

Deduction Reporting in MyTRS

MTRS Employer Training Guide

MTRS

MASSACHUSETTS TEACHERS
RETIREMENT SYSTEM
SPRING 2023



Welcome!

This guide is a comprehensive walkthrough of the basic functions for active member deduction reporting in MyTRS as required under M.G.L. Chapter 32 and 807 CMR 5.0.

Samples of real reporting scenarios, which employers encounter while reporting educator's pay and contributions, are used in this guide. If you have a reporting need or situation not captured in this manual, please contact your employer's assigned representative.

To access instructions specifically related to reporting retiree insurance deductions, see our *Retiree Insurance in MyTRS* guide.

The MyTRS application will receive periodic updates; some updates will be noticeable, while others will be database-related and not visible to users. As MyTRS evolves to improve the user experience and remain compliant with technology and data security standards, we will announce future functional changes to employers and update our guides online.

Visit our website at mass.gov/mtrs

Our Employer web pages offer in-depth information on all aspects of the MTRS, including:

- Employer procedures and resources (member eligibility, regular compensation, etc.)
- Current guides and training videos for MyTRS
- Forms (retirement and refund applications, payment submittal forms, etc.)

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Deduction Reporting in MyTRS

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The Exception Report

Tabs 20—22

TAB 1

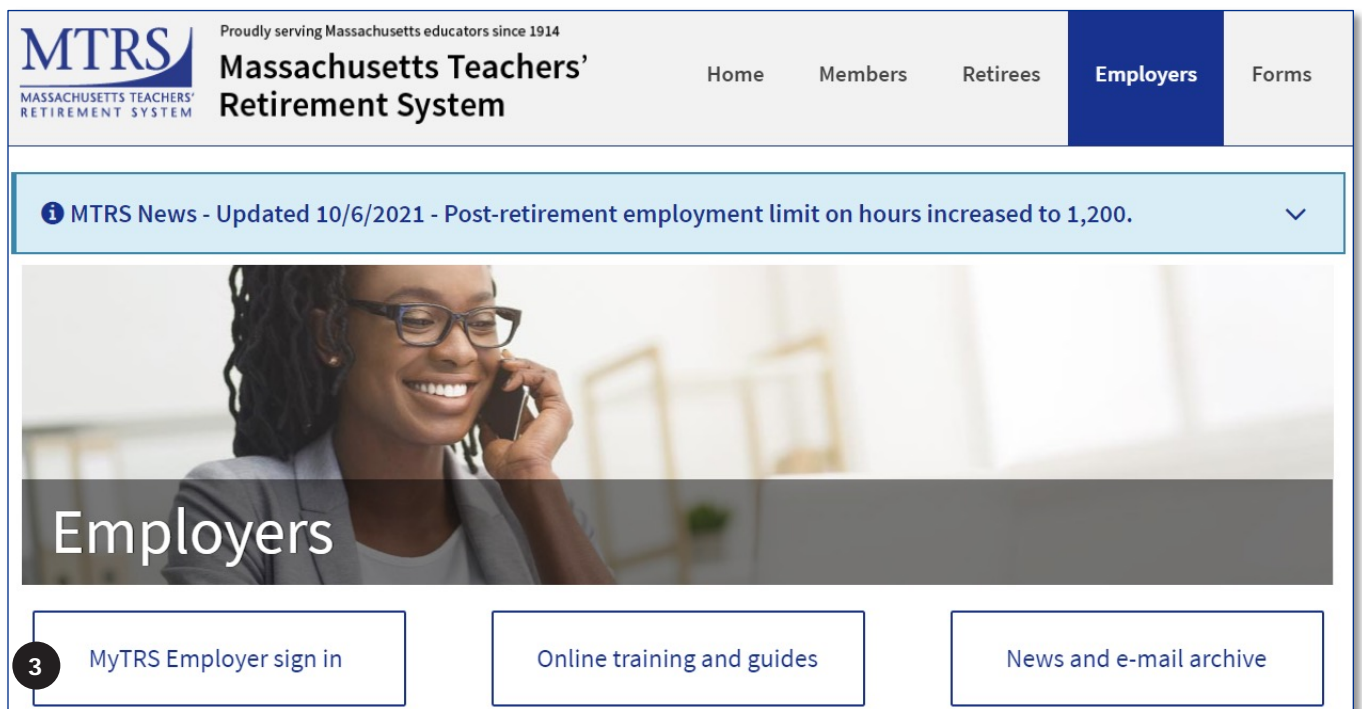
Log in / Navigation / Employer Information

Log in to MyTRS

1. Go to **www.mass.gov/mtrs**.
2. Click **Employers**.



3. Click **MyTRS Employer sign in**.



4. Enter username (not case-sensitive) and password (case-sensitive).

- Two factor authentication (TFA) will require you to receive a security code to login. Select your preferred delivery method (if multiple options exist for your account) and click **Next**.

Two Factor Authentication

Please select a delivery method to receive a verification code

Delivery Method

5 ☒ Email - sh*****@trb.state.ma.us

Cancel 5 **Next**

- Enter the verification code you received and click **Confirm**.

Two Factor Authentication

A verification code has been sent to the selected delivery method which will be valid for 15 minutes. Please enter the code below.

Verification Code

6 676961

Resend Code

Cancel Previous 6 **Confirm**

If you are copying and pasting the code from the email you received, double click on the code to highlight it before copying it (if you manually highlight it, an extra space will be included with the code when you paste it in MyTRS and will prevent you from logging in).

- Once the correct code is entered, the TFA login is complete, and the Home page displays. Note: For more information or support on Two-Factor Authentication (TFA), please see the Employers online training and guides page of our website.

Home

- Employer Information
- Payroll Calendar
- Import History
- Deduction Reports
- EFT & Payments
- Employee Roster
- Retiree Insurance Selections
- Insurance Deduction History
- Insurance Rates
- Employer Reports

I would like to...

- Generate Retiree Earnings Limit Calculator >
- Import a Deduction Report File >
- Make a Payment >
- Register an Employee >
- View Retiree Insurance Selections >
- Run a Report >

News

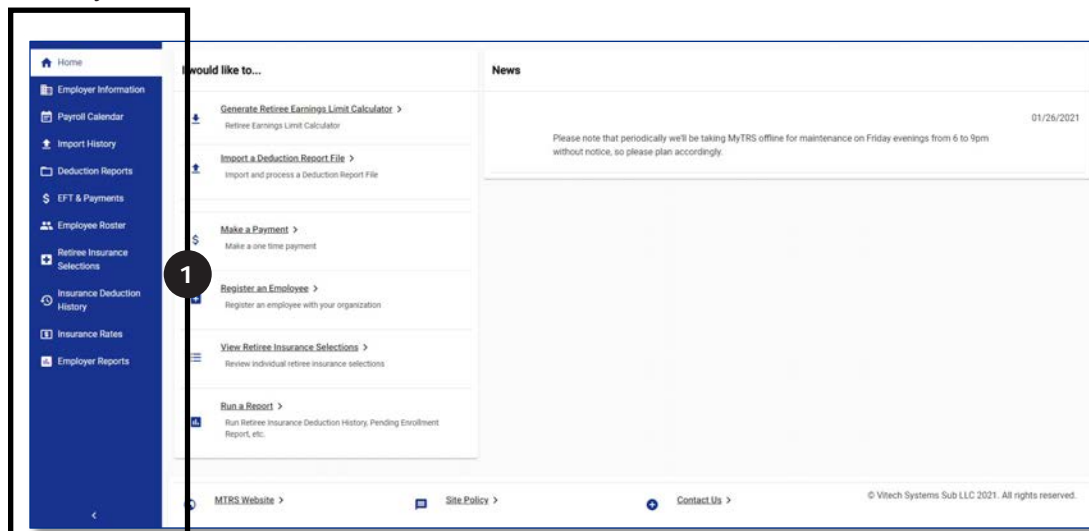
01/26/2021

Please note that periodically we'll be taking MyTRS offline for maintenance on Friday evenings from 6 to 9pm without notice, so please plan accordingly.

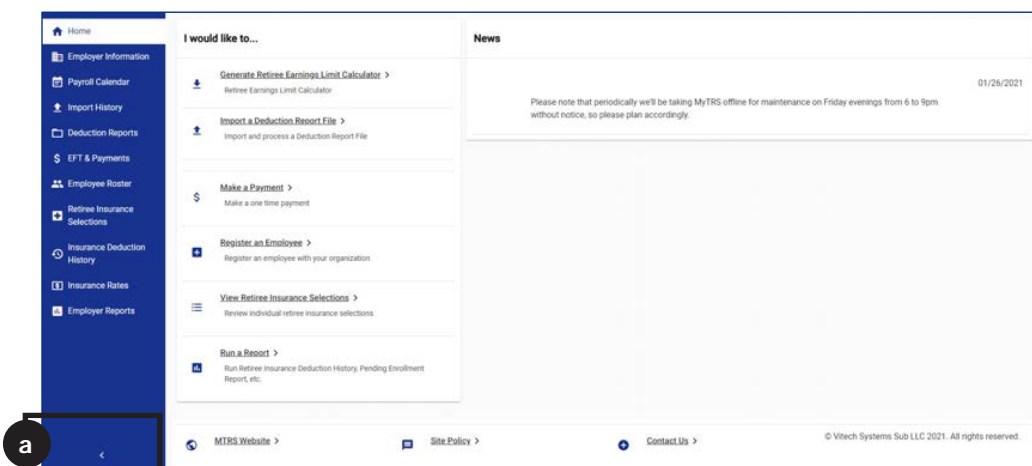
MyTRS Website > Site Policy > Contact Us > © Vitex Systems Sub LLC 2021. All rights reserved.

Home Page Navigation

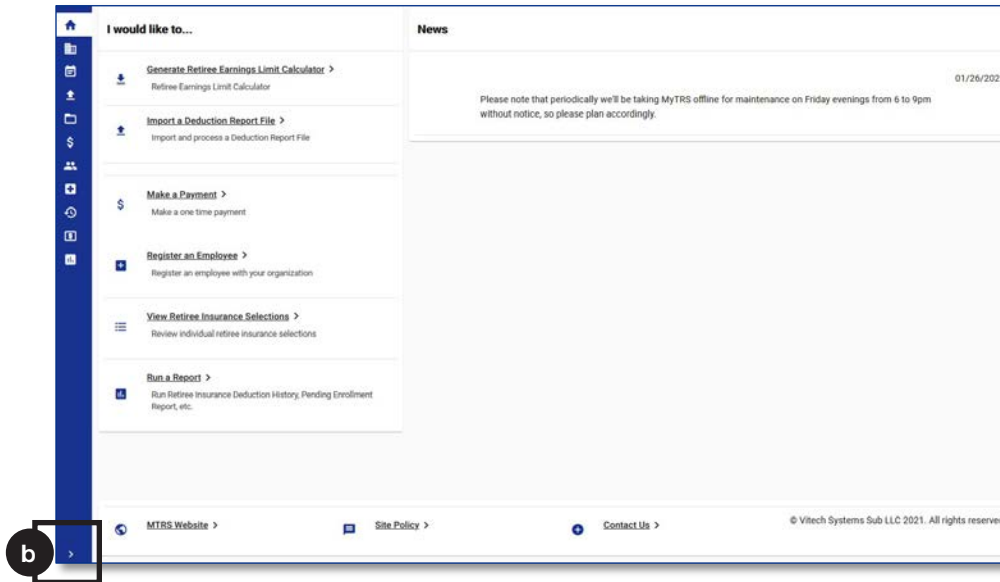
1. Left Navigation Menu—This menu has links that take you to the main pages. From these links you can access additional related links.



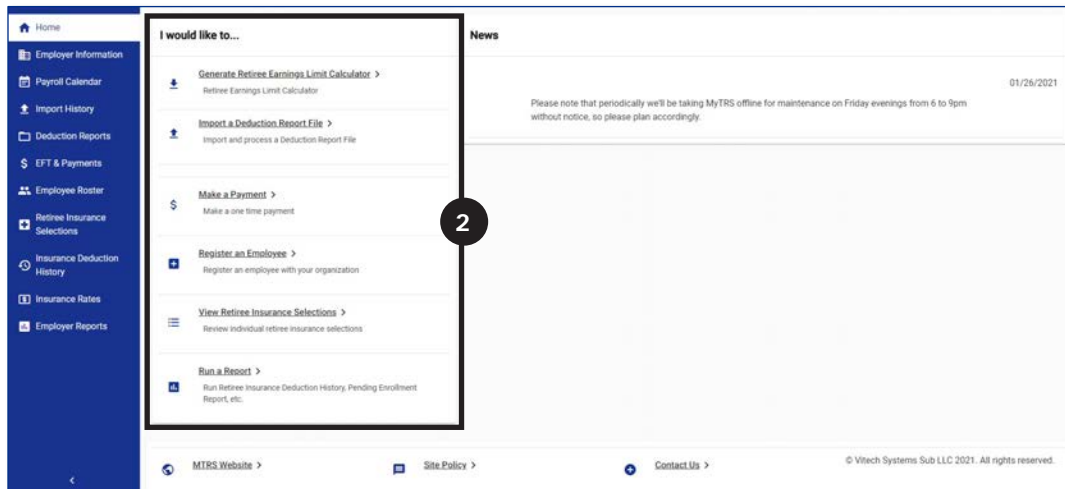
- a. This menu can be minimized by clicking the < at the bottom of the menu.



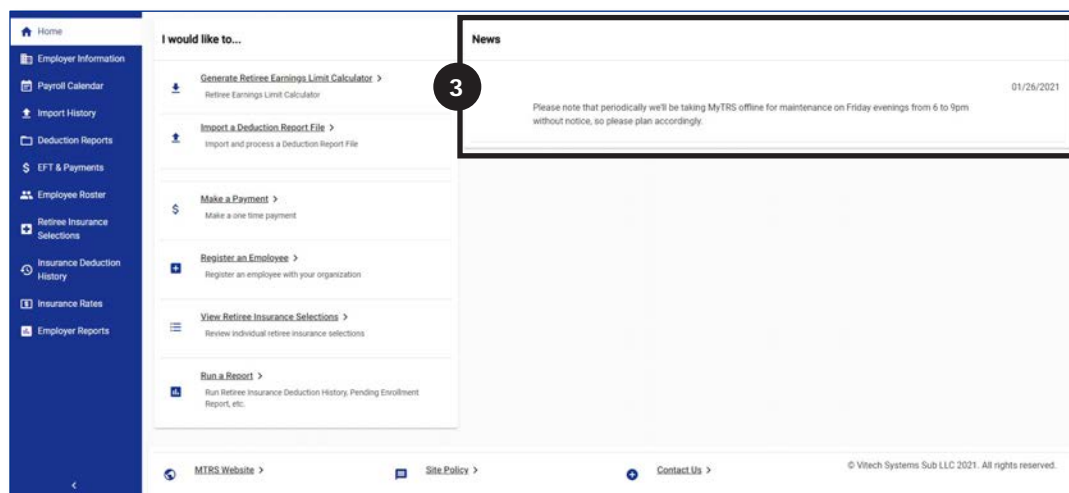
- b. To expand the menu again, click **>** in the bottom left of the menu.



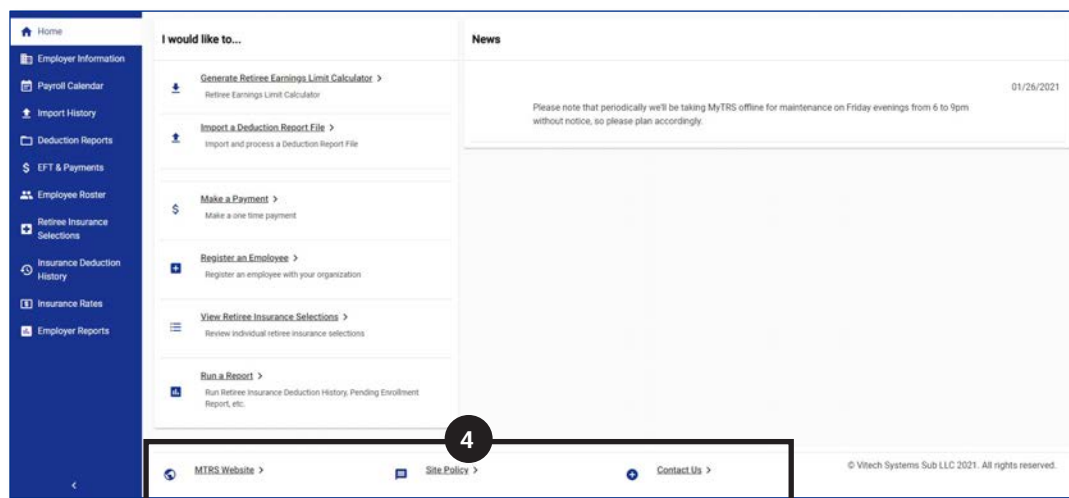
2. *I would like to...* menu—This quick links menu takes you to some of the most frequently accessed pages within MyTRS.



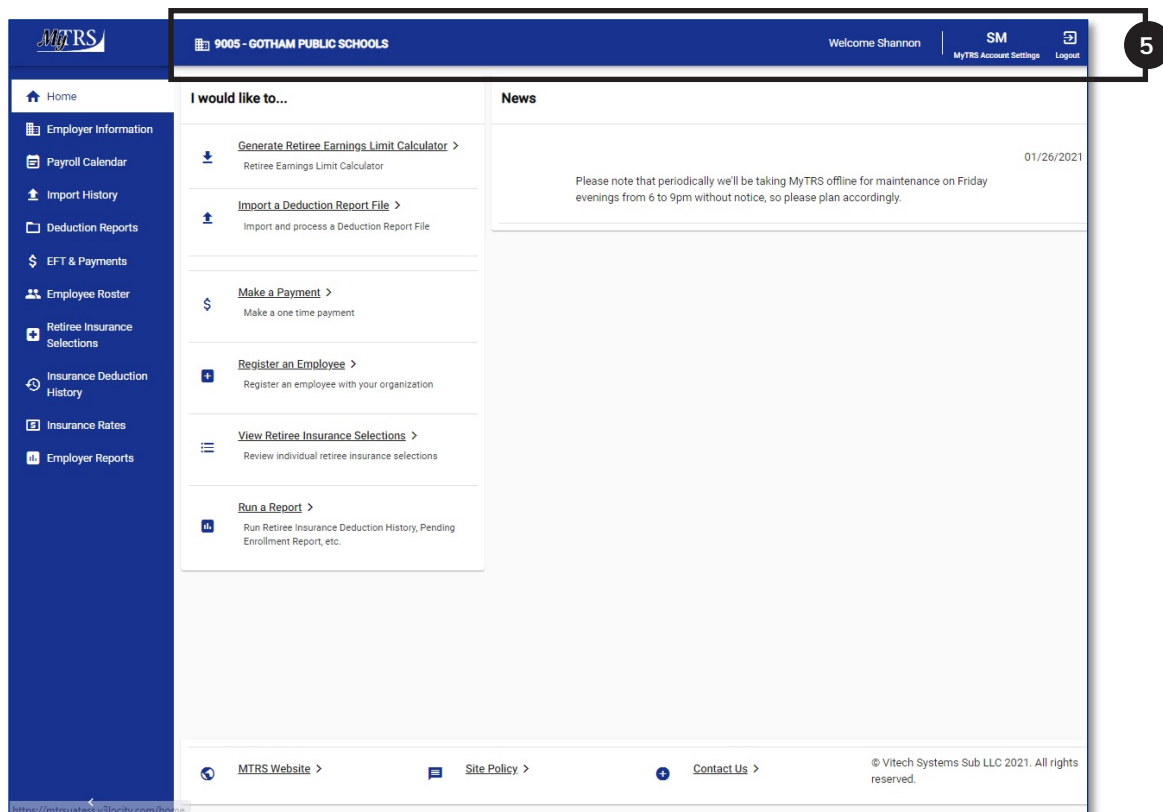
3. News section—In this section, you will find updates, news about system down time on warrant days. Be sure to check this section when you login to stay informed of any relevant announcements.



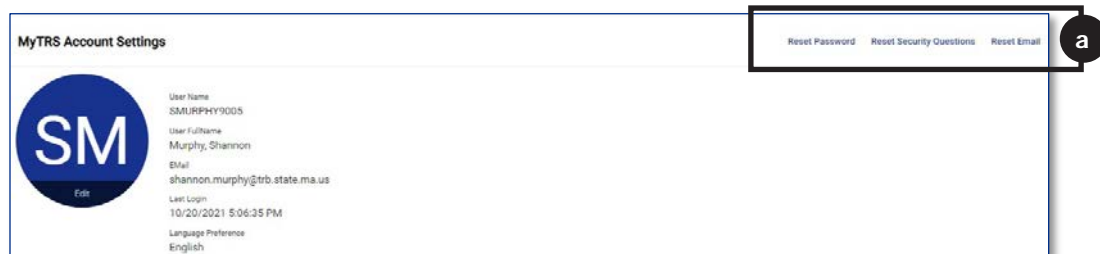
4. Bottom Navigation—The links at the bottom of the page take you to various pages on the main MTRS website.



5. Header Navigation—The header shows your District Name, Contact Name, links to your MyTRS account settings and the logout button.



- a. MyTRS Account Settings—This is where you reset your password, security questions and email.



Employer Information

The *Employer Information* page displays:

1. Employer code and name.
2. Address.
3. Phone number.
4. Email address.
5. MTRS Representative assigned to your school district.
6. Contacts for your district.

[Home](#)
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[Retiree Insurance Selections](#)
[Insurance Deduction History](#)
[Insurance Rates](#)
[Employer Reports](#)

Employer Info

Employer Code and Name 9005 • GOTHAM PUBLIC SCHOOLS	Employer Type Municipal	Federal Tax No
--	----------------------------	----------------

Address Information

Permanent
100 FAKE STREET, SUITE 202
CAMBRIDGE, MA 02142

Contact Info

Primary Phone - (Primary)
US • (999) 999-9999

Fax
(999) 999-9999

Primary Email - (Primary)
Empsup@trb.state.ma.us

Additional Information

GIC Number \$123,456.00	GIC Participant	Website Address www.mass.gov/mtrs	MTRS Representative Robert George	Correspondence By Email
----------------------------	-----------------	--------------------------------------	--------------------------------------	----------------------------

Contacts

Name	Contact Role
test_test >	Accounts Receivable
NVA, MyTRS >	Security Administrator
Puttagunta, Surendra >	Security Administrator

This data is for informational purposes only and can only be changed by an MTRS representative. Contact your Employer Services Representative if any of this information needs to be updated.

TAB 2

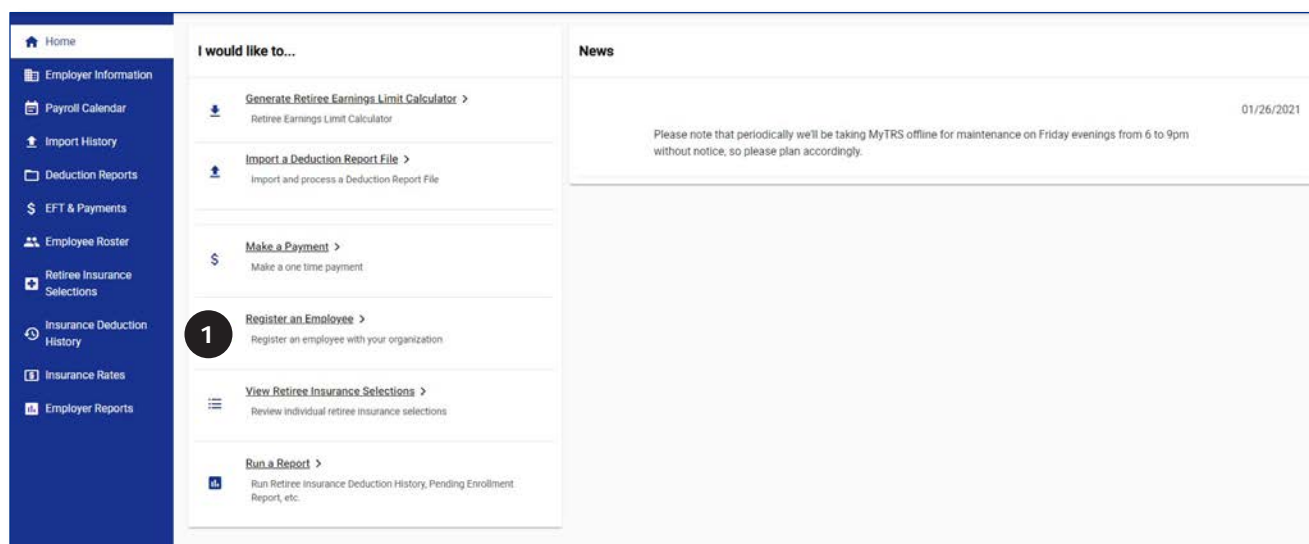
Employee Registration

When an employee first starts in an MTRS eligible position with your district, they need to be registered as an employee through MyTRS.

Before you start this process, you will want to collect the employee's:

- SSN
- Date of birth
- Educator license number and issue date
- Phone number
- Email address

1. Click **Register an Employee** from the *I would like to...* menu.



2. Enter the employee's SSN and click **Next**.

A screenshot of the 'Register Employee' form. At the top, there is a progress bar with six steps: Identification, Demographics, Contact Information, Employment, Additional Information, and Confirmation. The 'Identification' step is currently active. Below the progress bar, the 'SSN' field is labeled and contains the text '999-99-9999'. A red circle with the number 2 is placed over the SSN field. At the bottom right of the form, there is a 'Next' button, also highlighted with a red circle and the number 2. A 'Cancel' button is located at the bottom left.

The SSN will be masked (only last 4 digits will be displayed) once you click off the SSN field.

3. **If the employee has an existing account with the MTRS**, their name and date of birth will be pre-populated with the data we have on file.
 - a. **If the SSN entered was incorrect**, click **Previous** to go back to the *Identification* page and enter the correct SSN.

Register Employee

Information

We found this person already in our system.

Identification Demographics Contact Information Employment Additional Information Confirmation

ALERT! When registering an employee, the fields with an * are required.

SSN
XXX-XX-1984

Prefix
First Name
Amanda

Middle Name
Last Name
Apple

Suffix
Birth Date *
01/01/1978

Cancel Previous **Next**

- b. **If the SSN was correct**, click **Next**.

