ Position tracking can impact TRS reporting, particularly when employees are paid from federal funds so it is imperative that all employees are coded to the correct position from day one

Cutoffs, Time Records, Docks, & Manual Checks

- ▶ *Payroll Cutoff* - Important to **meet deadlines**
- ▶ *Time Records Report* - **Complete payroll on time** so that the Time Records Report can be reviewed and corrected, if need be, prior to cutoff
- ▶ *Docks* - Unexcused Absence - **full docks MUST** be entered with a negative number – *entering a positive number will result in additional pay*
- ▶ *On Demand Manual Checks*