Register Employee

Information

We found this person already in our system.

Identification Demographics Contact Information Employment Additional Information Confirmation

ALERT! When registering an employee, the fields with an * are required.

SSN
XXX-XX-1984

Prefix
First Name
Amanda

Middle Name
Last Name
Apple

Suffix
Birth Date *
01/01/1978

Cancel Previous **Next**

4. **If the employee does not have an existing account with the MTRS**, enter the following information and click **Next**:
- Prefix (not required).
 - First Name.
 - Middle Name (not required).
 - Last Name.
 - Suffix (not required).
 - Birth Date.

Register Employee

Information

No match is found. Create a new member.

Progress: 1. Identification (✓), 2. Demographics (●), 3. Contact Information, 4. Employment, 5. Additional Information, 6. Confirmation

ALERT! When registering an employee, the fields with an * are required.

SSN: XXXX-XX-9999

Prefix: [dropdown]

Mr. [dropdown]

First Name*: Timothy

Middle Name

Last Name*: Teacher

Suffix: [dropdown]

Birth Date*: 04/20/1970

Cancel Previous **4**

5. Enter the employee's phone number and email address (personal email address is preferred) and click **Next**.

Register Employee

Progress: 1. Identification (✓), 2. Demographics (✓), 3. Contact Information (●), 4. Employment, 5. Additional Information, 6. Confirmation

If we have phone and email information for you, it is displayed below. If any information is missing or incorrect, please update it as necessary.

Country*: UNITED STATES

Home Phone*: (555) 555-1234

Primary Email*: timothyteacher@email.com

Cancel Previous **5** Next

6. On the *Employment* page, enter the required information and click **Next**.
- Employee's start date.
 - Position title.
 - Is this Employee a temporary or long-term substitute—Select Yes or No from the drop down.
 - Employment status as a percentage of full-time (employee's FTE%). For coach only employment, enter 0%.
 - Full-time Equivalent (FTE) Contractual Annual Salary (the full-time, non-adjusted annual salary from the contract).
 - Date of first payroll deduction.
 - This employee's contract term.
 - 10 for school year employees.
 - 12 for year-round employees.
 - 01, 02, 03 for coach only employment (length of the coaching season)
 - This employee's pay frequency. For coach only employment, enter the number of checks paid for the season.
 - This employee's pay duration.
 - 10 for school year employees on a 21, 22, 42 pay frequency.
 - 12 or LS (lump sum) for school year employees on a 26, 27, 52 pay frequency.
 - 12 for year-round employees.
 - 01, 02, 03 for coach only employment (number of months over which they are paid for the season).

Register Employee
Step 4: Employment

ALERT! When registering an employee, the fields with an * are required.

Employee's start date for this position *

09/01/2021

Position *

Guidance Counselor

Is this employee either temporary or a long-term substitute? *

No

Employment status as a percentage of full-time *

75.00

Note: Less than half time is ineligible for membership unless employee is also employed by another district. Also, part time and temporary employees are subject to a six month waiting period, unless they have funds on account with MTRS or another Massachusetts retirement system.

Full-Time Equivalent (FTE) Contractual Annual Salary *

83500.00

Note: Salary the employee would earn if working full-time for a whole year, regardless of start date or salary proration. (e.g. Employee's FTE is 50% and earns \$20,000 a year. The FTE salary is \$40,000.)

Date of first payroll deduction *

09/09/2021

This employee's contract term (number of months/year required to work) is? *

10

This employee's pay frequency (number of checks per year) is? *

26

This employee's pay duration (number of months the pay schedule is spread over) is? *

LS

Cancel

2025-09-01 - Notepad

Previous Next

6

7. On the *Additional Information* page, select the correct answer from the drop-down list informing the MTRS whether the employee is **required** to be licensed by DESE as a condition of employment with the school district.

The screenshot shows the 'Register Employee' form with a progress bar at the top. The steps are: Identification (checked), Demographics (checked), Contact Information (checked), Employment (checked), Additional Information (active), and Confirmation (disabled). Below the progress bar, an alert message reads: 'ALERT! When registering an employee, the fields with an * are required. Required to be licensed by the DESE or AHP (OTs and PTs only)? *'. A circular callout with the number '7' points to the first drop-down menu in this section.

- a. If you select “No,” click **Next**.

This screenshot shows the 'Additional Information' section with the first drop-down menu set to 'No'. A circular callout with the letter 'a' points to this selection. At the bottom right, another circular callout with the letter 'a' points to the 'Next' button. The 'Previous' button is also visible.

- b. If you select “Yes,” select the appropriate value from the *Teaching Certification Status* drop-down list.

This screenshot shows the 'Additional Information' section with the first drop-down menu set to 'Yes'. A circular callout with the letter 'b' points to this selection. Below the 'Yes' selection, a second drop-down menu labeled 'Teaching Certification Status *' is visible.

- i. If you select “Not certified,” click **Next**.

Register Employee

Identification Demographics Contact Information Employment **Additional Information** Confirmation

ALERT! When registering an employee, the fields with an * are required.
Required to be entered by the SSO or an FT (Tn and T's only)*

Yes

Teaching/Certification Status*

Not certified

Cancel Previous **Next**

- ii. If you select “Certification is currently pending,” click **Next**.

Register Employee

Identification Demographics Contact Information Employment **Additional Information** Confirmation

ALERT! When registering an employee, the fields with an * are required.
Required to be entered by the SSO or an FT (Tn and T's only)*

Yes

Teaching/Certification Status*

Certification is currently pending

Cancel Previous **Next**

- iii. If you select “Received a waiver,” click **Next**.

Register Employee

Identification Demographics Contact Information Employment **Additional Information** Confirmation

ALERT! When registering an employee, the fields with an * are required.
Required to be entered by the SSO or an FT (Tn and T's only)*

Yes

Teaching/Certification Status*

Received a waiver

Cancel Previous **Next**

- iv. If you select *Certificate has been issued*, you will be required to provide additional information regarding the employee's certification/license.

Register Employee

Identification Demographics Contact Information Employment **Additional Information** Confirmation

ALERT: When registering an employee, the fields with an * are required.
Required to be licensed by the SECE or AHP (PTs and PTA only) *

Yes

Teaching Certification Status *

Certificate has been issued

If issued, the certification number is *

and it was issued on (mm/dd/yyyy) *

By *

Cancel Previous Next

ESE is the Massachusetts Department of Elementary and Secondary Education. AHP is the Board of Allied Health Professionals and strictly applies to Occupational and Physical Therapists (not OT Assistants, PT Assistants or BCBAs).

- v. Click **Next**.

Register Employee

Identification Demographics Contact Information Employment **Additional Information** Confirmation

ALERT: When registering an employee, the fields with an * are required.
Required to be licensed by the SECE or AHP (PTs and PTA only) *

Yes

Teaching Certification Status *

Certificate has been issued

If issued, the certification number is *

123456

and it was issued on (mm/dd/yyyy) *

10/14/2005

By *

ESE

Cancel Previous **Next**

8. On the *Confirmation* page, ensure all data entered is accurate.
- a. If you need to change any data, click **Previous** to go back to previous pages.

Register Employee

Identification Demographics Contact Information Employment Additional Information **Confirmation**

Before clicking on Confirm button, please ensure pop-up windows are enabled to appear in your browser:

SSN XXX-XX-9999	Prefix Mr.	First Name Timothy	Middle Name P	Last Name Teacher	Suffix	Birth Date 04/20/1970	Phone (555) 555-1234	Email timothyteacher@email.com	Employer's start date for this 01/01/2021
Position Guidance Counselor	Is this employee ad-hoc temporary or a long-term substitute? No	Employment status as a percentage of full-time 75.00	Full Time Equivalent (FTE) Contractual Annual Salary 83500	Date of first payroll deduction 09/09/2021	This employee's contract term (number of months required to work) * 10	This employee's pay frequency (number of months the pay schedule is spread over) * 26	This employee's pay duration (number of months the pay schedule is spread over) * LS	Required to be licensed by the SECE or AHP (PTs and PTA only)? Yes	Teaching Certification Status Certificate has been issued
If issued, the certification number is 123456		and it was issued on (mm/dd/yyyy) 10/14/2005	By ESE						

Cancel Previous **Confirm**

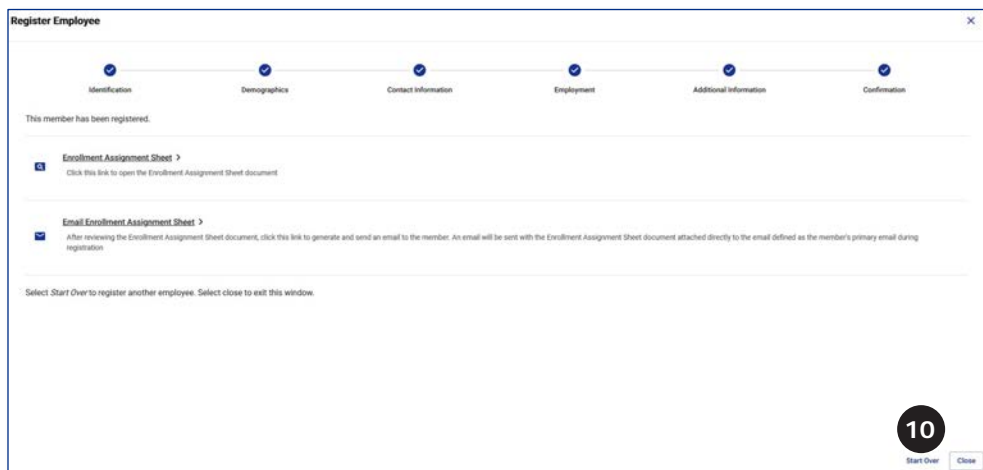
- b. If the data is correct, click **Confirm**.

9. The *Enrollment Assignment Sheet* can be printed/saved or emailed directly to the employee from the *Confirmation* page.

- a. To **Print/Save** the form, click **Enrollment Assignment Sheet**.
- b. To **Email** the form, click **Email Enrollment Assignment Sheet**.

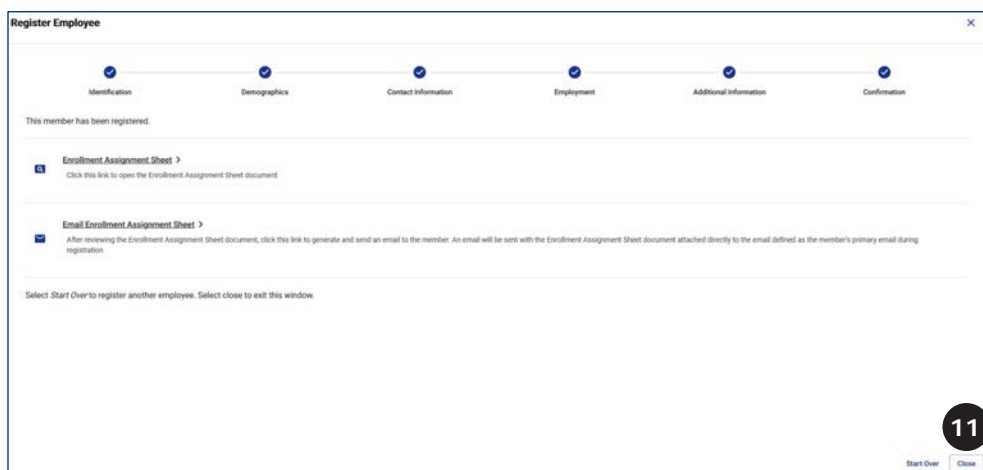
When you select the email option, the email is generated and sent in the background to the email address entered in Contact Information. A message, "Email has been sent to the member," is displayed on screen when successful.

10. To register another employee, click **Start Over**.



The screenshot shows the 'Register Employee' window with a progress bar at the top indicating completion of six steps: Identification, Demographics, Contact Information, Employment, Additional Information, and Confirmation. Below the progress bar, a message states 'This member has been registered.' Two options are provided: 'Enrollment Assignment Sheet' (with a link to open the document) and 'Email Enrollment Assignment Sheet' (with a checked checkbox and a link to generate and send an email). At the bottom, a message says 'Select Start Over to register another employee. Select close to exit this window.' In the bottom right corner, there are two buttons: 'Start Over' and 'Close'. A large black circle with the number '10' is overlaid on the 'Start Over' button.

11. To go back to the Home page, click **Close**.



This screenshot is identical to the previous one, showing the 'Register Employee' window with the same progress bar, completion message, options for the Enrollment Assignment Sheet, and the 'Start Over' and 'Close' buttons. A large black circle with the number '11' is overlaid on the 'Close' button.

12. Check the employee's deduction rate (instructions on the next page).

Check Employee's Deduction Rate

Now that the new employee has been registered you need to find the proper deduction rate. Follow the steps below to find the rate in MyTRS. This is the rate that should be entered in your payroll system.

1. Click **Employee Roster** from the *Left Navigation Menu*.

9005 - GOTHAM PUBLIC SCHOOLS

Welcome Shannon SM

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P.		Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-8888 >	RAL, TEST		Pending Enrollment	05/01/2020	
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020	
XXX-XX-7272 >	HOBAN, JENNA		Processed	09/01/2019	
XXX-XX-0006 >	PHYSICS, PHIL		Pending Enrollment	07/01/2019	
XXX-XX-3333 >	SIWA, JOJO		Pending Enrollment	01/22/2019	

2. Click the **Filters** icon (▼).

9005 - GOTHAM PUBLIC SCHOOLS

Welcome Shannon SM

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P.		Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-8888 >	RAL, TEST		Pending Enrollment	05/01/2020	
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020	
XXX-XX-7272 >	HOBAN, JENNA		Processed	09/01/2019	
XXX-XX-0006 >	PHYSICS, PHIL		Pending Enrollment	07/01/2019	
XXX-XX-3333 >	SIWA, JOJO		Pending Enrollment	01/22/2019	

3. Enter the name (last, first), MTRS member number or SSN of the employee in question and click **Go**.

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date
XXX-XX-2001 >	ADMIN, ANDY		Processed	11/15/2001
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021
XXX-XX-0001 >	APPLETON, AMY		Processed	09/01/1995
XXX-XX-1998 >	BEDNAR, BRENDA		Processed	09/01/1998
XXX-XX-0008 >	BIONDILLO, BETH		Processed	09/01/2011
XXX-XX-0011 >	BOSS, BERNARD		Processed	07/01/1998
XXX-XX-2011 >	BUSSER, BRENDAN		Processed	12/01/2016
XXX-XX-0061 >	CALCULUS, CHRIS		Pending Enrollment	09/01/2013
XXX-XX-2012 >	CAPOZZI, MEGHAN		Pending Enrollment	09/01/2016

Search by: teacher [Go]

Filter by:

- Enrollment Status
- Start Date
- Stop Date
- Sort by
- Name
- Enrollment Status
- Start Date
- Stop Date

- Click the **Masked SSN** link next to the employee on the *View/Update Employee Information* page.

View/Update Employee Information Register Employee Filters

Search: Member Number, SSN or Name (teacher, timothy) 🔍

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
4 XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	

- The employee's deduction rate is at the bottom of the page under *Rate/R+ Information*.

Employee Roster / Member Employment

Member Information

SSN: XXX-XX-9999 Name: Teacher, Timothy P Member Number:

Employment Information Edit

Agreement Name	Start Date	Stop Date	Employer Code	Employer Name	Position	Pay Dnt	Pay Freq	Temp/Sub	Enrollment Status	Eligibility Status
MTRS	09/01/2021		9005	GOTHAM PUBLIC SCHOOLS	Guidance Counselor	LS	26	No	Pending Enrollment	Pending Eligibility

Event Information

Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Contract Term
Contributing	09/01/2021	09/09/2021		75	0	10

Rate/R+ Information

☐ Rate/R+ Pending Review ☒ R+ 5

Regular Rate	2% Rate
0.11	0

- Enter this deduction rate in your payroll system for this employee.

TAB 3

Employee Roster and Member Events

The *Employee Roster* page displays a listing of employees for your school district. Functions done through the *Employee Roster* Page:

- View an employee's deduction rate (detailed in previous section).
- View an employee's enrollment status.
- View/Enter employee events.
- View an employee's retirement date.
- View Retiree Earning Limit Calculator (detailed under Tab 24).

1. To access these functions, click **Employee Roster** from the *Left Navigation Menu*.

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information Register Employee Filters

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-1984 >	APPLE, AMANDA		Pending Enrollment	09/01/2021	
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-9999 >	SOZE, KEYSER		Processed	01/01/2021	
XXX-XX-8888 >	RAI, TEST		Pending Enrollment	05/01/2020	

View Enrollment Status

1. Click the Filters icon (▼) to search for employee.

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information Register Employee Filters

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P	966024	Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-8888 >	RAI, TEST		Pending Enrollment	05/01/2020	
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020	
XXX-XX-7222 >	HOBAN, JENNA		Processed	09/01/2019	
XXX-XX-0006 >	PHYSICS, PHIL		Pending Enrollment	07/01/2019	
XXX-XX-3333 >	SIWA, JOJO		Pending Enrollment	01/22/2019	

2. Enter the full (last, first) or partial name, MTRS member number or SSN of the employee in question and click **Go**.

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Register Employee Filters

Masked SSN	Name	Member Number	Enrollment Status	Start Date
XXX-XX-2001 >	ADMIN, ANDY		Processed	11/15/2001
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021
XXX-XX-0001 >	APPLETON, AMY		Processed	09/01/1995
XXX-XX-1998 >	BEDNAR, BRENDA		Processed	09/01/1998
XXX-XX-0008 >	BIONDOLILLO, BETH		Processed	09/01/2011
XXX-XX-0011 >	BOSS, BERNARD		Processed	07/01/1998
XXX-XX-2011 >	BUSSER, BRENDAN		Processed	12/01/2016
XXX-XX-0061 >	CALCULUS, CHRIS		Pending Enrollment	09/01/2013
XXX-XX-2012 >	CAPOZZI, MEGHAN		Pending Enrollment	09/01/2016

Search by
Q teacher 2 Go

Filter by
Enrollment Status
Start Date
Stop Date

Sort by
Name
Enrollment Status
Start Date
Stop Date

3. The employee's enrollment status is displayed on the screen.

View/Update Employee Information

Register Employee Filters

Search: Member Number, SSN or Name (teacher, timothy)

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	

4. The employee's enrollment status is also displayed under *Employment Information* after clicking on the Masked SSN.

Employee Roster / Member Employment

Member Information

SSN: XXX-XX-9999 Name: Teacher, Timothy P. Member Number:

Employment Information

Agreement Name: MTRS Start Date: 09/01/2021 Stop Date: Employer Code: 9005 Employer Name: GOTHAM PUBLIC SCHOOLS Position: Guidance Counselor Pay Dtl: LS Pay Freq: 26 Temp/Sub: No Enrollment Status: Pending Enrollment Eligibility Status: Pending Eligibility

Event Information

Event: Contributing Event Start Date: 09/01/2021 Effective Pay Date: 09/09/2021 Event Stop Date: FTE %: 75 WC %: 0 Contract Term: 10

Rate/R+ Information

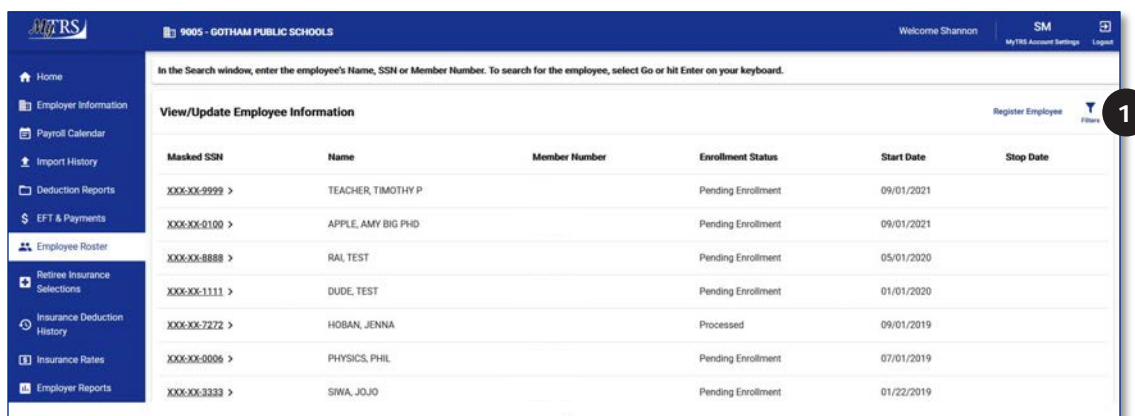
☐ Rate/R+ Pending Review ☒ R+ Regular Rate: 0.11 2% Rate: 0

Additional Information

Retirement Date:

View Employment Events

1. Click the **Filters** icon (▼) to search for employee.

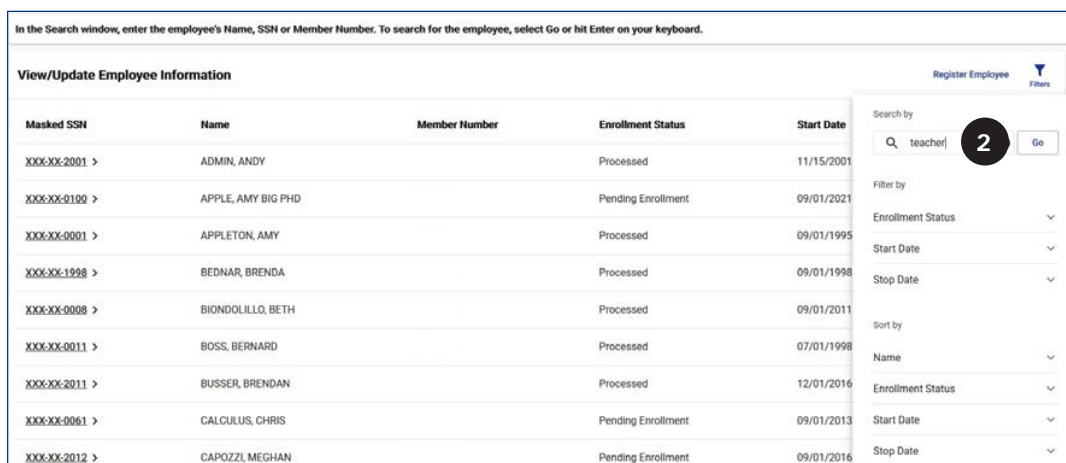


In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-8888 >	RAI, TEST		Pending Enrollment	05/01/2020	
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020	
XXX-XX-7272 >	HOBAN, JENNA		Processed	09/01/2019	
XXX-XX-0006 >	PHYSICS, PHIL		Pending Enrollment	07/01/2019	
XXX-XX-3333 >	SIWA, JOJO		Pending Enrollment	01/22/2019	

2. Enter the full (last, first) or partial name, MTRS member number or SSN of the employee in question and click **Go**.



In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date
XXX-XX-2001 >	ADMIN, ANDY		Processed	11/15/2001
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021
XXX-XX-0001 >	APPLETON, AMY		Processed	09/01/1995
XXX-XX-1998 >	BEDNAR, BRENDA		Processed	09/01/1998
XXX-XX-0008 >	BIONDOLILLO, BETH		Processed	09/01/2011
XXX-XX-0011 >	BOSS, BERNARD		Processed	07/01/1998
XXX-XX-2011 >	BUSSEY, BRENDAN		Processed	12/01/2016
XXX-XX-0061 >	CALCULUS, CHRIS		Pending Enrollment	09/01/2013
XXX-XX-2012 >	CAPOZZI, MEGHAN		Pending Enrollment	09/01/2016

Search by: teacher

Filter by:

- Enrollment Status
- Start Date
- Stop Date

Sort by:

- Name
- Enrollment Status
- Start Date
- Stop Date


- 3. Click the **Masked SSN** link next to the employee on the *View/Update Employee Information* page.

3

View/Update Employee Information					
Search: Member Number, SSN or Name (teacher, timothy)					
Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	

- 4. The employee’s events are displayed under *Event Information*.

4

Employee Roster / Member Employment													
Member Information													
SSN XXX-XX-9999			Name Teacher, Timothy P			Member Number 966024							
Employment Information													
Agreement Name MTRS	Start Date 09/01/2021	Stop Date	Employer Code 9005	Employer Name GOTHAM PUBLIC SCHOOLS	Position Guidance Counselor	Pay Dur LS	Pay Freq 26	Temp/Sub No	Enrolment Status Pending Enrollment	Eligibility Status Pending Eligibility			
Event Information													
										Edit		Retiree Earnings Limit Calculator	 Filters
Event Contributing	Event Start Date 09/01/2021	Effective Pay Date 09/09/2021	Event Stop Date	FTE % 75	WC % 0	Contract Term 10							

Member Events can be sorted by using the Filters button.

Member Events

Member events can be viewed and updated through the *Employee Roster* page. If you need to add multiple events at one time for the same employee, we recommend saving the data between each entry.

Unpaid Leave of Absence Event

Any leave that impacts an employee's pay, requires a completed *Leave of Absence* form to be sent to the MTRS.

Leaves of absence are handled differently by each school so this guide walks you through only the most basic of leave events.

For more complicated cases, contact your Employer Services Representative for assistance.

1. Click **Edit** in the *Event Information* section of the page.

Employee Roster / Member Employment

Member Information

SSN XXX-XX-9999	Name Teacher, Timothy P	Member Number
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Employment Information

Agreement Name MTRS	Start Date 09/01/2021	Stop Date	Employer Code 9005	Employer Name GOTHAM PUBLIC SCHOOLS	Position Guidance Counselor	Pay Dur LS	Pay Freq 26	Temp/Sub No	Enrollment Status Pending Enrollment	Eligibility Status Pending Eligibility
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Event Information

1 Edit Retiree Earnings Limit Calculator Filters

Event Contributing	Event Start Date 09/01/2021	Effective Pay Date 09/09/2021	Event Stop Date	FTE % 75	WC % 0	Contract Term 10
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2. *Event Stop Date*—this should be the last day of work for which the employee was paid (not the date of their last check).

Edit Member Event

Delete —

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10

Add Event +

*Denotes Required Field

Cancel Save

In this example, 10/07/2021 was the last paid sick day for this employee.

3. Click **Add Event**.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	

3 Add Event +

*Denotes Required Field

Cancel Save

4. *Event*—Select “LOA-Non-Contributing<=1 Yr” from the *Event* drop-down list.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
LOA-Non-Contributing <=1 Yr				0%	0%		

4

Add Event +

*Denotes Required Field

Cancel Save

5. *Event Start Date*—This should be **one calendar day after** the *Event Stop Date* entered in Step 2. There cannot be a gap between event stop and start dates.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
LOA-Non-Contributing <=1 Yr	10/08/2021			0%	0%		

5

Add Event +

*Denotes Required Field

Cancel Save

6. *Effective Pay Date*—this should be the date of the first check on which the employee will **not** be paid.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
LOA-Non-Contributing <=1 Yr	10/08/2020	10/28/2021		0%	0%		—

Add Event +

*Denotes Required Field

Cancel Save

In this example, the employee's first missed check will be the check issued on 10/28/21.

7. *Event Stop Date*—this should be left blank until the employee returns to work.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
LOA-Non-Contributing <=1 Yr	10/08/2020	10/28/2021		0%	0%		—

Add Event +

*Denotes Required Field

Cancel Save

8. *FTE%*—Since this is a non-paid leave of absence event, the FTE% should be “0%” since the employee is not working.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
LOA-Non-Contributing <=1 Yr	10/08/2020	10/28/2021		0%	0%		—

Add Event +

*Denotes Required Field

Cancel Save

9. WC%—Since this is a non-paid leave of absence and not a workers' compensation event, the WC % should be "0%."

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
LOA-Non-Contributing <=1 Yr	10/08/2020	10/28/2021	Event Stop Date	0%	0%		

Add Event +

**Denotes Required Field*

Cancel Save

10. Click **Save**.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
LOA-Non-Contributing <=1 Yr	10/08/2020	10/28/2021	Event Stop Date	0%	0%		

Add Event +

**Denotes Required Field*

Cancel Save

Workers' Compensation Leave of Absence Event

Any workers' compensation leave that impacts an employee's pay, requires a completed *Leave of Absence* form to be sent to the MTRS.

MTRS deductions should only be paid on earnings paid directly from the school (wages or sick pay). Deductions should not be taken on any earnings paid via workers' compensation insurance.

1. Click **Edit** in the *Event Information* section of the page.

Employee Roster / Member Employment

Member Information

SSN XXX-XX-9999	Name Teacher, Timothy P	Member Number
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Employment Information

Agreement Name MTRS	Start Date 09/01/2021	Stop Date	Employer Code 9005	Employer Name GOTHAM PUBLIC SCHOOLS	Position Guidance Counselor	Pay Dur LS	Pay Freq 26	Temp/Sub No	Enrollment Status Pending Enrollment	Eligibility Status Pending Eligibility
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Event Information

Event Contributing	Event Start Date 09/01/2021	Effective Pay Date 09/09/2021	Event Stop Date	FTE % 75	WC % 0	Contract Term 10
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1 Edit Retiree Earnings Limit Calculator Filters

2. *Event Stop Date*—This should be the day on which the employee was last **physically at work**.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	

2

Add Event +

*Denotes Required Field

Cancel Save

In this example, 10/07/2021 was the last day employee was physically at work.

3. Click **Add Event**.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	

3 Add Event +

*Denotes Required Field

Cancel Save

4. *Event*—Select the correct workers' compensation event type that applies.
- WC-Full Incapacity&Contrib*—Select this event type when the employee is being paid by the school while also being paid under a Section 34 workers' compensation benefit (this information should be on the insurance paperwork).
 - WC-Full Incapacity&Non-Contrib*—Select this event type when the employee is solely being paid under a Section 34 workers' compensation benefit (this information should be on the insurance paperwork).
 - WC-Part Incapacity&Contrib*—Select this event type when the employee is being paid by the school while also being paid under a Section 35 workers' compensation benefit (this information should be on the insurance paperwork).
 - WC-Part Incapacity&Non-Contrib*—Select this event type when the employee is solely being paid under a Section 35 workers' compensation benefit (this information should be on the insurance paperwork).

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	Delete
WC-Full Incapacity&Contrib	09/09/2021		10/07/2021				Delete

Add Event +

*Denotes Required Field

Cancel Save

In this example, the employee is being paid by the school and under Section 34 workers' compensation benefits.

5. *Event Start Date*—This should be one calendar day after the Event Stop Date entered in Step 2. There cannot be a gap between event stop and start dates.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	Delete
WC-Full Incapacity&Contrib	10/08/2021		10/07/2021				Delete

Add Event +

*Denotes Required Field

Cancel Save

6. *Effective Pay Date*—This should be the date of the first check on which the employee's pay is being offset by the workers' compensation benefit.

The screenshot shows the 'Edit Member Event' form with two event entries. The first entry is 'Contributing' with an 'Effective Pay Date' of 09/09/2021. The second entry is 'WC-Full Incapacity&Contrib' with an 'Effective Pay Date' of 12/09/2021. A black circle with the number 6 is placed over the 'Effective Pay Date' field for the second entry.

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
WC-Full Incapacity&Contrib	10/08/2021	12/09/2021					—

Add Event +

*Denotes Required Field

Cancel Save

In this example, the 12/09/2021 paycheck is the first check where the employee's pay from the school is being offset by workers' compensation benefits.

7. *Event Stop Date*—This should be left blank until the employee has returned to work. When the employee returns to work, the date in this field should be the **DAY BEFORE** their return.

The screenshot shows the 'Edit Member Event' form with the same two event entries as the previous screenshot. The 'Event Stop Date' field for the second entry is highlighted with a black circle containing the number 7.

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
WC-Full Incapacity&Contrib	10/08/2021	12/09/2021					—

Add Event +

*Denotes Required Field

Cancel Save

8. *FTE %*—This should be the percentage of the daily rate being paid by the school.

The screenshot shows the 'Edit Member Event' form with the same two event entries. The 'FTE %' field for the second entry is highlighted with a black circle containing the number 8.

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	—
WC-Full Incapacity&Contrib	10/08/2021	12/09/2021		40%			—

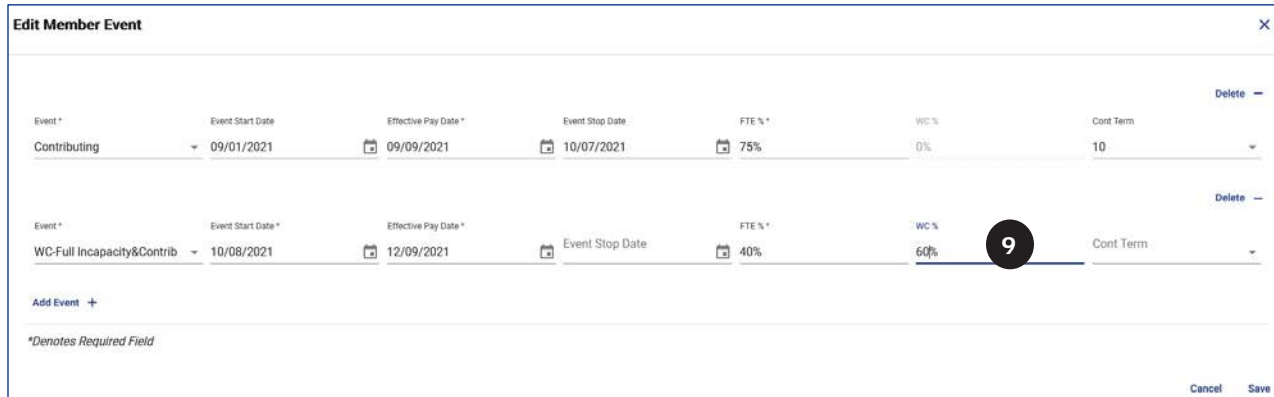
Add Event +

*Denotes Required Field

Cancel Save

In this example, the school is paying the employee 40% of their daily rate.

9. WC %—This should be the percentage of the daily rate being paid through the workers' compensation benefit.



Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
WC-Full Incapacity&Contrib	10/08/2021	12/09/2021		40%	60%		

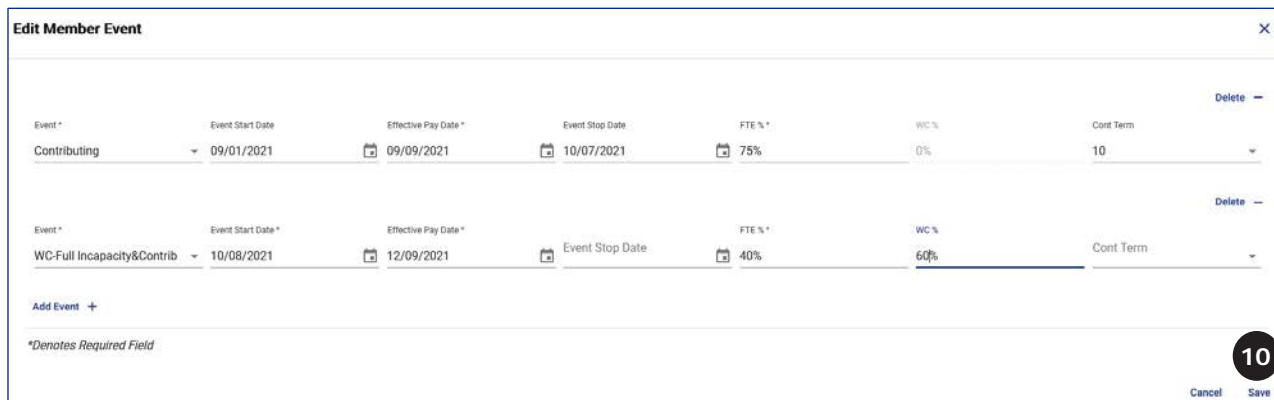
Add Event +

*Denotes Required Field

Cancel Save

In this example, the workers' compensation benefit is paying the employee 60% of their daily rate.

10. Click **Save**.



Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	10/07/2021	75%	0%	10	
WC-Full Incapacity&Contrib	10/08/2021	12/09/2021		40%	60%		

Add Event +

*Denotes Required Field

Cancel Save

Termination Event

When an employee leaves your school district, a termination event needs to be entered for the employee under their employment record in MyTRS.

1. Click **Edit** in the *Event Information* section of the page.

Employee Roster / Member Employment

Member Information

SSN XXX-XX-9999	Name Teacher, Timothy P	Member Number 966024
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Employment Information

Agreement Name MTRS	Start Date 09/01/2021	Stop Date	Employer Code 9005	Employer Name GOTHAM PUBLIC SCHOOLS	Position Guidance Counselor	Pay Dur LS	Pay Freq 26	Temp/Sub No	Enrollment Status Pending Enrollment	Eligibility Status Pending Eligibility
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Event Information

1

Edit Retiree Earnings Limit Calculator Filters

Event Contributing	Event Start Date 09/01/2021	Effective Pay Date 09/09/2021	Event Stop Date	FTE % 75	WC % 0	Contract Term 10
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2. *Event Stop Date*—Enter the last day worked by employee.

Edit Member Event

Delete

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term
Contributing	09/01/2021	09/09/2021	11/05/2021	75%	0%	10

Add Event +

*Denotes Required Field

Cancel Save

In this example, the employee's last day worked was 11/05/2021.

If the employee worked the entire school year, please use 06/30/YYYY as the Event Stop Date.

3. Click **Add Event**.

Edit Member Event

Delete

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term
Contributing	09/01/2021	09/09/2021	11/05/2021	75%	0%	10

3 Add Event +

*Denotes Required Field

Cancel Save

4. *Event*—Select the appropriate type of termination event from the drop-down list.
 - a. *Termination—Job Elimination*: Use this code when the position itself will no longer exist.
 - b. *Termination—Involuntary*: Use this code when the employee has been let go by the district prior to the end of the school year.
 - c. *Termination—Voluntary*: Use this code when the employee has resigned from their position or been non-renewed at the completion of a school year/contract term.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	11/05/2021	75%	0%	10	
Termination-Voluntary	11/06/2021			0%	0%		

Add Event +

*Denotes Required Field

Cancel Save

In this example, the employee resigned, so Termination—Voluntary was selected as the Event type.

5. *Event Start Date*—This should be **one calendar day after** the *Event Stop Date* entered in Step 2. There cannot be a gap between event stop and start dates.

Edit Member Event

Event *	Event Start Date	Effective Pay Date *	Event Stop Date	FTE % *	WC %	Cont Term	Delete —
Contributing	09/01/2021	09/09/2021	11/05/2021	75%	0%	10	
Termination-Voluntary	11/06/2021			0%	0%		

Add Event +

*Denotes Required Field

Cancel Save

In this example, the Event Start Date is 11/06/2021 since the last day worked was 11/05/2021.

6. *Effective Pay Date*—This should be the **day after the employee's last paycheck**.

The screenshot shows the 'Edit Member Event' form with two event entries. The first entry is 'Contributing' with an 'Effective Pay Date' of 09/09/2021. The second entry is 'Termination-Voluntary' with an 'Effective Pay Date' of 11/19/2021, which is highlighted with a black circle containing the number 6. The 'Event Stop Date' for the termination event is blank. The form includes fields for Event *, Event Start Date, Effective Pay Date *, Event Stop Date, FTE % *, WC %, and Cont Term. There are 'Delete' and 'Add Event +' buttons, and a note '*Denotes Required Field' at the bottom. 'Cancel' and 'Save' buttons are at the bottom right.

In this example, the employee received his last check on 11/18/2021, so the Effective Pay Date is 11/19/2021.

7. *Event Stop Date*—This field should be left blank.
8. *FTE %*—Skip this field, since it pre-populates with 0, which is correct.
9. *WC %*—Skip this field, since it pre-populates with 0, which is correct.
10. *Contract Term*—Skip this field, it is not required for a termination event.
11. Click **Save**.

This screenshot is identical to the previous one, showing the 'Edit Member Event' form with the 'Termination-Voluntary' event. In this version, a black circle containing the number 11 highlights the 'Save' button at the bottom right of the form.

View Retirement Date

1. Click the **Filters** icon (▼) to search for employee.

9005 - GOTHAM PUBLIC SCHOOLS

Welcome Shannon SM

In the Search window, enter the employee's Name, SSN or Member Number. To search for the employee, select Go or hit Enter on your keyboard.

View/Update Employee Information

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021	
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021	
XXX-XX-8888 >	RAI, TEST		Pending Enrollment	05/01/2020	
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020	
XXX-XX-7272 >	HOBAN, JENNA		Processed	09/01/2019	
XXX-XX-0006 >	PHYSICS, PHIL		Pending Enrollment	07/01/2019	
XXX-XX-3333 >	SIWA, JOJO		Pending Enrollment	01/22/2019	

2. Enter the full (last, first) or partial name, MTRS member number or SSN of the employee in question and click **Go**.

View/Update Employee Information

Sort: Stop Date (Ascending)

Masked SSN	Name	Member Number	Enrollment Status	Start Date
XXX-XX-2222 >	MATTOX, MATT		Processed	09/01/2013
XXX-XX-0001 >	APPLETON, AMY		Processed	09/01/1995
XXX-XX-2003 >	PENCIL, PATRICK		Processed	09/17/2003
XXX-XX-0008 >	BIONDOLILLO, BETH		Processed	09/01/2011
XXX-XX-9999 >	TEACHER, TIMOTHY P		Pending Enrollment	09/01/2021
XXX-XX-0100 >	APPLE, AMY BIG PHD		Pending Enrollment	09/01/2021
XXX-XX-3333 >	RAI, SID		Pending Enrollment	01/01/2019
XXX-XX-1111 >	DUDE, TEST		Pending Enrollment	01/01/2020

Search by: CHEMISTRY

Filter by:

- Enrollment Status
- Start Date
- Stop Date

Sort by:

- Name
- Enrollment Status
- Start Date
- Stop Date

3. Click the **Masked SSN** link next to the employee on the *View/Update Employee Information* page.

View/Update Employee Information

Search: Member Number, SSN or Name (CHEMISTRY)

Masked SSN	Name	Member Number	Enrollment Status	Start Date	Stop Date
XXX-XX-7475 >	CHEMISTRY, CHARLENE TEACHER	158666	Processed	10/07/1970	06/30/2005

4. The employee's Retirement Date is displayed under Additional Information.

Employment Information										
Agreement Name	Start Date	Stop Date	Employer Code	Employer Name	Position	Pay Dur	Pay Freq	Temp/Std	Enrollment Status	Eligibility Status
MTRS	10/07/1970	06/30/2005	0190	ATTLEBORO PUBLIC SCHOOLS	Teacher	LS	26	No	Processed	Pending Eligibility

Event Information							Edit	Retiree Earnings Limit Calculator	Forms
Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Contract Term			
Contributing	10/07/1970	10/07/1970	06/29/2005	100	0				

Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Contract Term
Termination-Voluntary	06/30/2005	06/30/2005		0	0	

Rate/R+ Information			
<input type="checkbox"/> Rate/R+ Pending Review	<input checked="" type="checkbox"/> R+	Regular Rate	2% Rate
		.11	0

Additional Information	
Retirement Date	06/30/2005

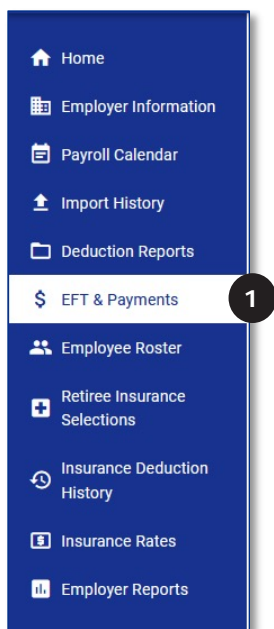
TAB 4

EFT and Payments

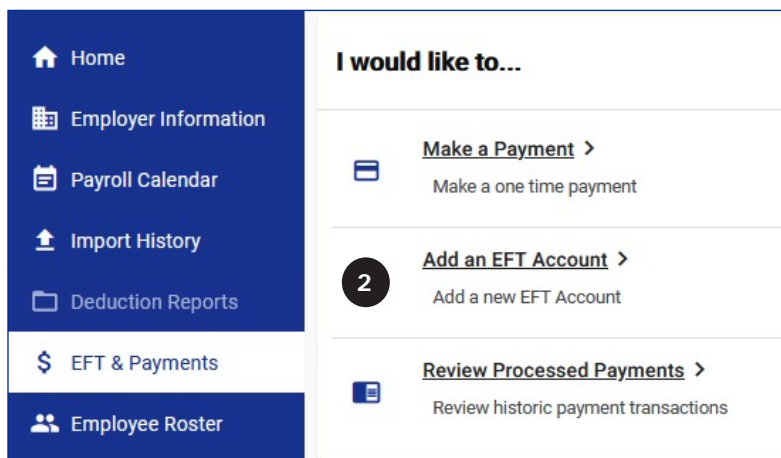
Add an EFT Account

The EFT function in MyTRS allows employers to add account information and request that the MTRS direct-debit a payment to fund their monthly report.

1. Click **EFT & Payments** from the *Left Navigation Menu*.



2. Click **Add an EFT Account** under *I would like to...*



3. Enter the appropriate information for the bank account from which you will pay the MTRS.
 - d. *Routing Number*.
 - e. *Bank Name*—This will auto-populate based on your routing number.
 - f. *Account Number*—The account number must be a minimum of 8 digits. If needed, please add leading 0's (e.g., 00054321).
 - g. *Re-enter Account Number*.
 - h. *Account Type*—Select Checking or Savings from the drop-down list.
 - i. *Short Account Name*—This will be the quick way for you to know which account you are using as the Routing and Account numbers will be masked once the account is set up.
 - j. Click **Next**.

1

2

3

Payment Information

Agreement Confirmation

Confirm Details

Please enter the following information to add a new Direct Deposit Account to your payment method.

Routing Number *

011000138

Bank Name

BANK OF AMERICA, N.A.

Enter your Account Number *

123456789

Re-Enter your Account Number *

123456789

Account Type *

Checking

Short Account Name

Main BOA Account - Gotham PS

* Denotes Required Field

Cancel

Next

4. Read the Agreement.
 - a. *Accepted By*—Enter your full name.
 - b. *Title*—Enter your official title.
 - c. Click **Next**.

Adding a New EFT Account
Step 2: Agreement Confirmation

Depository Name: BANK OF AMERICA, N.A.

Routing Number: 011000138

Account Number: XXXX6789

EMPLOYER acknowledges and agrees that it has the sole responsibility to ensure that the bank account listed above will be open to accept transactions hereunder, that sufficient funds will be maintained in that account to cover said transactions, and that it has verified that DEPOSITORY is capable of complying with the U.S. laws and NACHA rules governing transactions hereunder. This authorization shall remain in full force and effect until MTRS has received written notification of its termination from EMPLOYER. The termination notice may be delivered by e-mail, facsimile, or first class mail, provided that the delivery of such termination notice shall provide MTRS and DEPOSITORY a reasonable opportunity to act on it.

Employer Name: GOTHAM PUBLIC SCHOOLS Employer ID No: 9005

Date Accepted: 10/15/2021

Accepted By*: Maggie T. Money **a**

Title*: Director of Finance **b**

c **Next**

5. Click **Confirm** after ensuring that the information entered is correct.

Adding a New EFT Account

Payment Information Agreement Confirmation **3** Confirm Details

Please review and confirm your EFT Account details.

Routing Number: 011000138

Bank Name: BANK OF AMERICA, N.A.

Account Number: 123456789

Account Type: Checking

Short Account Name: Main BOA Account - Gotham PS

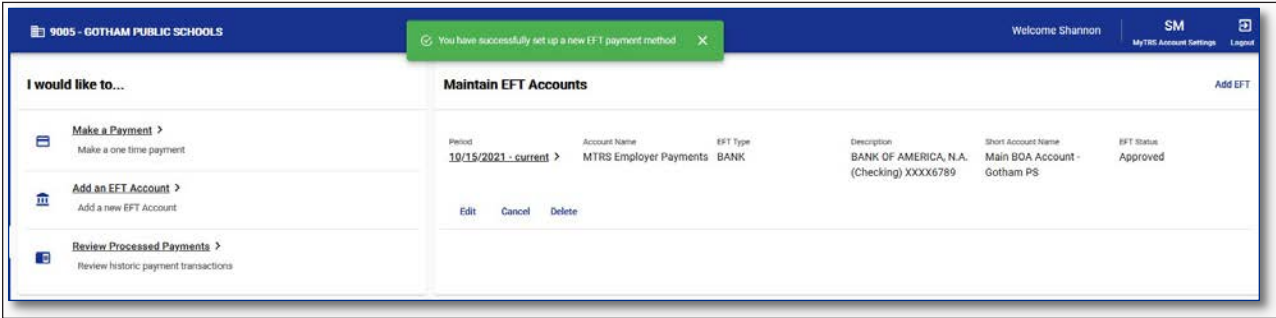
Agreement Accepted Date: 10/15/2021

Accepted By: Maggie T. Money

Title: Director of Finance

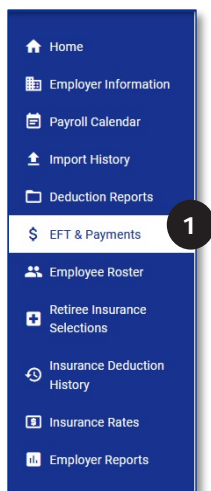
5 **Confirm**

A message will be displayed saying “You have successfully set up a new EFT payment method” and the account you added will be under Maintain EFT Accounts.

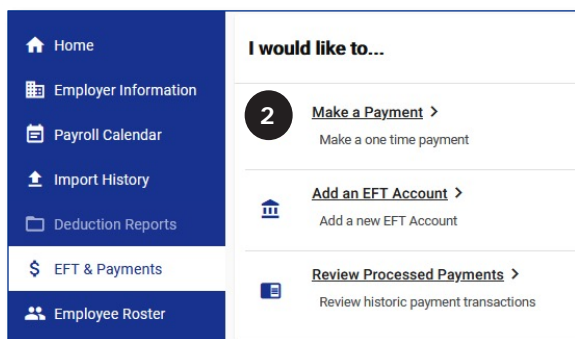


Make an EFT Payment

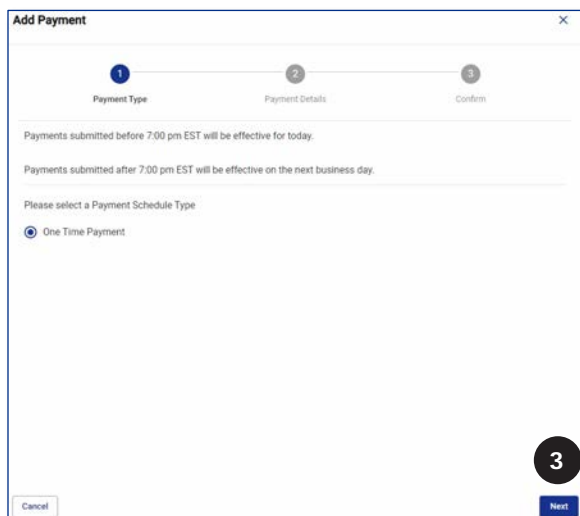
1. Click **EFT & Payments** from the *Left Navigation Menu*.



2. Click **Make a Payment** under *I would like to...*



3. Click **Next** on the *Add Payment* wizard screen.



4. Enter the appropriate information in each field on the *Payment Details* page.
 - a. *Payment Amount*—Enter the correct payment amount.
 - b. *Payment Date*—Will pre-fill with the today's date.
 - c. *Description*—Type in a description for the payment (e.g., "Sept. 2021" or "09/2021").
 - d. *EFT Payment Account*—Select the proper bank account from the drop-down list.
 - e. *Reporting Period*—The reporting period is the first day of the month the deductions are for (e.g., if the payment is for Sept 2021 deductions, you would enter "09/01/2021").
 - f. Click **Next**.

Add Payment [X]

Progress: 1. Payment Type (✓) 2. Payment Details 3. Confirm

Enter Payment Details:

Payment Amount *
\$458,659.43

Payment Date
10/18/2021

Description
Sept 2021 Deductions

EFT Payment Account *
BANK OF AMERICA, N.A. (Checking) XXXX6789

Note: Only EFT Payment Accounts in Approved Status may be used to make a payment.

Reporting Period *
09/01/2021 [Calendar Icon]

Please enter the Reporting Period as the first date of the reporting period month in MM/DD/YYYY format.

* Denotes required field

Buttons: Cancel Previous **Next** (f)

5. If the information is correct, click **Confirm**.

Add Payment [X]

Progress: 1. Payment Type (✓), 2. Payment Details (✓), 3. Confirm (3)

Payments submitted before 7:00 pm EST will be effective for today.
Payments submitted after 7:00 pm EST will be effective on the next business day.

Please review your payment details:

Payment Amount	Payment Account
\$458,659.43	BANK OF AMERICA, N.A. (Checking) XXXX6789
Payment Date	Reporting Period
10/18/2021	09/01/2021
Description	
Sept 2021 Deductions	

Buttons: Cancel, Previous, Confirm (5)

6. Click **Print Confirmation** if you need a printable payment summary for your records.

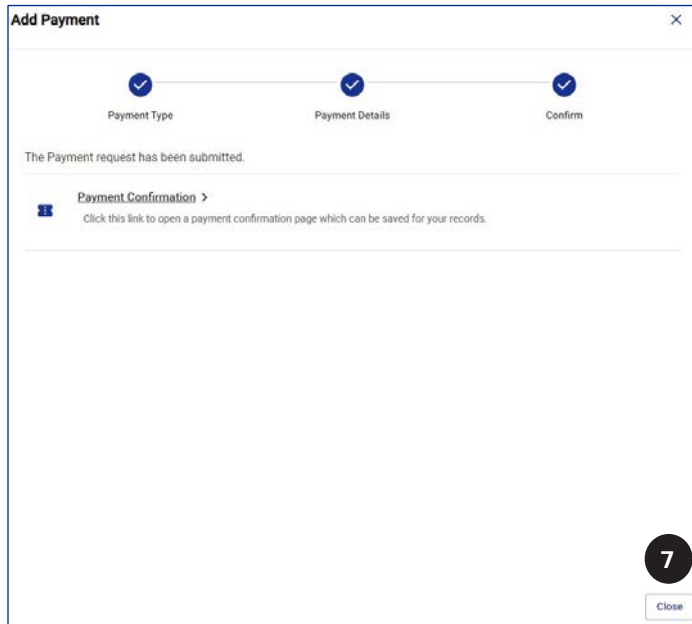
Add Payment [X]

Progress: 1. Payment Type (✓), 2. Payment Details (✓), 3. Confirm (✓)

The Payment request has been submitted.

6 [Payment Confirmation >](#)
Click this link to open a payment confirmation page which can be saved for your records.

7. Click **Close** on the *Confirmation* page.

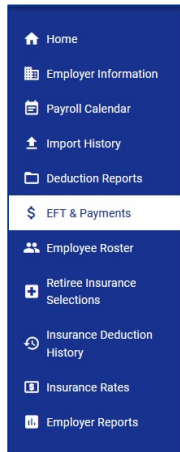


The screenshot shows a web application window titled "Add Payment" with a close button (X) in the top right corner. Below the title bar is a progress bar with three steps, each marked with a blue checkmark: "Payment Type", "Payment Details", and "Confirm". Below the progress bar, a message states: "The Payment request has been submitted." Below this message is a link labeled "Payment Confirmation >" with a small icon to its left. Underneath the link is a smaller text line: "Click this link to open a payment confirmation page which can be saved for your records." In the bottom right corner of the window, there is a black circular callout containing the number "7" and a "Close" button.

Edit an EFT Account

The only item that can be edited on an existing EFT account is the *Short Account Name*.

1. Click **EFT & Payments** from the *Left Navigation Menu*.



2. Click **Edit** below the account in question under *Maintain EFT Accounts*.



3. Enter the new *Short Name* text and click **Next**.

 A form titled 'Modify your payment Account information.' It contains two columns of fields. The left column has: Period (10/15/2021 - current), EFT Type (BANK), Routing Number (011000138), Account Number (XXXX6789), and Short Account Name (Main BOA Account for MTRS Deds). The right column has: Payment Account Name (MTRS Employer Payments), Description (BANK OF AMERICA, N.A. (Checking) XXXX6789), Bank Name (BANK OF AMERICA, N.A.), Account Type (Checking), and Eft Status (Approved). A red circle with the number '3' is placed over the 'Short Account Name' field. At the bottom right, there is a 'Next' button, also marked with a red circle and the number '3'. A 'Cancel' button is at the bottom left.

4. Click **Confirm**.

 A small dialog box titled 'Short Account Name'. It contains the text 'Main BOA Account for MTRS Deds'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Confirm'.

Cancel an EFT Account

1. Click **Cancel** below the account in question under *Maintain EFT Accounts*.

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021 current	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account - Gotham PS	Approved

Buttons: Edit, Cancel, Delete

2. Select the cancellation option that meets your requirements then enter the appropriate *Stop Date*.
 - a. *I want to cancel this account immediately*—This will cancel any pending payments under this account.
 - b. *I want to cancel this account on a later date*—You can proactively cancel the account in advance if you know that there is a pending payment that remains to be processed or if the account is going to be closed at a future known date.
 - i. Enter the appropriate *Stop Date*.

☒ I want to cancel this account on a later date

Stop Date *

10/31/2022

3. Click **Next**.

Cancel EFT Account

Information

Scheduled payments using this payment account will also be cancelled.

1 Cancel EFT Account 2 Confirm Cancel EFT

When do you want to cancel this payment account? *

☐ I want to cancel this account immediately

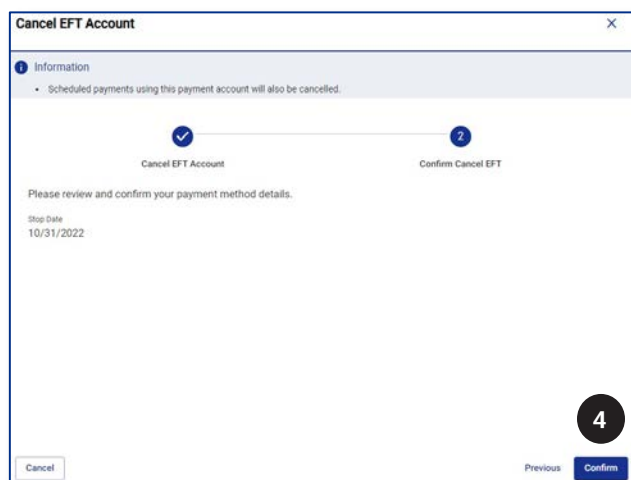
☒ I want to cancel this account on a later date

Stop Date *

10/31/2022

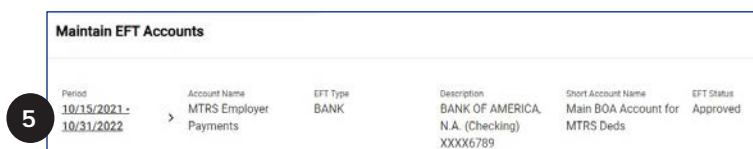
Cancel Next

4. Click **Confirm** if the data is correct.



The screenshot shows a 'Cancel EFT Account' dialog box. It has a title bar with a close button. Below the title bar is an 'Information' section with a blue header and a message: 'Scheduled payments using this payment account will also be cancelled.' A progress bar with two steps is shown: 'Cancel EFT Account' (marked with a checkmark) and 'Confirm Cancel EFT' (marked with a question mark). Below the progress bar, it says 'Please review and confirm your payment method details.' and 'Stop Date 10/31/2022'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Confirm'. A large black circle with the number '4' is overlaid on the 'Confirm' button.

5. A stop date will now be displayed under *Period* next to the account.



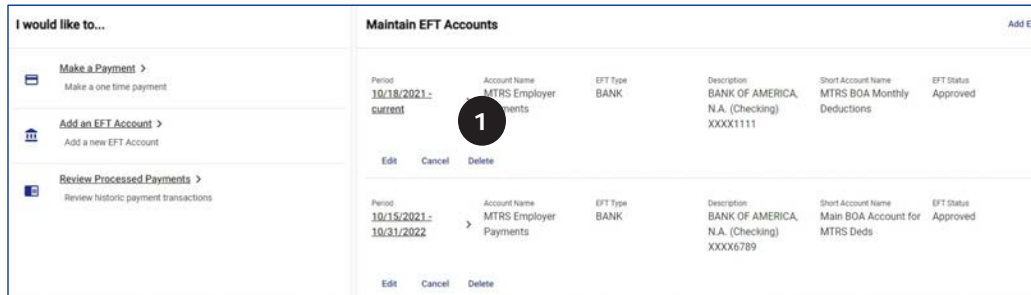
The screenshot shows a 'Maintain EFT Accounts' table. A large black circle with the number '5' is overlaid on the 'Period' column. The table has six columns: Period, Account Name, EFT Type, Description, Short Account Name, and EFT Status. The data row shows a stop date of 10/31/2022, the account name 'MTRS Employer Payments', EFT Type 'BANK', Description 'BANK OF AMERICA, N.A. (Checking) XXXX6789', Short Account Name 'Main BOA Account for MTRS Deds', and EFT Status 'Approved'.

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021 - 10/31/2022	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account for MTRS Deds	Approved

Delete an EFT Account

Only **unused** accounts can be deleted.

1. Click **Delete** below the account in question under *Maintain EFT Accounts*.



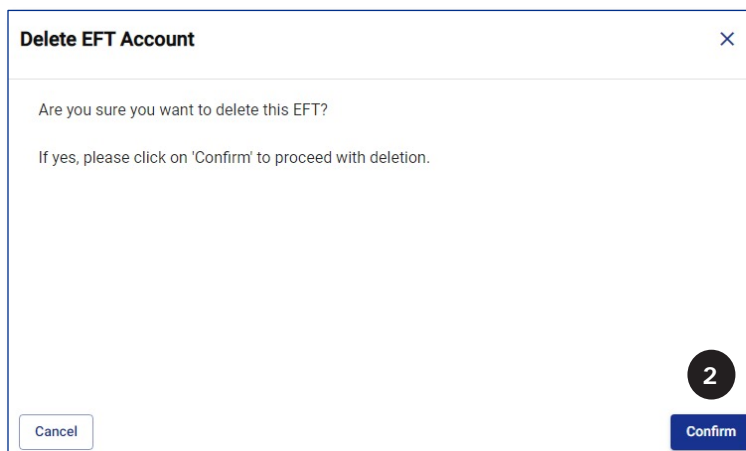
I would like to...

- [Make a Payment >](#)
Make a one time payment
- [Add an EFT Account >](#)
Add a new EFT Account
- [Review Processed Payments >](#)
Review historic payment transactions

Maintain EFT Accounts Add EFT

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/18/2021 - current	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX1111	MTRS BOA Monthly Deductions	Approved
Edit Cancel Delete					
10/15/2021 - 10/31/2022	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account for MTRS Deds	Approved
Edit Cancel Delete					

2. Click **Confirm**.



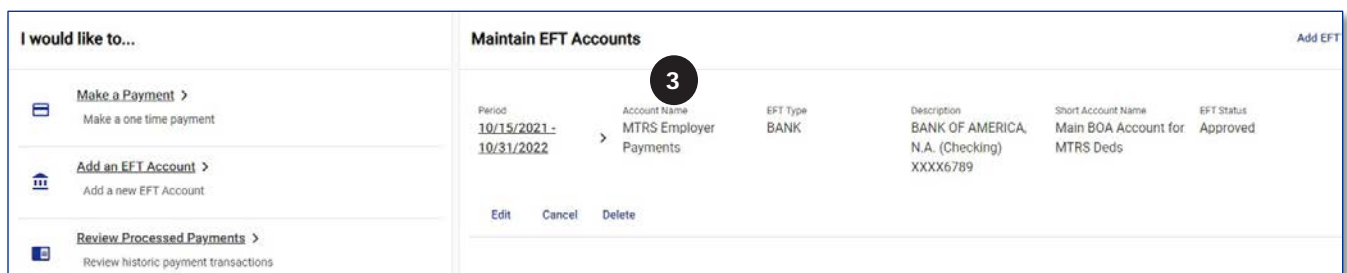
Delete EFT Account ×

Are you sure you want to delete this EFT?

If yes, please click on 'Confirm' to proceed with deletion.

[Cancel](#) [Confirm](#)

3. A message will be displayed saying “You have successfully deleted EFT payment method” and the account will no longer be available under Maintain EFT Accounts.



I would like to...

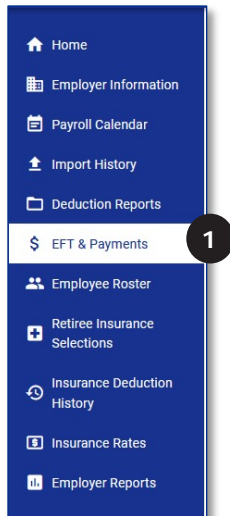
- [Make a Payment >](#)
Make a one time payment
- [Add an EFT Account >](#)
Add a new EFT Account
- [Review Processed Payments >](#)
Review historic payment transactions

Maintain EFT Accounts Add EFT

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021 - 10/31/2022	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account for MTRS Deds	Approved
Edit Cancel Delete					

Review EFT Payment History

1. Click **EFT & Payments** from the *Left Navigation Menu*.



2. Scroll down to the *EFT Payment History* section of the *EFT & Payments* page.

I would like to...

- [Make a Payment >](#)
Make a one time payment
- [Add an EFT Account >](#)
Add a new EFT Account
- [Review Processed Payments >](#)
Review historic payment transactions

Maintain EFT Accounts Add EFT

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021 - 10/31/2022	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account for MTRS Deds	Approved

[Edit](#) [Cancel](#) [Delete](#)

EFT Payment History Filters

Filter: Payment Request Date (07/20/2021 to 10/18/2021)

Payment Request Date	Account	Payment Request Status	Description	Reporting Period	Amount
10/18/2021	BANK OF AMERICA, N.A. (Checking) XXXX6789	Queued	Sept 2021 Deductions	09/01/2021	\$458,659.43

All past EFT payments will be listed in this section, regardless of the status.

3. Click the **Filters icon** (▼) if you need to filter or sort the EFT payments by a certain date or status.

I would like to...

Make a Payment >
Make a one time payment

Add an EFT Account >
Add a new EFT Account

Review Processed Payments >
Review historic payment transactions

Maintain EFT Accounts

Add EFT

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021 - 10/31/2022	MTRS Employer Payments	BANK	BANK OF AMERICA, N.A. (Checking) XXXX6789	Main BOA Account for MTRS Deds	Approved
<div>Edit Cancel Delete</div>					

EFT Payment History

Filter: Payment Request Date (07/20/2021 to 10/18/2021)

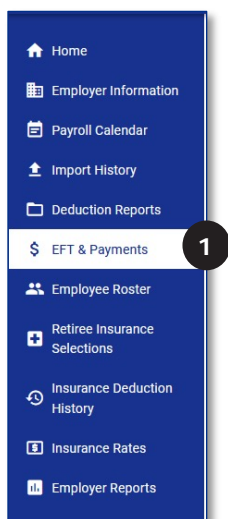
Payment Request Date	Account	Payment Request Status	Description	Reporting Period	Amount
10/18/2021	BANK OF AMERICA, N.A. (Checking) XXXX6789	Queued	Sept 2021 Deductions	09/01/2021	\$458,659.43

Filters

Review Payment History

The *Payment History* section shows your school's complete payment history, including EFT, check or direct deposit payments.

1. Click **EFT & Payments** from the Left Navigation Menu.



2. Scroll down to the *Payments* section of the *EFT & Payments* page.

I would like to...

- [Make a Payment >](#)
Make a one time payment
- [Add an EFT Account >](#)
Add a new EFT Account
- [Review Processed Payments >](#)
Review historic payment transactions

Maintain EFT Accounts [Add EFT](#)

Period	Account Name	EFT Type	Description	Short Account Name	EFT Status
10/15/2021	MTRS Employer	BANK	BANK OF AMERICA, N.A. (Checking)	Main BOA	Approved
10/31/2022	Payments		XXXX6789	Account for MTRS Deds	

[Edit](#) [Cancel](#) [Delete](#)

EFT Payment History [Filters](#)

Filter: Payment Request Date (07/21/2021 to 10/19/2021) [x](#)


Payment Request Date	Account	Payment Request Status	Description	Reporting Period	Amount
10/18/2021	BANK OF AMERICA, N.A. (Checking) XXXX6789	Queued	Sept 2021 Deductions	09/01/2021	\$458,659.43

Payments [Make a Payment](#) [Filters](#)


Filter: Status (Open) [x](#)

Trans #	Received Date	Status	Reporting Period	Batch No	Payment Type	Check No	Fund Name	Original Amount	Balance
No data found									

The *Payments* section defaults to "Open" payments, so you may see "No data found" like in the screen shot above.

3. Click the  next to the Filter indicator bubble to remove the “Open” filter to see all payments.

Payments Make a Payment Filters

Filter: Open 

Trans #	Received Date	Status	Reporting Period	Batch No	Payment Type	Check No	Fund Name	Original Amount	Balance
No data found									

Payments Make a Payment Filters

Trans #	Received Date	Status	Reporting Period	Batch No	Payment Type	Check No	Fund Name	Original Amount	Balance
50	07/21/2021	Open	07/01/2021	335163893	EFT	50	Annuity Savings	(\$155,020.89)	(\$155,020.89)
91	07/14/2021	Open	07/01/2021	335163877	EFT	91	Annuity Savings	(\$153,037.68)	(\$153,037.68)
62	06/24/2021	Closed	06/01/2021	335163826	EFT	62	Annuity Savings	(\$110,962.42)	\$0.00
45	06/10/2021	Closed	06/01/2021	335163794	EFT	45	Annuity Savings	(\$277,130.93)	\$0.00
92	05/28/2021	Closed	05/01/2021	335163766	EFT	92	Annuity Savings	(\$169,581.52)	\$0.00
94	05/13/2021	Closed	05/01/2021	335163733	EFT	94	Annuity Savings	(\$164,905.20)	\$0.00
77	04/30/2021	Closed	04/01/2021	335163700	EFT	77	Annuity Savings	(\$166,465.57)	\$0.00
45	04/15/2021	Open	04/01/2021	335163669	EFT	45	Annuity Savings	(\$167,193.24)	(\$1,099.25)

4. Click the Filters icon () to filter or sort the payments by a certain date or status.

Payments Make a Payment Filters

Trans #	Received Date	Status	Reporting Period	Batch No	Payment Type	Check No	Fund Name	Original Amount	Balance
---------	---------------	--------	------------------	----------	--------------	----------	-----------	-----------------	---------

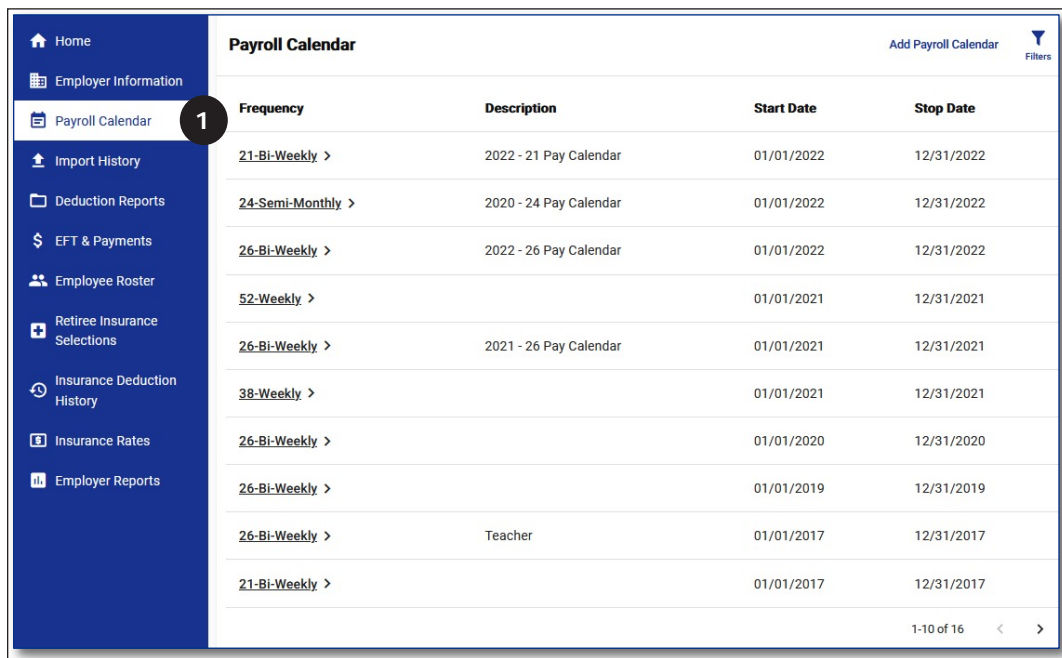
TAB 5

Payroll Calendars

Create a Payroll Calendar

Payroll calendars are used to tell MyTRS when to expect an entry in the deduction report for your employees. Payroll calendars must always be created on a **full calendar year** basis, not on a school year basis.

1. Click **Payroll Calendar** from the *Left Navigation Menu on the Home* page.

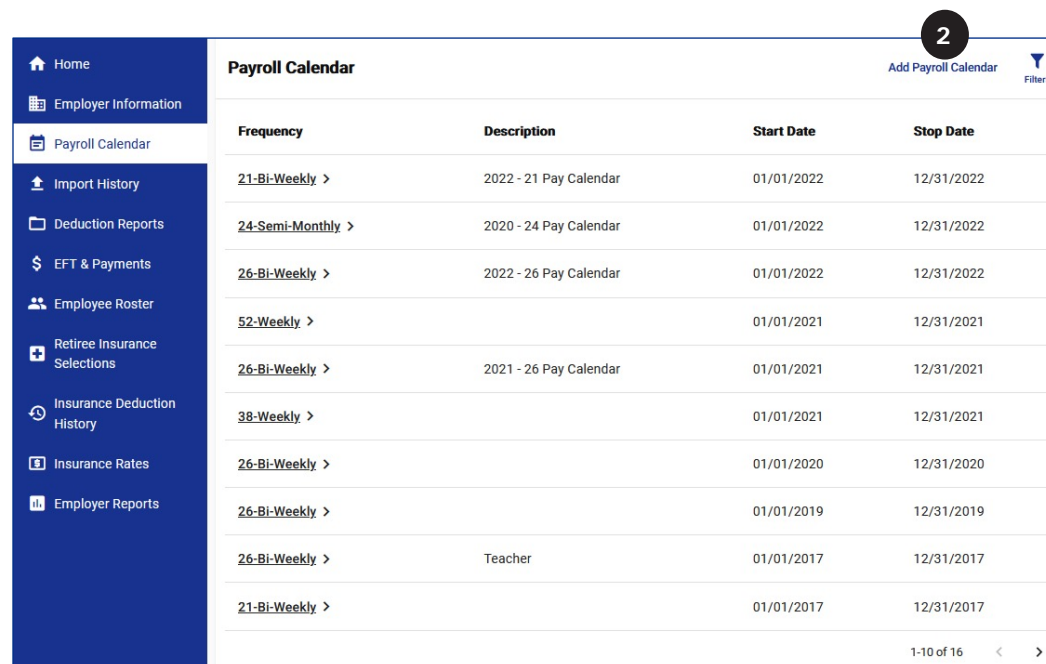


Payroll Calendar Add Payroll Calendar Filters

Frequency	Description	Start Date	Stop Date
21-Bi-Weekly >	2022 - 21 Pay Calendar	01/01/2022	12/31/2022
24-Semi-Monthly >	2020 - 24 Pay Calendar	01/01/2022	12/31/2022
26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022
52-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >	2021 - 26 Pay Calendar	01/01/2021	12/31/2021
38-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >		01/01/2020	12/31/2020
26-Bi-Weekly >		01/01/2019	12/31/2019
26-Bi-Weekly >	Teacher	01/01/2017	12/31/2017
21-Bi-Weekly >		01/01/2017	12/31/2017

1-10 of 16 < >

2. Click **Add Payroll Calendar**.



Payroll Calendar Add Payroll Calendar Filters

Frequency	Description	Start Date	Stop Date
21-Bi-Weekly >	2022 - 21 Pay Calendar	01/01/2022	12/31/2022
24-Semi-Monthly >	2020 - 24 Pay Calendar	01/01/2022	12/31/2022
26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022
52-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >	2021 - 26 Pay Calendar	01/01/2021	12/31/2021
38-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >		01/01/2020	12/31/2020
26-Bi-Weekly >		01/01/2019	12/31/2019
26-Bi-Weekly >	Teacher	01/01/2017	12/31/2017
21-Bi-Weekly >		01/01/2017	12/31/2017

1-10 of 16 < >

3. *Select a Pay Frequency*—Select an option from the drop-down list.
4. *Select a Start Date*—Enter 01/01/YYYY (e.g. 01/01/2022). **This must always be January 1.**
5. *Select a Stop Date*—Enter 12/31/YYYY (e.g. 12/31/2022). **This must always be December 31.**
6. *Description*—Enter any comment you deem helpful (e.g., 2022—26 Pay Calendar).
7. Click **Next**.

ADDING A NEW PAYROLL CALENDAR ✕

1 ————— 2
Calendar Information Confirm Details

Please enter the following information to add a new payroll cycle. Fields with an * are required.

Select a Pay Frequency *

26-Bi-Weekly ▼

Select a Start Date *

01/01/2022 📅

Select a Stop Date *

12/31/2022 📅

Description

2022 - 26 Pay Calendar

3-6

7

Cancel Next

*The Start Date of every calendar must be 01/01/YYYY.
The Stop Date of every calendar must be 12/31/YYYY.*

8. If data is not correct, click **Previous** to go back to prior page and make corrections.
9. If data is correct, click **Confirm**.

ADDING A NEW PAYROLL CALENDAR

✕

✓

2

Calendar Information

Confirm Details

Please review and confirm your payroll calendar information.

Pay Frequency
26-Bi-Weekly

Start Date
01/01/2022

Stop Date
12/31/2022

Description
2022 - 26 Pay Calendar

8

9

Cancel

Previous

Confirm

10. Click the Pay Frequency link next to the calendar just created.

Payroll Calendar			Add Payroll Calendar
Frequency	Description	Start Date	Stop Date
21-Bi-Weekly >	2022 - 21 Pay Calendar	01/01/2022	12/31/2022
24-Semi-Monthly >	2020 - 24 Pay Calendar	01/01/2022	12/31/2022
26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022

11. Click **Generate** in the *Payroll Calendar Details* section of screen.

Payroll Calendar / Payroll Calendar Details
Delete Calendar

Payroll Calendar Information

Pay Frequency 26-Bi-Weekly	Start Date 01/01/2022	Stop Date 12/31/2022	Description 2022 - 26 Pay Calendar
-------------------------------	--------------------------	-------------------------	---------------------------------------

Payroll Calendar Details

11
Generate
Edit
Add

- First Pay Date*—Enter the date of the first paycheck in January.
- Stop Date*—Don't change this field.
- Click **Generate**.

Generate Payroll Calendar
X

Please enter the below information to generate Pay Dates. Fields within an * are required

Pay Frequency
26-Bi-Weekly

First Pay Date *

01/06/2022 a

Stop Date *

12/31/2022 b

Cancel Generate c

If you are creating a semi-monthly calendar (20 or 24 semi-monthly), enter the Second Pay Date information.

You should now see the payroll calendar for the entire year. **The new calendar will be saved automatically—there is no Save button.**

Payroll Calendar Details			Generate	Edit	Add
Actions	Pay Date	Summer Pay Date			
Edit Delete	01/01/2022	<input type="checkbox"/>			
Edit Delete	01/15/2022	<input type="checkbox"/>			
Edit Delete	01/29/2022	<input type="checkbox"/>			
Edit Delete	02/12/2022	<input type="checkbox"/>			
Edit Delete	03/12/2022	<input type="checkbox"/>			
Edit Delete	03/26/2022	<input type="checkbox"/>			
Edit Delete	04/09/2022	<input type="checkbox"/>			
Edit Delete	04/23/2022	<input type="checkbox"/>			

12. If you have employees who receive a lump sum payment at the end of the school year, click **Edit**.

12

Payroll Calendar Details			Generate	Edit	Add
Actions		Pay Date	Summer Pay Date		
Edit	Delete	01/01/2022	<input type="checkbox"/>		
Edit	Delete	01/15/2022	<input type="checkbox"/>		
Edit	Delete	01/29/2022	<input type="checkbox"/>		
Edit	Delete	02/12/2022	<input type="checkbox"/>		
Edit	Delete	03/12/2022	<input type="checkbox"/>		
Edit	Delete	03/26/2022	<input type="checkbox"/>		
Edit	Delete	04/09/2022	<input type="checkbox"/>		
Edit	Delete	04/23/2022	<input type="checkbox"/>		

13. Check the *Summer Pay Date* check box to the right of the pay dates on which they will **not** receive a paycheck during the summer. Then click **Save**.

Edit Payroll Calendar Details

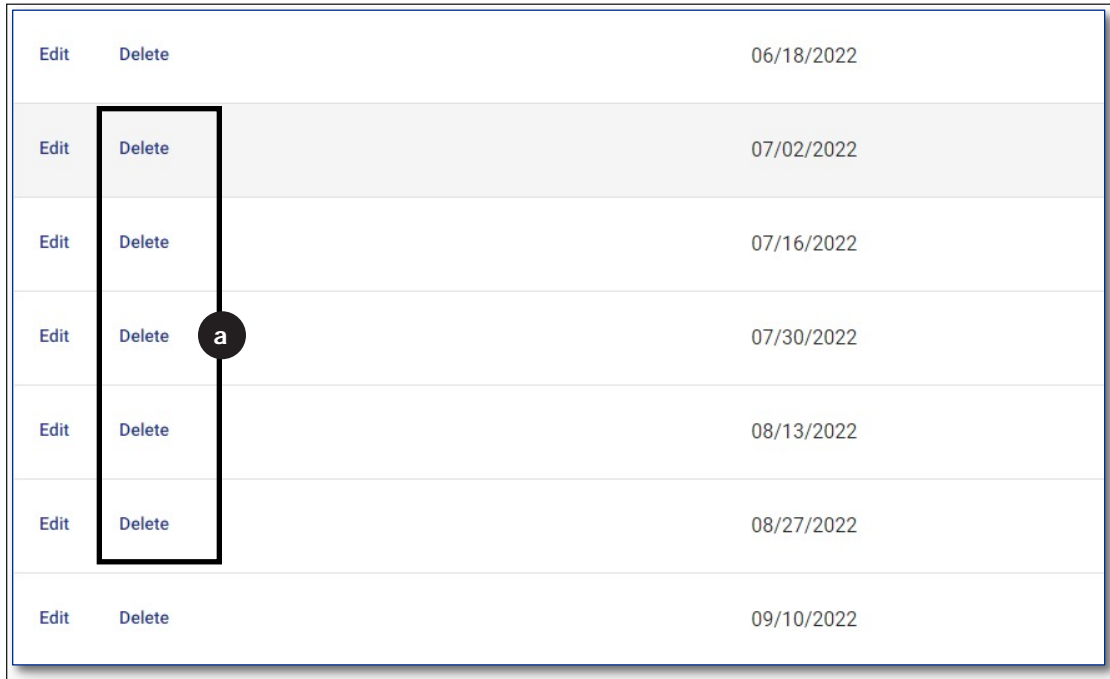
Pay Date	Summer Pay Date
05/21/2022	<input type="checkbox"/>
06/04/2022	<input type="checkbox"/>
06/18/2022	<input type="checkbox"/>
07/02/2022	<input checked="" type="checkbox"/>
07/16/2022	<input checked="" type="checkbox"/>
07/30/2022	<input checked="" type="checkbox"/>
08/13/2022	<input checked="" type="checkbox"/>
08/27/2022	<input type="checkbox"/>
09/10/2022	<input type="checkbox"/>

Cancel Save

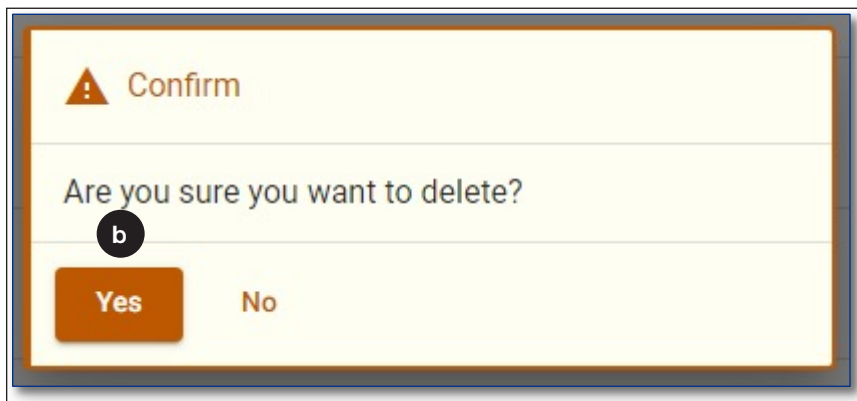
13

14. If, however, you are creating a **21** or **22** pay calendar, you will need to **delete** the dates on which employees will not receive a paycheck during the summer.

- a. Click **Delete** to the **left** of the summer dates on which someone on a 21 or 22 pay cycle will not receive a check.



- b. Click **Yes** when the “Are you sure you want to delete?” message is displayed.



- c. Repeat steps (a) and (b) above until each of the dates has been deleted.

Notes

- If you offer 26 pays, 21 pays and 52 pays, you will need to create a separate calendar for each one.
- After you have created the first calendar click **Payroll Calendar** at the top of the page to go back to the main page and click **Add Payroll Calendar** to add any additional calendars needed.
- When working on a deduction report after adding a new or editing an existing payroll calendar, you **MUST** click Validate on the deduction report page to pull in the calendar changes.

Add a Pay Date to a Calendar

1. Click the **Pay Frequency** link next to the calendar to which you are adding a pay date.

Payroll Calendar				Add Payroll Calendar	Filters
Frequency	Description	Start Date	Stop Date		
1 26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022		
38-Weekly >		01/01/2021	12/31/2021		
52-Weekly >		01/01/2021	12/31/2021		

2. Click **Add** in the top right portion of the page.

Payroll Calendar Details			Generate	Edit	2 Add
Actions	Pay Date	Summer Pay Date			
Edit Delete	01/01/2022	<input type="checkbox"/>			
Edit Delete	01/15/2022	<input type="checkbox"/>			
Edit Delete	01/29/2022	<input type="checkbox"/>			
Edit Delete	02/12/2022	<input type="checkbox"/>			
Edit Delete	03/12/2022	<input type="checkbox"/>			
Edit Delete	03/26/2022	<input type="checkbox"/>			
Edit Delete	04/09/2022	<input type="checkbox"/>			
Edit Delete	04/23/2022	<input type="checkbox"/>			

3. Enter the *Pay Date* that you need added. Click **Next**.

×

1

2

Payroll Date Information

Confirm Details

Please enter the below information to add a Pay Date. Fields with an * are required.

Pay Date *

09/23/2021

3

Summer Pay Date ☐

Cancel

3

Next

If the date you are adding is a summer pay date (a date on which lump sum employees will NOT be paid), check the Summer Pay Date box before clicking Next.

4. Click **Confirm**.

×

✓

2

Payroll Date Information

Confirm Details

Please review and confirm the pay date information.

Pay Date

09/23/2021

Summer Pay Date ☐

Cancel

4

Previous

Confirm

Edit a Pay Date on a Calendar

1. Click the **Pay Frequency** link next to the calendar that needs to be edited.

Payroll Calendar Add Payroll Calendar Filters			
Frequency	Description	Start Date	Stop Date
1 26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022
38-Weekly >		01/01/2021	12/31/2021
52-Weekly >		01/01/2021	12/31/2021

2. Click **Edit** to the left of the date that needs to be changed.

Payroll Calendar Details Generate Edit Add		
Actions	Pay Date	Summer Pay Date
<a>Edit <a>Delete	01/01/2022	<input type="checkbox"/>
<a>Edit <a>Delete	01/15/2022	<input type="checkbox"/>
<a>Edit <a>Delete	01/29/2022	<input type="checkbox"/>
<a>Edit <a>Delete	02/12/2022	<input type="checkbox"/>
<a>Edit <a>Delete	03/12/2022	<input type="checkbox"/>
<a>Edit <a>Delete	03/26/2022	<input type="checkbox"/>
2 <a>Edit <a>Delete	04/09/2022	<input type="checkbox"/>
<a>Edit <a>Delete	04/23/2022	<input type="checkbox"/>

3. Type in the correct *Pay Date* and click Confirm.

Edit Pay Date ×

Pay Date

11/19/2022 **3**
📅

Summer Pay Date
☐

Cancel
3 Confirm

Delete a Pay Date from a Calendar


1. Click the **Pay Frequency** link next to the calendar in which you need to delete a pay date.

Payroll Calendar Add Payroll Calendar Filters			
Frequency	Description	Start Date	Stop Date
1 26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022
38-Weekly >		01/01/2021	12/31/2021
52-Weekly >		01/01/2021	12/31/2021

2. Click **Delete** to the left of the date that needs to be changed.

Payroll Calendar Details Generate Edit Add		
Actions	Pay Date	Summer Pay Date
Edit Delete	01/01/2022	<input type="checkbox"/>
Edit Delete	01/15/2022	<input type="checkbox"/>
Edit Delete	01/29/2022	<input type="checkbox"/>
Edit Delete	02/12/2022	<input type="checkbox"/>
Edit Delete	03/12/2022	<input type="checkbox"/>
Edit Delete	03/26/2022	<input type="checkbox"/>
Edit Delete 2	04/09/2022	<input type="checkbox"/>
Edit Delete	04/23/2022	<input type="checkbox"/>

3. Click **Yes**.

 **Confirm**

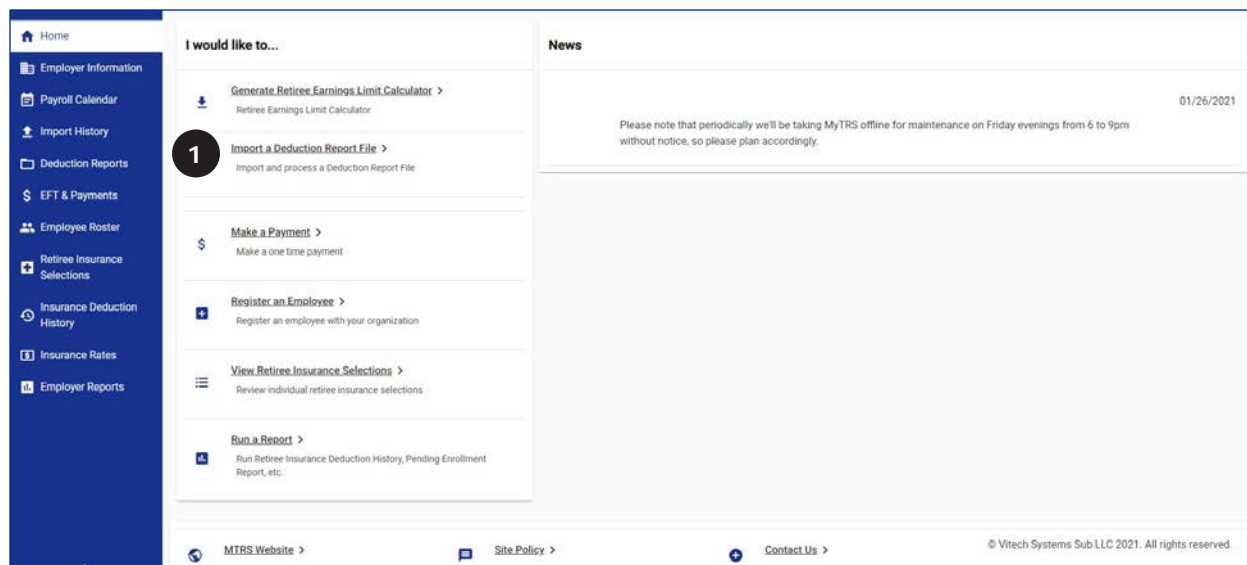
Are you sure you want to delete?

3 **Yes** **No**

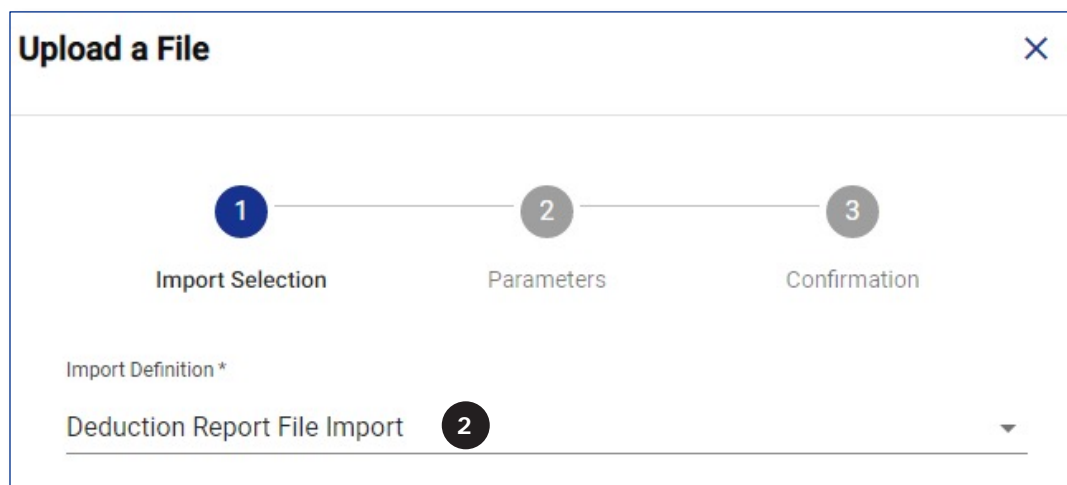
TAB 6

Import Deduction Reports

1. Select *Import Deduction Report File* from the *Home* page.



2. *Import Definition*—Don't change this field.



3. *Choose file for Upload*—Click **Browse** and browse for the file that was exported from your payroll system.

Upload a File

1

2

3

Import SelectionParametersConfirmation

Import Definition *

Deduction Report File Import

Choose file for upload *

9005_092021.txt

BROWSE

4. *Description*—Enter your district number or name and the month and year of the file that is being imported. This field is a free text field and is not required to be in any set format.

Upload a File

1

2

3

Import SelectionParametersConfirmation

Import Definition *

Deduction Report File Import

Choose file for upload *

9005_092021.txt

BROWSE

Description *

Gotham PS Sept 2021

5. Click **Next**.

The screenshot shows a modal window titled "Upload a File" with a close button (X) in the top right corner. At the top, there is a progress bar with three steps: 1 (Import Selection, active), 2 (Parameters), and 3 (Confirmation). Below the progress bar, the form contains the following fields:

- Import Definition ***: A dropdown menu with "Deduction Report File Import" selected.
- Choose file for upload ***: A text input field containing "9005_092021.txt" and a "BROWSE" button to its right.
- Description ***: A text input field containing "Gotham PS Sept 2021".

Below the fields is a note: ** Denotes Required Field*. At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button. A circled number "5" is positioned above the "Next" button.

6. *Reporting Period*—Enter the month and year of the file being imported (mm/yyyy).

The screenshot shows the same "Upload a File" modal window, now at Step 2: Parameters. The progress bar shows Step 1 (Import Selection) as completed with a checkmark, Step 2 (Parameters) as active, and Step 3 (Confirmation) as pending. The form contains the following field:

- Reporting Period (MM/YYYY) ***: A text input field containing "09/2021".

A circled number "6" is positioned to the right of the "Reporting Period" input field.

7. Click **Next**.

Upload a File

✓

2

3

Import Selection

Parameters

Confirmation

Reporting Period (MM/YYYY) *

09/2021|

* Denotes Required Field

Cancel

Previous

Next

7

8. Click **Confirm** if the data is accurate.

Upload a File

✓

✓

3

Import Selection

Parameters

Confirmation

Import Definition

Deduction Report File Import

file name

9005_092021.txt

Description

Gotham PS Sept 2021

Reporting Period (MM/YYYY) *

09/2021

Cancel

Previous

Confirm

8

The following message will be displayed, and the imported file should be displayed on the *Import History* page.



9. Click the **ID** link next to the file you need to process.

Id	Import Description	Status	Process Flag
9 84608 >	Rpt Prd:09/2021 Gotham PS Sept 2021	Not Processed	Ready

The reporting period has been added to the beginning text of the Import Description field.

10. Click **Process** in the top right section of the page.

99481

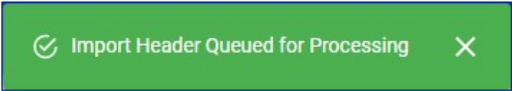
ProcessValidateVoid

Import Summary

Run Deduction Report File Detail Errors CSVRun Deduction Report File Detail Errors PDF

Id	Description	Import Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
99481	Gotham PS Sept 2021	Not Processed	Ready	10/17/2022	Deduction Report File Import			2
File Name	Inserted By	Updated Date	Updated By	Reporting Period				
9005_092021.txt	SMURPHY	10/17/2022	SMURPHY	09/2021				

This message will be displayed letting you know that your file has been queued for processing.



11. The *Process Flag* will change to “Queued Processing Request” letting you know that the system is running the first round of data validation.

Import Summary					Run Deduction Report File Detail Errors CSV		Run Deduction Report File Detail Errors PDF	
Id	Description	Import Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
99481	Gotham PS Sept 2021	Not Processed	Queued Processing Request	10/17/2022	Deduction Report File Import			2
File Name	Inserted By	Updated Date	Updated By	Reporting Period				
9005_092021.txt	SMURPHY	10/17/2022	SMURPHY	09/2021				

12. Once the first round of validation has been completed, this message will be displayed.



The *Import Status* field will change to “Processed Successfully” or “Processed with Errors” and the *Process Flag* field will change to “Completed” or “Processed with Errors.”

Import Summary				Run Deduction Report File Detail Errors CSV Run Deduction Report File Detail Errors PDF								
Id 99481	Description Gotham PS Sept 2021	<div>8</div> <div>Import Status Processed Successfully</div>		Process Flag Completed	File Load Start 10/17/2022	Import Type Deduction Report File Import	File Process Start 10/17/2022	Rows Processed 2	Rows Imported 2			
File Name 9005_092021.txt	Inserted By SMURPHY	Updated Date 10/17/2022	Updated By SMURPHY	Reporting Period 09/2021								

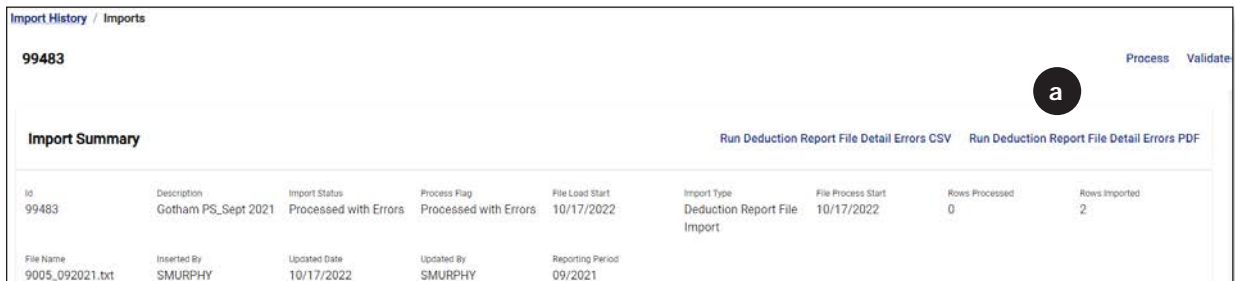
13. If the *Import Status* field says:

- “Processed Successfully,” you are ready to work on the deduction report. Click **Deduction Reports** from the Left Navigation Menu.
- “Processed with Errors,” you need to determine what is causing the file to fail the first round of data validation (see next page for instructions).

Correct Errors During the Import Process

If the *Import Status* field says “Processed with Errors” when you import your monthly deduction report text file, you need to determine what is causing the file to fail.

1. First, view the report that will show you the record(s) causing the issue.
 - a. Click **Run Deduction Report File Detail Errors** (can be run as a PDF or a CSV file).



Import History / Imports

99483

Process Validate

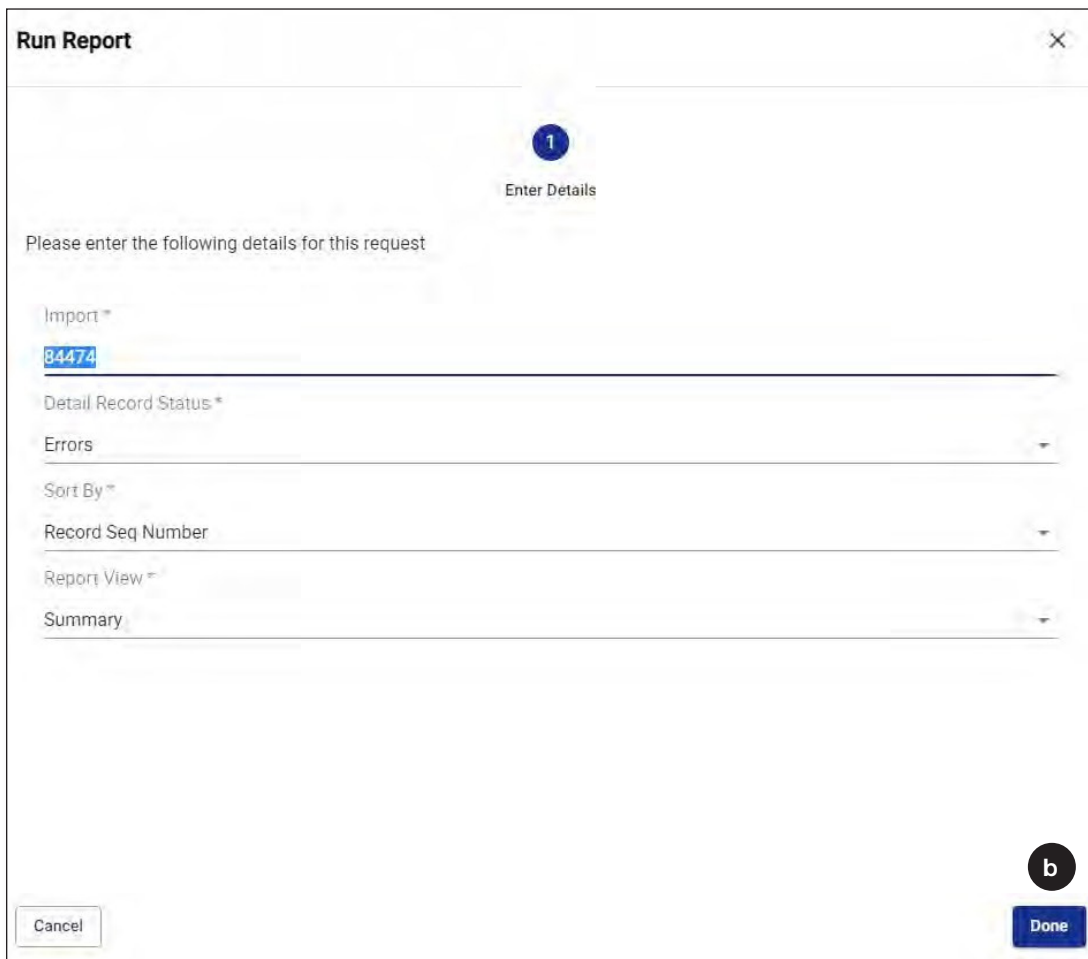
Import Summary

Run Deduction Report File Detail Errors CSV Run Deduction Report File Detail Errors PDF

ID	Description	Import Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
99483	Gotham PS_Sept 2021	Processed with Errors	Processed with Errors	10/17/2022	Deduction Report File Import	10/17/2022	0	2

File Name	Inserted By	Updated Date	Updated By	Reporting Period
9005_092021.txt	SMURPHY	10/17/2022	SMURPHY	09/2021

- b. Click **Done**.



Run Report

Enter Details

Please enter the following details for this request

Import *

84474

Detail Record Status *

Errors

Sort By *

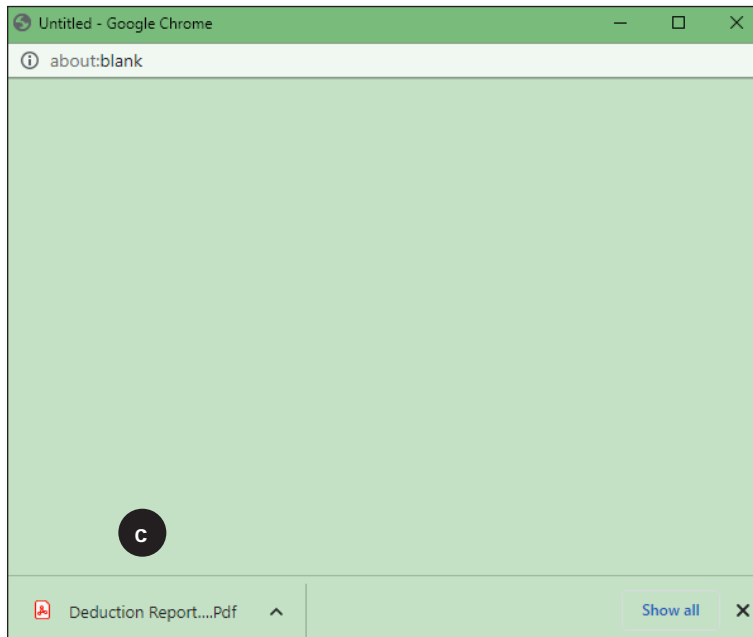
Record Seq Number

Report View *

Summary

Cancel Done

- c. In the new window that opens, the report will be generated in the format you selected – PDF or CSV file (which opens in Excel) - at the bottom of the page.



- d. A list of employees and corresponding issues that caused the file to be processed with errors will be displayed when you open the file.

Deduction Report Import Summary Report				
Gotham PS_Sept 2021				
Parameters			As Of Date: 10/17/2022	
Detailed Record Status: Errors			Generated On: 10/17/2022 12:53:28	
Sort By: Record Seq Number			Generated By:	
			Page 1 of 1	
Seq #	Detail Record	Record Status	Error Message	
1	XXX-XX-1984, APPLE, AMANDA	Processed with Errors	Position Code is Invalid	
2	XXX-XX-1984, APPLE, AMANDA	Processed with Errors	Position Code is Invalid	

If the list is long, you may want to print it. If you see that someone needs to be registered, register the employee, and then fix the remaining issues.

2. If an employee has an error message of “Member needs to be registered for enrollment by the school district,” register the employee and then come back to the Import screen and click **Process** again.
 - a. **If you have already registered the employee but are still seeing this message,** it means that the SSN in your payroll system does not match the SSN used when registering the employee. Please contact your Employer Service Representative to help resolve this issue. Please do not email anything with the employee’s SSN.

3. For any other errors, you would do the following to fix the issue:
 - a. Close the pop-up report window (after you have printed it if needed) so that you are back on the main *Import* page.
 - b. Click **Edit** in the *Import Details* section of the page.

Import Summary

Run Deduction Report File Detail Errors CSVRun Deduction Report File Detail Errors PDF

</

- c. Click the **Filters** icon (▼).

Edit Import Details										
Default View										
Actions	Sequence Number	Detail Status	Submit	Rec Type	Pay Date	Ssn	Name	Contract Term	Pay Duration	
Errors Delete	1	Processed With Errors	<input checked="" type="checkbox"/>	N	20210911	999081984	APPLE, AMANDA	10	LS	
Errors Delete	2	Processed With Errors	<input checked="" type="checkbox"/>	N	20210925	999081984	APPLE, AMANDA	10	LS	
Delete	3	Processed Successfully	Yes	N	20210914	999080001	APPLETON, AMY	12	12	
Delete	4	Processed Successfully	Yes	N	20210928	999080001	APPLETON, AMY	12	12	

- d. Click the ▼ next to *Detail Status*.

Filter by

Sequence Number ▼

Detail Status ▼

- e. Select **Processed with Errors** to engage the filter to show only the people with errors.

Filter by

Sequence Number ▼

Detail Status ▲

Not Processed

Processed Successfully

Processed With Errors **e**

Validated Successful

Validated With Errors

- f. Manually correct the fields that need to be updated for each person. For example, if the *Contract Term* field is invalid (or blank), type in the correct one.

Edit Import Details
Default View

Filter: Detail Status (Processed With Err...)

Actions	Sequence Number	Detail Status	Submit	Rec Type	Pay Date	San	Name	Contract Term	Pay Duration
Errors Delete	1	Processed With Errors	<input checked="" type="checkbox"/>	N	20210911	999081984	APPLE, AMANDA	0	12
Errors Delete	2	Processed With Errors	<input checked="" type="checkbox"/>	N	20210925	999081984	APPLE, AMANDA	0	12
Errors Delete	5	Processed With Errors	<input checked="" type="checkbox"/>	N	20210914	999091998	BEDNAR, BRENDA	0	12

Cancel Save Apply

- g. When you have corrected all the errors on page one, click **Apply** below the scroll bar **before** moving to the next page (if you have more than one page).

Edit Import Details
Default View

Filter: Detail Status (Processed With Err...)

Actions	Sequence Number	Detail Status	Submit	Rec Type	Pay Date	San	Name	Contract Term	Pay Duration
Errors Delete	1	Processed With Errors	<input checked="" type="checkbox"/>	N	20210911	999081984	APPLE, AMANDA	0	12
Errors Delete	2	Processed With Errors	<input checked="" type="checkbox"/>	N	20210925	999081984	APPLE, AMANDA	0	12
Errors Delete	5	Processed With Errors	<input checked="" type="checkbox"/>	N	20210914	999091998	BEDNAR, BRENDA	0	12

Cancel Save Apply **g**

- h. Once all the changes have been made, click **Save**.

Edit Import Details
Default View

Filter: Detail Status (Processed With Err...)

Actions	Sequence Number	Detail Status	Submit	Rec Type	Pay Date	San	Name	Contract Term	Pay Duration
Errors Delete	1	Processed With Errors	<input checked="" type="checkbox"/>	N	20210911	999081984	APPLE, AMANDA	10	12
Errors Delete	2	Processed With Errors	<input checked="" type="checkbox"/>	N	20210925	999081984	APPLE, AMANDA	10	12
Errors Delete	5	Processed With Errors	<input checked="" type="checkbox"/>	N	20210914	999091998	BEDNAR, BRENDA	10	12

Cancel Save Apply

- i. Click Process to re-process the file.

99483 Process Validate

Import Summary Run Deduction Report File Detail Errors CSV Run Deduction Report File Detail Errors PDF

Id	Description	Import Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
99483	Gotham PS_Sept 2021	Processed with Errors	Processed with Errors	10/17/2022	Deduction Report File Import	10/17/2022	0	2

File Name	Inserted By	Updated Date	Updated By	Reporting Period
9005_092021.txt	SMURPHY	10/17/2022	SMURPHY	09/2021

- j. After you click Process, you should see the Process Flag field change to “Queued for Processing.”

99483

Import Summary Run Deduction Report File Detail Errors CSV Run Deduction Report File Detail Errors PDF

Id	Description	Import Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
99483	Gotham PS_Sept 2021	Processed with Errors	Queued Processing Request	10/17/2022	Deduction Report File Import	10/17/2022	0	2

File Name	Inserted By	Updated Date	Updated By	Reporting Period
9005_092021.txt	SMURPHY	10/17/2022	SMURPHY	09/2021

- k. If the Import Status field displays “Processed with Errors” after the file is reprocessed, repeat the steps above.

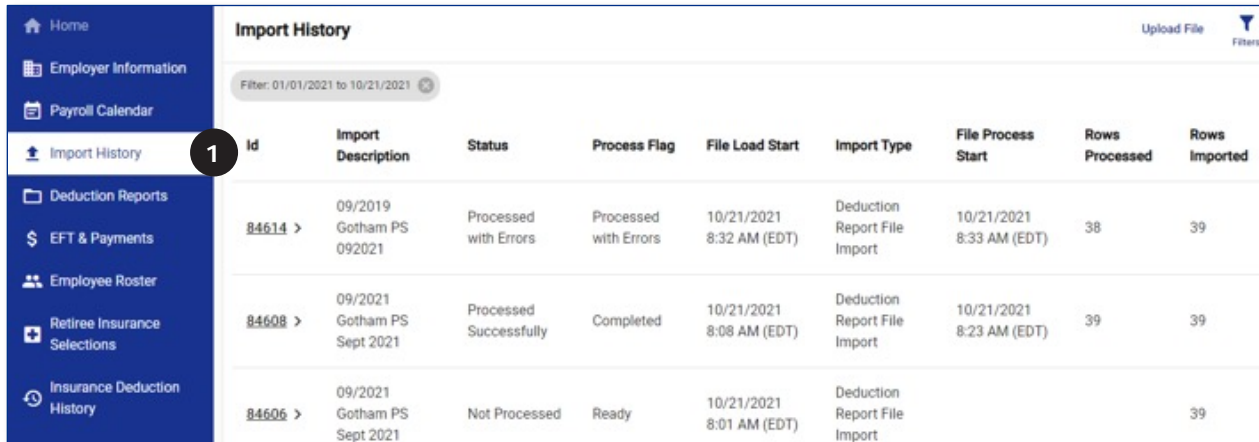
Note

- If any errors are identified and corrected during the import process (like a blank position code, wrong pay frequency, invalid FTE%), remember to update this information in your payroll system, as that is the source of the data in the import file. If you don't also correct the data in your payroll system, you will need to repeat this correction process in future months before the file will process successfully.

Import History

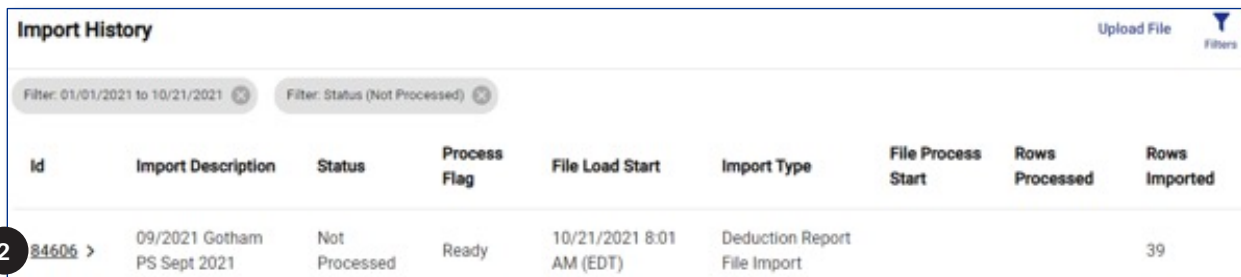
The *Import History* page provides access to a complete list of deduction report files that have been imported into MyTRS. You can also import a new file from this screen.

1. Select *Import History* from *Left Navigation Menu*.



Import History									
Filter: 01/01/2021 to 10/21/2021									
	Id	Import Description	Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
	84614 >	09/2019 Gotham PS 092021	Processed with Errors	Processed with Errors	10/21/2021 8:32 AM (EDT)	Deduction Report File Import	10/21/2021 8:33 AM (EDT)	38	39
	84608 >	09/2021 Gotham PS Sept 2021	Processed Successfully	Completed	10/21/2021 8:08 AM (EDT)	Deduction Report File Import	10/21/2021 8:23 AM (EDT)	39	39
	84606 >	09/2021 Gotham PS Sept 2021	Not Processed	Ready	10/21/2021 8:01 AM (EDT)	Deduction Report File Import			39

2. Click the **ID** link next to the file you need to review to access *Import Details*.



Import History									
Filter: 01/01/2021 to 10/21/2021									
Filter: Status (Not Processed)									
	Id	Import Description	Status	Process Flag	File Load Start	Import Type	File Process Start	Rows Processed	Rows Imported
	84606 >	09/2021 Gotham PS Sept 2021	Not Processed	Ready	10/21/2021 8:01 AM (EDT)	Deduction Report File Import			39

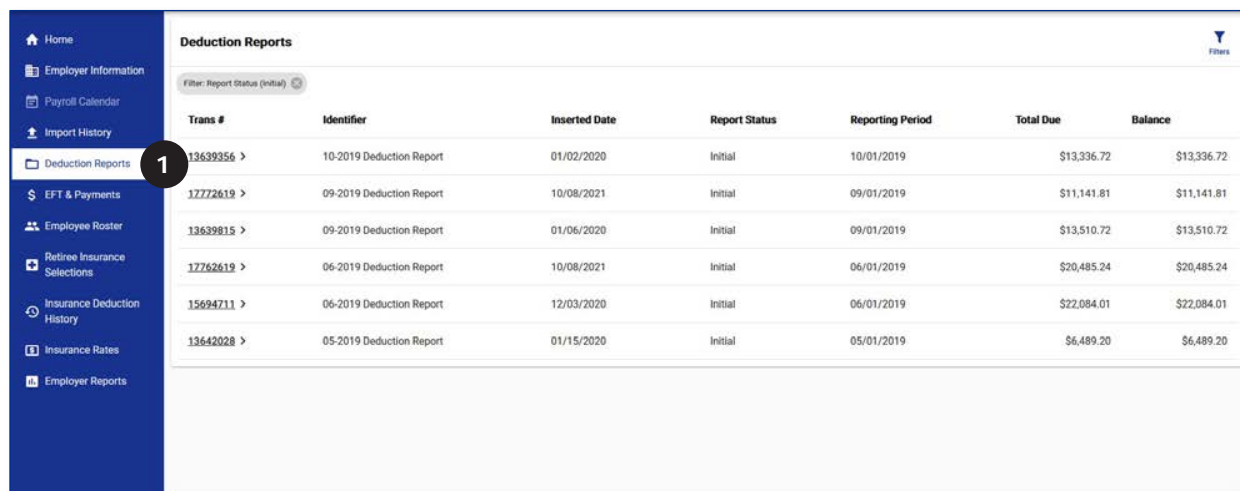
3. From here you can:
 - a. Process, Validate or Void the file. Only a file with a *Status* of “Not Processed” can be voided.
 - b. Access the *Run Deduction Report File Detail Errors* report.
 - c. Filter, Edit or Export the data in the file.

TAB 7

Open Deduction Reports

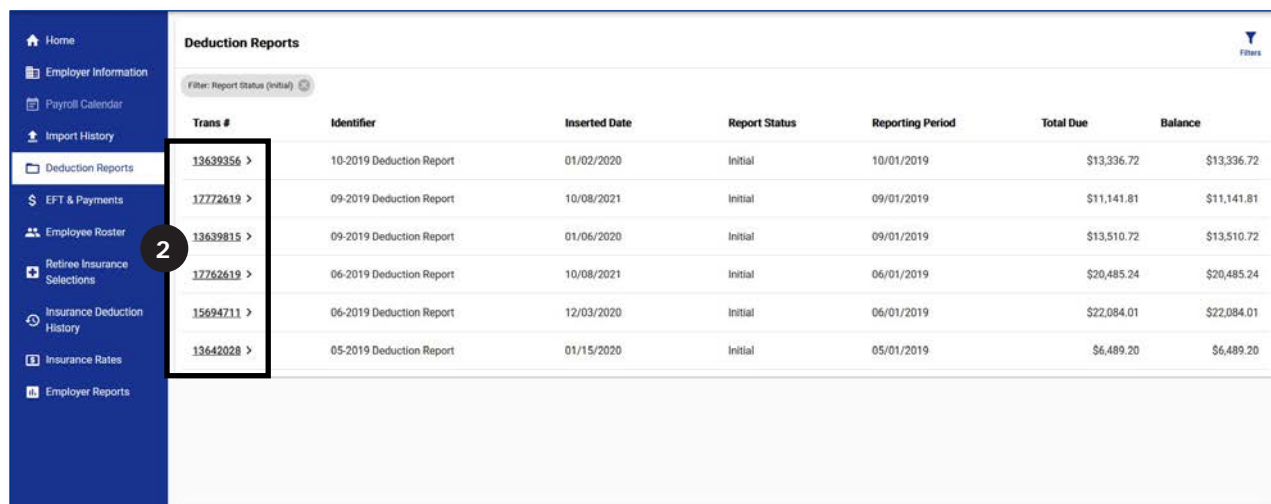
Once a file has been successfully imported, it will be accessed via the *Deduction Reports* link. From this page, you will correct errors, explain exceptions and ultimately submit the monthly reports to the MTRS to be released into the employee accounts.

1. To access the deduction reports, click **Deduction Reports** in the *Left Navigation Menu*.



Deduction Reports							
Filter: Report Status (Initial)							
Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance	
13639356 >	10-2019 Deduction Report	01/02/2020	Initial	10/01/2019	\$13,336.72	\$13,336.72	
17772619 >	09-2019 Deduction Report	10/08/2021	Initial	09/01/2019	\$11,141.81	\$11,141.81	
13639815 >	09-2019 Deduction Report	01/06/2020	Initial	09/01/2019	\$13,510.72	\$13,510.72	
17762619 >	06-2019 Deduction Report	10/08/2021	Initial	06/01/2019	\$20,485.24	\$20,485.24	
15694711 >	06-2019 Deduction Report	12/03/2020	Initial	06/01/2019	\$22,084.01	\$22,084.01	
13642028 >	05-2019 Deduction Report	01/15/2020	Initial	05/01/2019	\$6,489.20	\$6,489.20	

2. Click the **Trans #** link next to the report you need to work on. The *Reporting Period* field tells you the month and year of the report.



Deduction Reports							
Filter: Report Status (Initial)							
Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance	
13639356 >	10-2019 Deduction Report	01/02/2020	Initial	10/01/2019	\$13,336.72	\$13,336.72	
17772619 >	09-2019 Deduction Report	10/08/2021	Initial	09/01/2019	\$11,141.81	\$11,141.81	
13639815 >	09-2019 Deduction Report	01/06/2020	Initial	09/01/2019	\$13,510.72	\$13,510.72	
17762619 >	06-2019 Deduction Report	10/08/2021	Initial	06/01/2019	\$20,485.24	\$20,485.24	
15694711 >	06-2019 Deduction Report	12/03/2020	Initial	06/01/2019	\$22,084.01	\$22,084.01	
13642028 >	05-2019 Deduction Report	01/15/2020	Initial	05/01/2019	\$6,489.20	\$6,489.20	

3. The Deduction Report landing page now only shows the report *summary* information.

10-2022 Deduction Report

Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary 3 Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period
92129812	Initial	09/28/2022	SMURPHY			10/01/2022
Report Status Override	Date Rejected	Member Count	Row Count			
		19	36			



The Validate button **MUST** be clicked before viewing or working on the deduction report in Edit mode (EACH time you open the report).

- a. To open the deduction report in **View Details mode** (no edits can be made):

- Click **Validate**.

10-2022 Deduction Report

Validate Edit Details Comments (2) Submit More

Deduction Report Editor Header Level Errors

- Click **More**, then select **View Details**. This will display the details but will not allow you to edit the details.

10-2022 Deduction Report

Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

- b. To open the deduction report in **Edit Details mode** (edits can be made):

- Click **Validate**.

10-2022 Deduction Report

Validate Edit Details Comments (2) Submit More

Deduction Report Editor Header Level Errors

*The Validate button replaces the need to click Apply when you first open the deduction report. **Changes made to calendars and/or member events will not be brought into the report if you do not click Validate.***

- Click **Confirm** when this message is displayed.

Validate Deduction Report

×

Are you sure you want to validate this deduction report?

Cancel

Confirm

- Click **Edit Details**.

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report

Validate Edit Details Comments

Deduction Report Editor

Header Level Errors

Deduction Report Summary

Override Export Exception Report Export 5

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Repe
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
545	29							

Navigate the Deduction Report Editor Main Screen

Deduction Report Header



1. *Validate*—Validate **must** be clicked before clicking Edit Details. This replaces the need to click Apply when you first open the deduction report.
2. *Edit Details*—This takes you to the details view of the deduction report and allows you to make changes.
3. *Comments*—This takes you to the *Comments* page for the report. Comments can now be added/viewed/exported before or after you open the deduction report to make edits.
4. *Submit*—This sends the report to Pending status.
5. *More*—Click this to view more options on this page.
 - a. *View Details*—This will allow you to *view* the records within the report but will not allow you to edit the data.
 - b. *Delete*—This will delete the entire deduction report.

Deduction Report Summary Section

Deduction Report Summary								1	2	3
								Override	Export Exception Report	Export Summary Report
Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected		
92129812	Initial	09/28/2022	SMURPHY			10/01/2022				
Member Count	Row Count									
20	39									

1. *Override*—This is the *Report Status Override* field. This gets changed to “Yes” prior to submitting a deduction report to Pending.
2. *Export Exception Report*—This will open the *Exception Report* for this deduction report and can now be accessed either before or after you open the report to make edits.
3. *Export Summary Report*—This will open the *Error Summary Report* for this deduction report and can now be accessed either before or after you open the report to make edits.

Deduction Report Details Section

Edit Deduction Report Details										
Customized View										
<div> 1 Comments 2 Copy Selected 3 Add New 4 Delete 5 Export 6 More 7 8 9 10 </div>										
<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	\$0.00
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	N-Normal	10/14/2022	10/01/2022	11.0%	\$388.39	\$47.54	\$0.00

1. *Comments*—This opens the comments section of the report. Comments can be added, deleted, and exported.
2. *Copy Selected*—This copies the record that you have selected.
3. *Add New*—This allows you to add a blank record to the report.
4. *Delete*—This deletes any records you have selected.
5. *Export*—This allows you to export the deduction report details.
6. *More*—This takes you to the modify options.
 - a. *Modify Selected*—This will modify a group of records that you have selected.
 - b. *Modify*—This will modify all the records within a group of filtered records or ALL the records in the report if you do not have a filter engaged.
7. *Customize Columns*—This allows you to hide or re-arrange the report columns.
8. *Show Single Record View*—This allows you to see the data one record at a time. This button changes to Show Grid View while you are in single record view so that you can return to the grid view.
9. *Filters*—This allows you to access options on which to filter the report.
10. *Close*—This closes the report without saving any changes made.
11. *Error warning icon*—Click this icon to view the error(s) on a specific record.
12. *Exception warning icon*—Click this icon to view the exception(s) on a specific record.
13. *View SSN*—Click this icon to view the employee's full SSN.

TAB 8

Run Exception Reports

The exception report is a listing of employees that have errors or exceptions within the deduction report.



The **Validate** button **MUST** be clicked before working on the deduction report in Edit mode (EACH time you open the report).

1. Click **Validate**.

10-2022 Deduction Report

Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

The Validate button replaces the need to click Apply when you first open the deduction report. Changes made to calendars and/or member events will not be brought into the report if you do not click Validate.

2. Click **Confirm** when this message is displayed.

Validate Deduction Report X

Are you sure you want to validate this deduction report?

Cancel Confirm

3. Click **Export Exception Report**.

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report [Validate](#) [Edit Details](#) [Comments](#) [Submit](#) [More](#)

[Deduction Report Editor](#) [Header Level Errors](#)

Deduction Report Summary [Override](#) [Export Exception Report](#) [Export Summary Report](#)

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period
92129812	Initial	09/28/2022	SMURPHY			10/01/2022
Report Status Override	Date Rejected	Member Count	Row Count			
		19	36			

a. *The Exception Report will open in Excel by default.*

MyTRS 9005 - GOTHAM PUBLIC SCHOOLS Welcome Shannon [SM](#) [MyTRS Account Settings](#) [Logout](#)

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report [Validate](#) [Edit Details](#) [Comments](#) [Submit](#) [More](#)

[Deduction Report Editor](#) [Header Level Errors](#)

Deduction Report Summary [Override](#) [Export Exception Report](#) [Export Summary Report](#)

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period
92129812	Initial	09/28/2022	SMURPHY			10/01/2022
Report Status Override	Date Rejected	Member Count	Row Count			
		19	36			

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Deduction Report...csv [Show all](#)

b. To print the Exception Report, format the Excel file to your liking and then use the File > Print option in Excel.

4. Click **Edit Details** and work through the errors and exceptions.

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report [Validate](#) [Edit Details](#) [Comments](#) [Submit](#) [More](#)

[Deduction Report Editor](#) [Header Level Errors](#)

Deduction Report Summary [Override](#) [Export Exception Report](#) [Export Summary Report](#)

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period
92129812	Initial	09/28/2022	SMURPHY			10/01/2022
Report Status Override	Date Rejected	Member Count	Row Count			
		19	36			

TAB 9

Sort Deduction Reports

The deduction report can be sorted by any column, but we recommend sorting by the Name field.

- 1. To sort the report by a field, click on the text of that column’s label. In this case, Name was clicked.

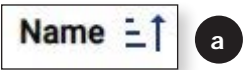
Edit Deduction Report Details

Customized View

CommentsCopy SelectedAdd NewDeleteExportMoreFilters

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment	
<input type="checkbox"/>		XXX-XX-0001		APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	\$0.00
<input type="checkbox"/>		XXX-XX-1998		BEDNAR, BRENDA	N-Normal	10/14/2022	10/01/2022	11.0%	\$388.39	\$47.54	\$0.00
<input type="checkbox"/>		XXX-XX-1998		BEDNAR, BRENDA	N-Normal	10/28/2022	10/01/2022	11.0%	\$388.39	\$47.54	\$0.00
<input type="checkbox"/>		XXX-XX-0008		BIONDOLILLO, BETH	N-Normal	10/14/2022	10/01/2022	11.0%	\$131.13	\$0.00	\$0.00

- a. will be displayed indicating that the report is sorted by the column selected.



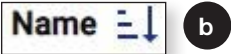
The field the report is sorted on will also be displayed in the top left corner of the report view.

Edit Deduction Report Details
Customized View

Sort: Name (Descending)

☐ ErrorsSSNName

- b. To sort the report in reverse order (), simply click the column label again.



- 2. To sort the report by a different field, click on the text of that field’s column label. In this example, we chose to sort by Pay Date.

Edit Deduction Report Details
Customized View

CommentsCopy SelectedAdd NewDeleteExportMoreFilters

Sort: Pay Date (Ascending)

	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
--	--------	-----	------	----------	----------	-------------	------	-------------------	--------------	-------------

TAB 10

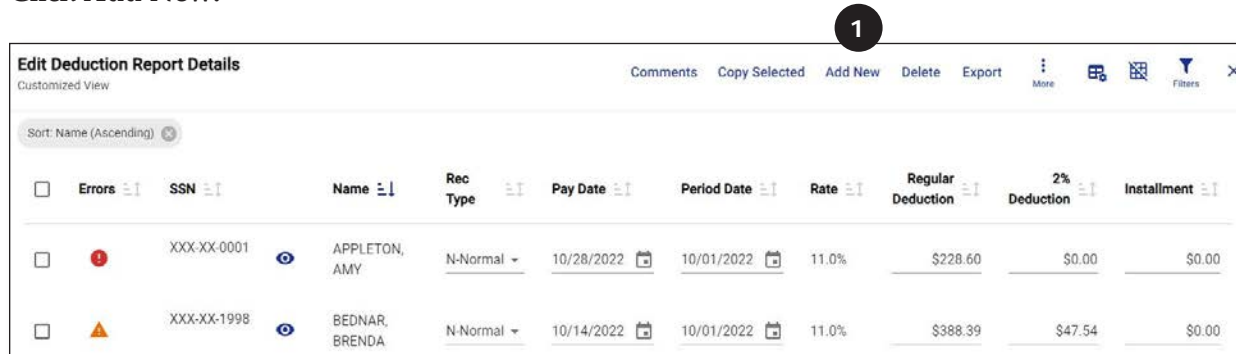
Add / Delete / Copy Records

Add a Record

It is rare that you would need to add a record to the deduction report manually, but it is sometimes necessary if an employee was not included in the text file from your payroll system.

Before adding a record to a deduction report, be sure that you do not have the report filtered by a single employee—you should see a full page of employees before starting this process.

1. Click **Add New**.



Edit Deduction Report Details
Customized View

Comments Copy Selected **Add New** Delete Export More Filters

Sort: Name (Ascending)

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	\$0.00
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	N-Normal	10/14/2022	10/01/2022	11.0%	\$388.39	\$47.54	\$0.00

2. In the blank row that appears, enter the employee's SSN (without the dashes) and then press **Tab** on your keyboard.



<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>		44444444							mm/dd/yyyy	mm/dd/yyyy

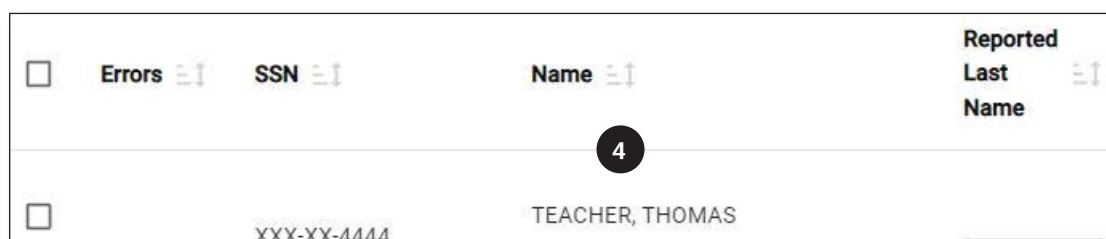
3. Select the radio button next to the employee's name when the *Search* box is displayed.



Search

Sort Name	SSN	Birth Date	Alt Identifier
<input type="radio"/>	TEACHER, THOMAS	XXX-XX-4444	

4. The employee's name should populate in the *Name* field.



<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name
<input type="checkbox"/>		XXX-XX-4444	TEACHER, THOMAS	

5. You do not need to enter the *Reported Last Name*, *Reported First Name*, *Reported Middle Initial* or the *Reported Suffix* fields unless there is a reported name change.

SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix
XXX-XX-4444	TEACHER, THOMAS				

6. *Rec Type*—Select “Normal” from the drop-down list unless you are creating an Adjustment or Retro record.

Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type
TEACHER, THOMAS					N-Normal

7. *Pay Date*—Enter the appropriate pay date for the record.

Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date
TEACHER, THOMAS					N-Normal	10/14/2022

8. *Period Date*—This field should auto-populate with the appropriate value (you will need to change this if you are creating an adjustment record).

Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
TEACHER, THOMAS					N-Normal	10/14/2022	10/01/2022

The Period Date should always be the first day of the month and year you are working on for Normal and Retro records.

9. *Rate*—This field cannot be edited. It will auto-populate when you click Apply at the end of this process.

Rec Type	Pay Date	Period Date	Rate
N-Normal	10/14/2022	10/01/2022	

10. *Regular Deduction*—Enter the regular deduction amount that was taken from the employee's paycheck.

Rate	Regular Deduction	2% Deduction	Installment
	\$217.83		

11. *2%*—If applicable, enter the 2% deduction amount taken from the employee's paycheck.

Rate	Regular Deduction	2% Deduction	Installment
	\$217.83	\$25.33	

12. *Installment*—Enter "0" in this field.

Rate	Regular Deduction	2% Deduction	Installment
	\$217.83	\$25.33	\$0.00

13. *Service Correct Code*—If applicable, you will need to add the service correct code after you click Apply. See Tab 15 for more information regarding Service Correction codes.

Regular Deduction	2% Deduction	Installment	Service Correct Code
\$217.83	\$25.33	\$0.00	

14. *Base*—Enter the gross eligible base earnings the employee was paid on this paycheck.

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33					

15. *Coach*—If applicable, enter any pay the employee received for athletic coaching. If the employee was not paid for coaching, enter “0.”

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33	\$0.00				

16. *Retro*—If applicable, enter any retro pay the employee received. If the employee did not receive any retro earnings, enter “0.”

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33	\$0.00	\$0.00			

17. *Long*—If applicable, enter any eligible longevity payment the employee received. If the employee did not receive any longevity earnings, enter “0.”

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33	\$0.00	\$0.00	\$0.00		

18. *Stipend*—If applicable, enter any eligible stipend payments the employee received. If the employee did not receive any stipend earnings, enter “0.”

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33	\$0.00	\$0.00	\$0.00	\$0.00	

19. *Premium*—Enter “0” in this field.

Base	Coach	Retro	Long	Stipend	Premium
\$2,420.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

20. *Ineligible*—If the employee was paid ineligible earnings, and

- deductions were accidentally taken on them, enter the amount of ineligible earnings.
- no MTRS deductions were taken on them, enter “0” in this field.

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
\$2,420.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

21. *FTE%*—Enter the appropriate full-time percentage the employee is working. This field should be entered as a whole number (e.g., for a 50% employee, enter “50”).

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%							

22. *FTE Code*—This field should be left blank unless the employee’s FT% changed from the prior monthly deduction report. If the FT% changed, select “OK-Verified” from the FTE Code drop-down list.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified						

23. *Salary*—Enter the full-time, non-adjusted annual salary from the salary schedule or individual contract.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified	\$125,857.00					

24. *Position*—Select the appropriate job title for the employee from the drop-down list.

FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
OK-Verified	\$125,857.00	<div> <div>24</div> <ul style="list-style-type: none"> Teacher Kindergarten Teacher Principal Assistant Principal Nurse Business Administrator Charter School Leader Collaborative Director Superintendent Assistant Superintendent Psychologist/Psychiatrist Social Worker Adjustment Counselor Guidance Counselor Physical Therapist Occupational Therapist Librarian Speech Pathologist/Therapist Other Coach </div>	12	26	12	
	\$62,982.00		12	26	12	
	\$86,801.00		10	26	12	
	\$86,801.00		10	26	12	
	\$51,656.00		10	26	LS	
	\$51,656.00		10	26	LS	
	\$120,000.00		12	26	12	
	\$120,000.00		12	26	12	

[Print Report](#)
[Export Summary Report](#)
[Cancel](#)
[Apply](#)
[Save](#)

25. *Contract Term*—Select the correct contract term from the drop-down list.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified	\$125,857.00	Assistant Superintendent	12			

*The Contract Term for year-round employees is typically 12.
The Contract Term for school-year employees is typically 10.*

26. *Pay Frequency*—Select the correct pay frequency from the drop-down list.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified	\$125,857.00	Assistant Superintendent	12	26		

For employees that start the year late, the Pay Frequency should be the pay cycle they are on and not the number of checks they will receive.

27. *Pay Duration*—Select the correct pay duration from the drop-down list.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified	\$125,857.00	Assistant Superintendent	12	26	12	

The Pay Duration for year-round employees is 12.

The Pay Duration for school-year employees is 12 if they are being paid over the summer.

The Pay Duration for school-year employees is LS if they are paid a lump sum at the end the school year.

The Pay Duration for a school-year employee is 10 if they are paid on a 21 or 22 pay frequency.

28. *Override*—This field should remain blank.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration	Override
50.00%	OK-Verified	\$125,857.00	Assistant Superintendent	12	26	12	

29. Click **Apply** in the bottom right corner of the report.

Edit Deduction Report Details
Default View

Comments Copy Selected Add New Delete Export More

ase	Coach	Retro	Long	Stipend	Premium	Ineligible	FTE%	FTE Code	Salary	Position	Contract Term
1,420.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	50.00%	OK-Verified	\$125,857.00	Assistant Superintendent	12
1,078.22	\$0.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%		\$62,982.00	Assistant Principal	12
1,338.50	\$0.00	\$33.00	\$192.31	\$0.00	\$0.00	\$0.00	100.00%		\$86,801.00	Teacher	10
1,338.50	\$0.00	\$33.00	\$192.31	\$0.00	\$0.00	\$0.00	100.00%		\$86,801.00	Teacher	10
1,192.06	\$0.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00%		\$51,656.00	Teacher	10
1,192.06	\$0.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00%		\$51,656.00	Teacher	10
1,615.38	\$0.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%		\$120,000.00	Superintendent	12

1 - 10 of 38
Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply Save

Delete a Record

1. Select the record that needs to be deleted by checking the box to the left of the SSN.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
1	<input checked="" type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/28/2022	10/01/2022	11.0%

2. Click **Delete**.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
2	<input checked="" type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/28/2022	10/01/2022	11.0%

3. Click **Yes**.

Confirm

Are you sure you want to delete?

Yes No

4. Click **Apply** in the bottom right corner of the report.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
	<input type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/14/2022	10/01/2022	11.0%

Total of all records

4

Export Exception Report Export Summary Report Cancel Apply Save

Records containing earnings and MTRS deductions should not be deleted even if the deductions were taken in error.

Copy a Record

The **Copy Selected** button is most often used when you need to create an adjustment record, but it can also be used when you must manually add more than one record for an employee. You can create the first record from scratch and then use the Copy Selected button to create the second and third records as needed (you will need to change the *Pay Date* on the additional records).

If you are copying a record you created from scratch using the **Add New** button, you must click **Apply** so that the newly created record is written to the database before you are able to copy it.

1. Select the record that needs to be copied by checking the box to the left of the SSN.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input checked="" type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/28/2022	10/01/2022	11.0%

2. Click **Copy Selected**.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input checked="" type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/28/2022	10/01/2022	11.0%

This will create an exact copy of the record you selected. You will then need to update some of the fields on the new record (e.g., Pay Date and, possibly, the earnings and deductions).

3. Click **Apply** after any needed changes are made.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Search: Name (pencil, patrick) Sort: Pay Date (Descending)

Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>	XXX-XX-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	10/14/2022	10/01/2022	11.0%

Total of all records

TAB 11

Filter Deduction Reports

The *Filter* button allows you to search the deduction report based on an individual field or combination of fields.

1. Click the Filters icon (▼)

Edit Deduction Report Details
Default View

Comments Copy Selected Add New Delete Export More Filters X

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Install
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	BEDNAR	BRENDA			N-Normal	10/14/2022	10/01/2022	11.0%	\$388.39	\$47.54	
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	BEDNAR	BRENDA			N-Normal	10/28/2022	10/01/2022	11.0%	\$388.39	\$47.54	
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH	BIOLOGY	BETH			N-Normal	10/14/2022	10/01/2022	11.0%	\$131.13	\$0.00	

When the report is not in Edit mode, the only filter options are Member Name, SSN or Exception message. When the report is in Edit mode, you can filter by any field in the report.

2. Select the field by which you want to filter, by clicking the ▼ to the left of the field name.

Filter by

Errors	▼
SSN	▼
Name	▼
Period Date	▼
FTE%	▼
Base	▼
Coach	▼
Long	▼
Stipend	▼
Premium	▼
Retro	▼
Ineligible	▼
Regular Deduction	▼
2% Deduction	▼
Installment	▼
Rate	▼
Reported Last Name	▼
Reported First Name	▼
Reported Middle Initial	▼
Reported Suffix	▼
Pay Date	▼

3. Enter your search criteria in the text box that is displayed.

Exception Filter

SSN

Name

3
×
Go

4. Click Go.

Exception Filter

SSN

Name

×
Go

5. This will return **all** the records that contain the text you entered in the filter row.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More

Search: Name (pencil) Sort: Pay Date (Descending)


<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		N-Normal	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0009		PENCIL, PAUL	PENCIL	PAUL		R-Retro	10/28/2022	10/01/2022	8.0%
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		A-Adjustment	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0009		PENCIL, PAUL	PENCIL	PAUL		R-Retro	10/14/2022	10/01/2022	8.0%
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		N-Normal	10/14/2022	10/01/2022	11.0%


Remove Filter Criteria





1. To clear an applied filter(s), click the  next to the Filter indicator bubble(s) you want to remove.

Edit Deduction Report Details


Customized View

Search: Member Name/SSN (pencil) 

Filter: Pay Dur (LS) 


<input type="checkbox"/>	Errors	SSN		Name 	Pay Duration
<input type="checkbox"/>		XXX-XX-0009		PENCIL, PAUL	LS 


Filter by New Criteria

1. Remove the current applied filters.
2. Click the Filters icon ()

Edit Deduction Report Details

Customized View

Search: Name (pencil) 

Sort: Pay Date (Descending) 


Comments (5)


Copy Selected


Add New


Delete


Export











More 









<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		N-Normal	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0009		PENCIL, PAUL	PENCIL	PAUL		R-Retro	10/28/2022	10/01/2022	8.0%
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		A-Adjustment	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0009		PENCIL, PAUL	PENCIL	PAUL		R-Retro	10/14/2022	10/01/2022	8.0%
<input type="checkbox"/>		XXX-XX-2003		PENCIL, PATRICK	PENCIL	PATRICK		N-Normal	10/14/2022	10/01/2022	11.0%

- Choose new criteria on which to filter and enter filter text. Click Go

Filter by
 Exception Filter
 SSN
 Name

- The new filter criteria and results are displayed.

Edit Deduction Report Details											
Customized View											
Search: Name (Amy) Sort: Pay Date (Descending)											
<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			A-Adjustment	10/28/2022	10/01/2022	11.0%

In this example, the filters for Name containing "Pencil" and Pay Duration equal to "LS" were removed and a new filter for employees with "Amy" in the Name field was applied.

Filter by more than one field

- Filter by the first choice.
- Click the Filters icon (▼) again.
- Enter the second filter criteria.
- This will return all the records that contain the two criteria you entered in the Filter.
- Repeat Steps 2 & 3 to add additional filter criteria.

Edit Deduction Report Details											
Customized View											
Search: Name (pencil) Filter: Pay Duration (LS)											
<input type="checkbox"/>	Errors	SSN	Name	Pay Duration							
<input type="checkbox"/>		XXX-XX-0009	PENCIL, PAUL	LS							
<input type="checkbox"/>		XXX-XX-0009	PENCIL, PAUL	LS							

In this example, the report is filtered by employees with "Pencil" in the Name field and also with a Pay Duration of "LS,"

TAB 12

Modify Records

The modify function allows you to update data in the deduction report for multiple employees all at once.

Before using the Modify features, you must click APPLY so that any prior changes are saved.

There are two modify options in MyTRS.

6. **Modify Selected** – this will modify only the records that have been checked on an individual page.
7. **Modify** – this function works in two ways:
 - b. **If no filter is engaged**, then using the Modify function will modify EVERY record in the report.
 - c. **If a filter is engaged**, then using the Modify function will modify every record within the filtered set of data (across multiple pages if applicable).

Modify Selected

1. Filter by the criteria that the employees have in common.

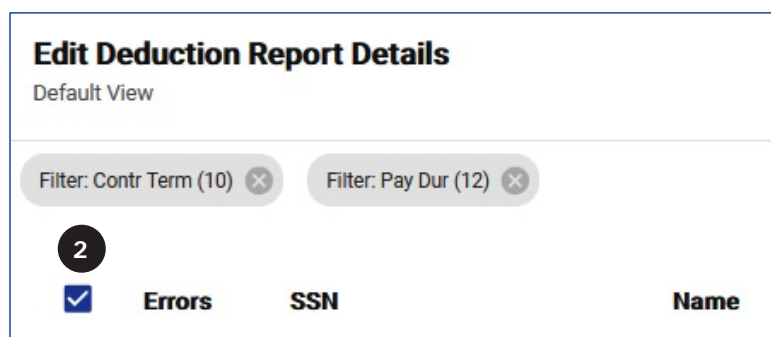
In this case, we're looking for employees who have a Contract Term of "10" and a Pay Duration of "12." These employees should really have a pay duration of LS since your school only offers a lump sum in June.



The screenshot shows a dialog box titled "Edit Deduction Report Details" with a "Default View" label. Below the title, there are two filter buttons: "Filter: Contr Term (10)" and "Filter: Pay Dur (12)". Both buttons have a circled "1" above them, indicating they are the first step in the process.

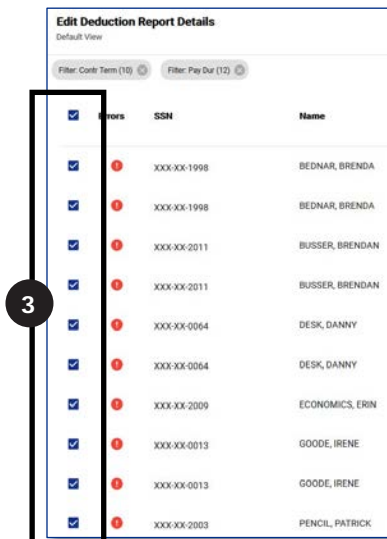
This will bring up all employees in the deduction report who have a Contract Term of "10" and a Pay Dur of "12."

2. Check the select box in the column header row.

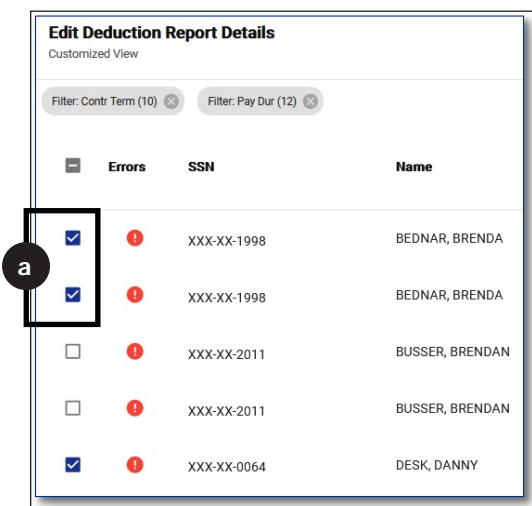


The screenshot shows the same dialog box as before, but now with a table header row visible. The first column has a checked select box (indicated by a circled "2") and a blue checkmark icon. The other columns are labeled "Errors", "SSN", and "Name".

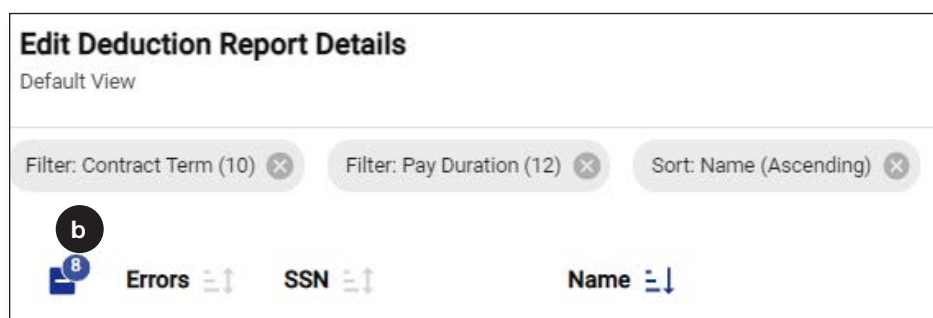
3. This will select every employee on **the current** page only. If you have multiple pages, you will need to modify and apply the changes one page at a time.



- a. If there is an employee on the list who should not be modified, simply uncheck the Select check box next to their record(s). In this example, Brendan Busser should not be modified, so his two records have been unselected.



- b. There is a call out above the select check box showing how many records will be updated.



4. Click **More**, then **Modify Selected**.

Edit Deduction Report Details
Default View

Filter: Contract Term (10) Filter: Pay Duration (12) Sort: Name (Ascending)

Comments Copy Selected Add New Delete Export More Filters

4 Modify Selected
Modify

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date
<input checked="" type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	BEDNAR	BRENDA			N-Normal	10/14/2022
<input checked="" type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	BEDNAR	BRENDA			N-Normal	10/28/2022
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/14/2022
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/28/2022
<input checked="" type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022
<input checked="" type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022

Be sure to click **Modify Selected** since the **Modify** option will modify ALL of the records in the report, not just the employees selected.

5. This message will be displayed.

Confirm

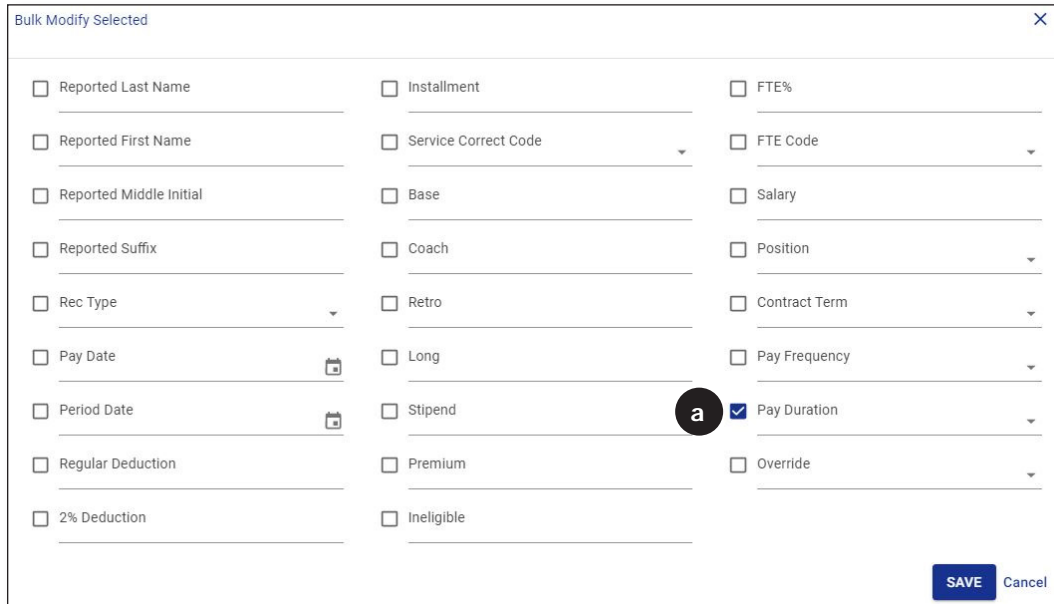
If you have unsaved changes on some records, bulk-modifying will overwrite all unsaved changes. Would you like to proceed?

Yes **No**

- If you have clicked Apply PRIOR to this step, click **Yes**.
- If you have NOT clicked Apply PRIOR to this step, click **No**.
 - Click **Apply** and then start the modify process over.

6. In the *Bulk Modify Selected* popup screen, go to the field that needs to be updated. In this example, we are updating the *Pay Duration* field.

a. Check the box next to the field you need to update.

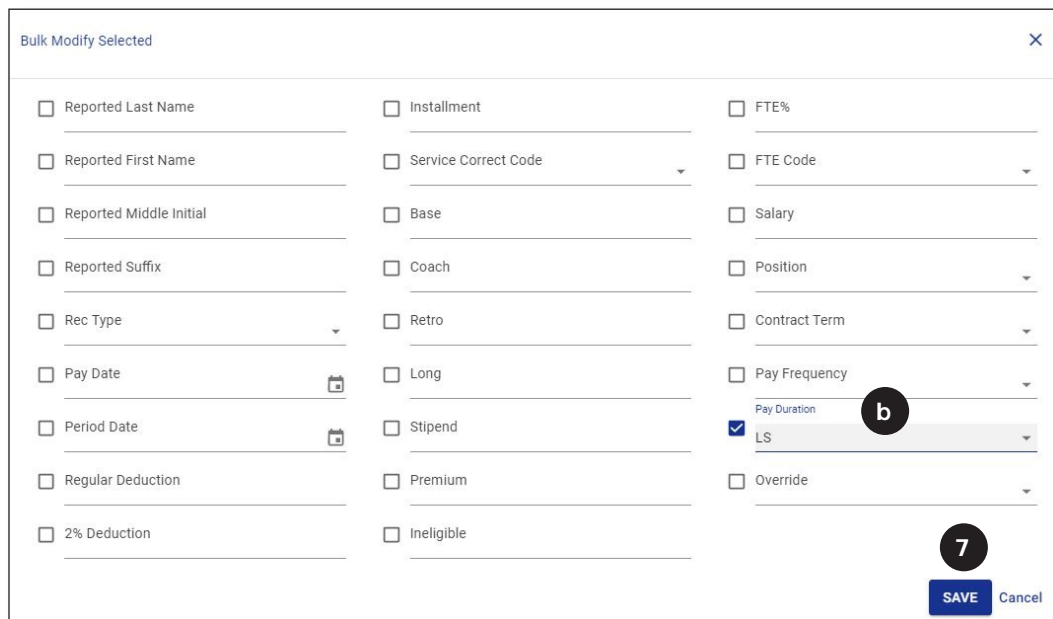


The screenshot shows the 'Bulk Modify Selected' popup screen. It contains a grid of fields, each with a checkbox. The 'Pay Duration' field is checked. A callout 'a' points to the checkbox for 'Pay Duration'.

<input type="checkbox"/> Reported Last Name	<input type="checkbox"/> Installment	<input type="checkbox"/> FTE%
<input type="checkbox"/> Reported First Name	<input type="checkbox"/> Service Correct Code	<input type="checkbox"/> FTE Code
<input type="checkbox"/> Reported Middle Initial	<input type="checkbox"/> Base	<input type="checkbox"/> Salary
<input type="checkbox"/> Reported Suffix	<input type="checkbox"/> Coach	<input type="checkbox"/> Position
<input type="checkbox"/> Rec Type	<input type="checkbox"/> Retro	<input type="checkbox"/> Contract Term
<input type="checkbox"/> Pay Date	<input type="checkbox"/> Long	<input type="checkbox"/> Pay Frequency
<input type="checkbox"/> Period Date	<input type="checkbox"/> Stipend	<input checked="" type="checkbox"/> Pay Duration
<input type="checkbox"/> Regular Deduction	<input type="checkbox"/> Premium	<input type="checkbox"/> Override
<input type="checkbox"/> 2% Deduction	<input type="checkbox"/> Ineligible	

SAVE Cancel

b. Enter the new value in this field. In this example, we are changing the *Pay Duration* field to “LS” for lump sum.



The screenshot shows the 'Bulk Modify Selected' popup screen. The 'Pay Duration' field is checked, and the value 'LS' is entered. A callout 'b' points to the dropdown menu for 'Pay Duration'.

<input type="checkbox"/> Reported Last Name	<input type="checkbox"/> Installment	<input type="checkbox"/> FTE%
<input type="checkbox"/> Reported First Name	<input type="checkbox"/> Service Correct Code	<input type="checkbox"/> FTE Code
<input type="checkbox"/> Reported Middle Initial	<input type="checkbox"/> Base	<input type="checkbox"/> Salary
<input type="checkbox"/> Reported Suffix	<input type="checkbox"/> Coach	<input type="checkbox"/> Position
<input type="checkbox"/> Rec Type	<input type="checkbox"/> Retro	<input type="checkbox"/> Contract Term
<input type="checkbox"/> Pay Date	<input type="checkbox"/> Long	<input type="checkbox"/> Pay Frequency
<input type="checkbox"/> Period Date	<input type="checkbox"/> Stipend	<input checked="" type="checkbox"/> Pay Duration
<input type="checkbox"/> Regular Deduction	<input type="checkbox"/> Premium	<input type="checkbox"/> Override
<input type="checkbox"/> 2% Deduction	<input type="checkbox"/> Ineligible	

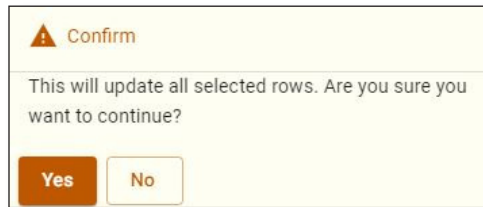
LS

7

SAVE Cancel

7. Click **Save**. Clicking Save will save the changes to the report. If you have multiple pages to update, you do not need to click Apply before moving to the next page.

8. The following message will be displayed.



- a. If you are ready to modify the data, click **Yes**.
- b. If you need to make additional changes or want to cancel the change, click **No**.

Modify

This function works in two ways:

- If a filter is engaged**, then using the Modify function will modify every record within the filtered set of data (across multiple pages if applicable).
- If no filter is engaged**, then using the Modify function will modify EVERY record in the report.

Modify all records within a filtered subset of data

The Modify function can be used to update each record after a filter has been applied. This will allow you to update each record within the filtered data without having to apply the updates on each page individually.

- Filter by the value that each employee you need to update has in common. In this example, we are looking for any employee that has \$500 listed in the Premium field. 16 records meet this criterion, across two pages.

Edit Deduction Report Details

Customized View

Comments

Copy Selected

Add New

Delete

Export

More

Filters

Search: Premium (\$500)

1

<input type="checkbox"/>	Errors	SSN	Name	Premium	Ineligible	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate	Regular Deduction
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	\$500.00	\$0.00	BEDNAR	BRENDA			N-Normal	10/14/2022	10/01/2022	11.0%	\$388.35
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH	\$500.00	\$0.00	BIOLOGY	BETH			N-Normal	10/14/2022	10/01/2022	11.0%	\$131.11
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	\$500.00	\$0.00	BUSSEY	BRENDAN			N-Normal	10/14/2022	10/01/2022	11.0%	\$205.04
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	\$500.00	\$0.00	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022	9.0%	\$382.76
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	\$500.00	\$0.00	DESK	DANNY			N-Normal	10/14/2022	10/01/2022	7.0%	\$273.86
<input type="checkbox"/>		XXX-XX-0010	EASEL, EMMA	\$500.00	\$0.00	EASEL	EMMA			N-Normal	10/14/2022	10/01/2022	7.0%	\$210.00
<input type="checkbox"/>		XXX-XX-2009	ECONOMICS, ERIN	\$500.00	\$0.00	ECONOMICS	ERIN			N-Normal	10/28/2022	10/01/2022	11.0%	\$177.65
<input type="checkbox"/>		XXX-XX-0002	GEBA, AL	\$500.00	\$0.00	GEBA	AL			N-Normal	10/14/2022	10/01/2022	11.0%	\$275.94
<input type="checkbox"/>		XXX-XX-0013	NAME, IDENE	\$500.00	\$0.00	NAME	IDENE			N-Normal	10/14/2022	10/01/2022	11.0%	\$335.01

1 - 10 of 16

<

<

Page

1

of 2

>

>

Export Exception Report

Export Summary Report

Cancel

Apply

Save

- Click **More**, then **Modify**.

Edit Deduction Report Details

Customized View

CommentsCopy SelectedAdd NewDeleteExportMore

2

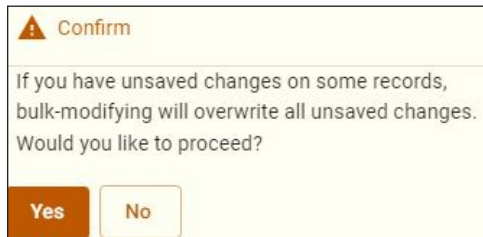
Modify Selected

Modify

Search: Premium (500)

<input type="checkbox"/>			BIONDOLILLO, BETH	\$500.00	\$0.00	BIOLOGY	BETH			N-Normal	10/14/2022	10/01/2022	11.0%	\$131.11	
<input type="checkbox"/>			XXX-XX-2011	BUSSEY, BRENDAN	\$500.00	\$0.00	BUSSEY	BRENDAN			N-Normal	10/14/2022	10/01/2022	11.0%	\$205.04
<input type="checkbox"/>			XXX-XX-0061	CALCULUS, CHRIS	\$500.00	\$0.00	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022	9.0%	\$382.76
<input type="checkbox"/>			XXX-XX-0064	DESK, DANNY	\$500.00	\$0.00	DESK	DANNY			N-Normal	10/14/2022	10/01/2022	7.0%	\$273.86

3. This message will be displayed.



- a. If you have clicked Apply PRIOR to this step, click **Yes**.
 - b. If you have NOT clicked Apply PRIOR to this step, click **No**.
 - Click **Apply** and then start the modify process over.
4. In the *Modify Multiple Values* pop up screen that opens, go to the field that needs to be updated. In this example, the \$500 is an ineligible bonus and should be reported in the Ineligible field instead of the Premium field so we are updating the *Premium* and *Ineligible* fields.
- a. Check the box next to the field(s) you need to update.

A screenshot of the "Modify Multiple Values" form. It has a title bar with a close button (X). The form is divided into three columns of fields. The first column contains: Premium (checked), Ineligible (checked), Reported Last Name, Reported First Name, Reported Middle Initial, Reported Suffix, Rec Type, Pay Date, and Period Date. The second column contains: Regular Deduction, 2% Deduction, Installment, Service Correct Code, Base, Coach, Retro, Long, and Stipend. The third column contains: FTE%, FTE Code, Salary, Position, Contract Term, Pay Frequency, Pay Duration, and Override. At the bottom right are "SAVE" and "Cancel" buttons. A black circle with the letter "a" is placed over the checked boxes in the first column.

- b. Enter the new values in the appropriate fields.
- c. Click Save.

Modify Multiple Values

<input checked="" type="checkbox"/> \$0.00	<input type="checkbox"/> Regular Deduction	<input type="checkbox"/> FTE%
<input checked="" type="checkbox"/> Ineligible \$500.00	<input type="checkbox"/> 2% Deduction	<input type="checkbox"/> FTE Code
<input type="checkbox"/> Reported Last Name	<input type="checkbox"/> Installment	<input type="checkbox"/> Salary
<input type="checkbox"/> Reported First Name	<input type="checkbox"/> Service Correct Code	<input type="checkbox"/> Position
<input type="checkbox"/> Reported Middle Initial	<input type="checkbox"/> Base	<input type="checkbox"/> Contract Term
<input type="checkbox"/> Reported Suffix	<input type="checkbox"/> Coach	<input type="checkbox"/> Pay Frequency
<input type="checkbox"/> Rec Type	<input type="checkbox"/> Retro	<input type="checkbox"/> Pay Duration
<input type="checkbox"/> Pay Date	<input type="checkbox"/> Long	<input type="checkbox"/> Override
<input type="checkbox"/> Period Date	<input type="checkbox"/> Stipend	

SAVE Cancel

5. The following message will be displayed.

Confirm

This will update all selected rows. Are you sure you want to continue?

Yes **No**

- a. If you are ready to modify the data, click **Yes**.
- b. If you need to make additional changes or want to cancel the change, click **No**.

- When the modification completes, confirm that the data has been updated to the value you were expecting. In this example, we were updating the Premium field to \$0 and the Ineligible field to \$500 (essentially moving the \$500 that had been in the Premium field to the Ineligible field).

You can see below that the change has been completed.

Name	Premium	Ineligible
BEDNAR, BRENDA	\$0.00	\$500.00
BIONDOLILLO, BETH	\$0.00	\$500.00
BUSSER, BRENDAN	\$0.00	\$500.00
CALCULUS, CHRIS	\$0.00	\$500.00
DESK, DANNY	\$0.00	\$500.00
EASEL, EMMA	\$0.00	\$500.00
ECONOMICS, ERIN	\$0.00	\$500.00
GEBRA, AL	\$0.00	\$500.00

- You do not need to click **Apply** to save the changes made. The data is automatically saved during the modification process.

Modify EVERY record in the report

It is very rare that you would need to modify **every** record in a report, but the capability is available if needed.

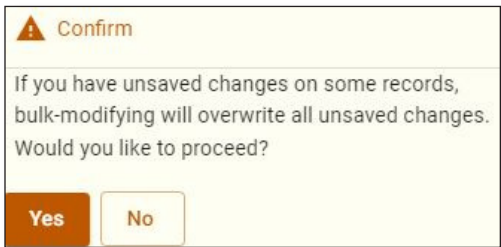
In this example, the base earnings are reported in the *Base* field (correct) and in the *Retro* field (incorrect). The earnings in the *Retro* field need to be changed to “\$0” on every record in the report.

- 1. Click **More**, then **Modify**.



The Base and Retro fields were moved to be next to the Name field for illustrative purposes for this guide.

- 2. This message will be displayed.



- a. If you have clicked Apply PRIOR to this step, click **Yes**.
- b. If you have NOT clicked Apply PRIOR to this step, click **No**.
 - Click **Apply** and then start the modify process over.

3. In the *Modify Multiple Values* pop up screen that opens, go to the field that needs to be updated. In this example, we are updating the *Retro* field.

a. Check the box next to the field you need to update.

Modify Multiple Values

<input type="checkbox"/> Base	<input type="checkbox"/> Regular Deduction	<input type="checkbox"/> FTE%
<input checked="" type="checkbox"/> Retro	<input type="checkbox"/> 2% Deduction	<input type="checkbox"/> FTE Code
<input type="checkbox"/> Reported Last Name	<input type="checkbox"/> Installment	<input type="checkbox"/> Salary
<input type="checkbox"/> Reported First Name	<input type="checkbox"/> Service Correct Code	<input type="checkbox"/> Position
<input type="checkbox"/> Reported Middle Initial	<input type="checkbox"/> Coach	<input type="checkbox"/> Contract Term
<input type="checkbox"/> Reported Suffix	<input type="checkbox"/> Long	<input type="checkbox"/> Pay Frequency
<input type="checkbox"/> Rec Type	<input type="checkbox"/> Stipend	<input type="checkbox"/> Pay Duration
<input type="checkbox"/> Pay Date	<input type="checkbox"/> Premium	<input type="checkbox"/> Override
<input type="checkbox"/> Period Date	<input type="checkbox"/> Ineligible	

SAVE Cancel

Continued on next page →

- b. Enter the new value in this field. In this example, we are changing the *Retro* field to “0.”
- c. Click **Save**.

Modify Multiple Values

<input type="checkbox"/> Base	<input type="checkbox"/> Regular Deduction	<input type="checkbox"/> FTE%
<input checked="" type="checkbox"/> Retro 0.00	<input type="checkbox"/> 2% Deduction	<input type="checkbox"/> FTE Code
<input type="checkbox"/> Reported Last Name	<input type="checkbox"/> Installment	<input type="checkbox"/> Salary
<input type="checkbox"/> Reported First Name	<input type="checkbox"/> Service Correct Code	<input type="checkbox"/> Position
<input type="checkbox"/> Reported Middle Initial	<input type="checkbox"/> Coach	<input type="checkbox"/> Contract Term
<input type="checkbox"/> Reported Suffix	<input type="checkbox"/> Long	<input type="checkbox"/> Pay Frequency
<input type="checkbox"/> Rec Type	<input type="checkbox"/> Stipend	<input type="checkbox"/> Pay Duration
<input type="checkbox"/> Pay Date	<input type="checkbox"/> Premium	<input type="checkbox"/> Override
<input type="checkbox"/> Period Date	<input type="checkbox"/> Ineligible	

SAVE Cancel

4. The following message will be displayed.

Confirm

This will update all selected rows. Are you sure you want to continue?

Yes **No**

- a. If you are ready to modify the data, click **Yes**.
- b. If you need to make additional changes or want to cancel the change, click **No**.

- When the modification completes, confirm that the data has been updated to the value you were expecting. In this example, we were updating the *Retro* field to “0” for every employee in the report.

You can see below that the change has been completed.

Name	Base	Retro
BEDNAR, BRENDA	\$3,338.50	\$0.00
BIONDOLILLO, BETH	\$1,192.06	\$0.00
BOSS, BERNARD	\$4,615.38	\$0.00
BUSSER, BRENDAN	\$1,864.21	\$0.00
CALCULUS, CHRIS	\$3,479.68	\$0.00
DESK, DANNY	\$2,489.64	\$0.00
EASEL, EMMA	\$2,500.00	\$0.00
GEBRA, AL	\$2,508.63	\$0.00
GOODE, IRENE	\$3,045.77	\$0.00
HISTORY, HANK PHD	\$2,682.50	\$0.00

- You do not need to click **Apply** to save the changes made. The data is automatically saved during the modification process.

TAB 13

Rearrange / Hide Columns


The columns in the deduction report are set to a default order but can be moved around or hidden as needed. This is helpful if you need to update data for a large group of people.

Rearrange Columns

1. Click the **Customize Columns** icon (.

Edit Deduction Report Details
Default View

Comments Copy Selected Add New Delete Export More Filters

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>		XXX-XX-0001	 APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0011	 BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0011	 BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-2011	 BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/14/2022	10/01/2022

2. This will open the *Customize Columns* screen.

Edit Deduction Report Details
Default View

Comments Copy Selected Add New Delete Export More Filters

Customize Columns

Available Columns

Search

Used Columns

Search

- ☐ Errors
- ☐ SSN
- ☐ Name
- ☐ Reported Last Name
- ☐ Reported First Name
- ☐ Reported Middle Initial
- ☐ Reported Suffix
- ☐ Rec Type
- ☐ Pay Date

Apply Close

3. Click the **=** icon to the right of the first column you would like to move. In this example, we are going to move the *Salary*, *FTE%* and *Position* fields up in the list so they will appear after the *Name* field. Each column will need to be moved separately.

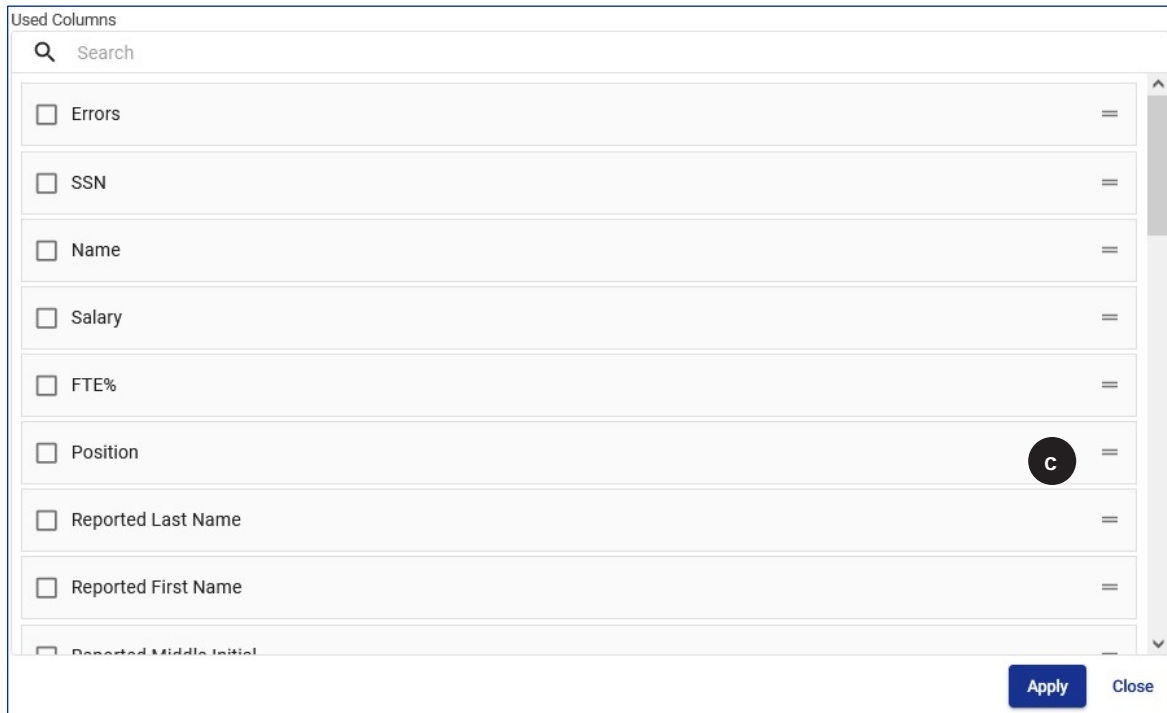
- a. Click and drag the *Salary* field to below the *Name* field.

The screenshot shows a window titled "Used Columns" with a search bar at the top. Below the search bar is a list of fields, each with a checkbox on the left and a move icon (three horizontal lines) on the right. The fields listed are: Retro, Long, Stipend, Premium, Ineligible, FTE%, FTE Code, Salary, and Position. The "Salary" field is highlighted with a black circle and the letter "a" next to its move icon. At the bottom right of the window are "Apply" and "Close" buttons.

- b. Click and drag the *FTE%* field to below the *Salary* field.

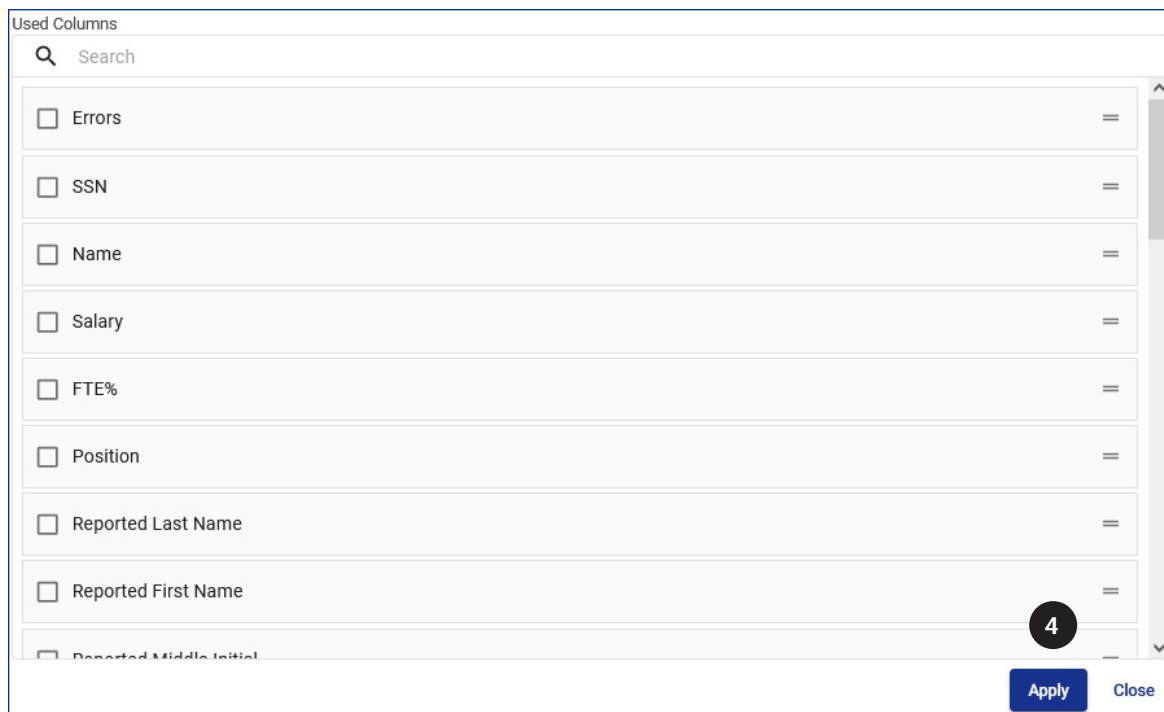
The screenshot shows a window titled "Used Columns" with a search bar at the top. Below the search bar is a list of fields, each with a checkbox on the left and a move icon (three horizontal lines) on the right. The fields listed are: Errors, SSN, Name, Salary, FTE%, Reported Last Name, Reported First Name, and Reported Middle Initial. The "FTE%" field is highlighted with a black circle and the letter "b" next to its move icon. At the bottom right of the window are "Apply" and "Close" buttons.

- c. Click and drag the *Position* field to below the *FTE%* field.



The screenshot shows a 'Used Columns' dialog box with a search bar and a list of fields. The fields are: Errors, SSN, Name, Salary, FTE%, Position, Reported Last Name, Reported First Name, and Reported Middle Initial. The 'Position' field is highlighted with a black circle containing the letter 'C', indicating it is being moved. The 'FTE%' field is also highlighted with a black circle containing the letter 'C', indicating it is the target location. The 'Apply' and 'Close' buttons are at the bottom right.

4. Click **Apply** once you have moved the necessary fields.



The screenshot shows the same 'Used Columns' dialog box as before. The 'Position' field is now below the 'FTE%' field. The 'Apply' button is highlighted with a black circle containing the number '4', indicating it is the next step to click. The 'Close' button is also visible at the bottom right.

5. Click **Close** to close the *Customizable Columns* screen.

Used Columns

Search

- ☐ Errors
- ☐ SSN
- ☐ Name
- ☐ Salary
- ☐ FTE%
- ☐ Position
- ☐ Reported Last Name
- ☐ Reported First Name
- ☐ Reported Middle Initial

4

Apply Close

6. You will now see the Salary, FTE% and Position fields are right next to the Name field.

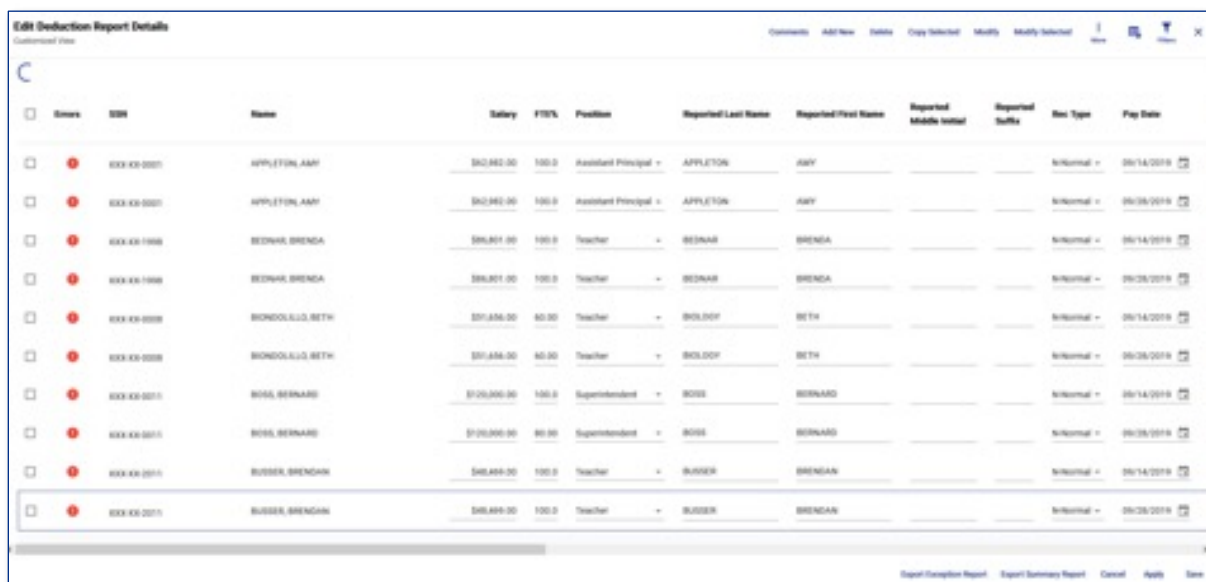
Edit Deduction Report Details
Customized View

<input type="checkbox"/>	Errors	SSN	Name	Salary	FTE%	Position
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	\$62,982.00	100.0	Assistant Principal
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	\$62,982.00	100.0	Assistant Principal
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	\$86,801.00	100.0	Teacher
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	\$86,801.00	100.0	Teacher
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH	\$51,656.00	60.00	Teacher
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH	\$51,656.00	60.00	Teacher
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	\$120,000.00	100.0	Superintendent
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	\$120,000.00	80.00	Superintendent
<input type="checkbox"/>		XXX-XX-2011	BUSSER, BRENDAN	\$48,469.00	100.0	Teacher
<input type="checkbox"/>		XXX-XX-2011	BUSSER, BRENDAN	\$48,469.00	100.0	Teacher

6

7. To return the columns back to the default order:

- a. Click the Customize Columns icon ().

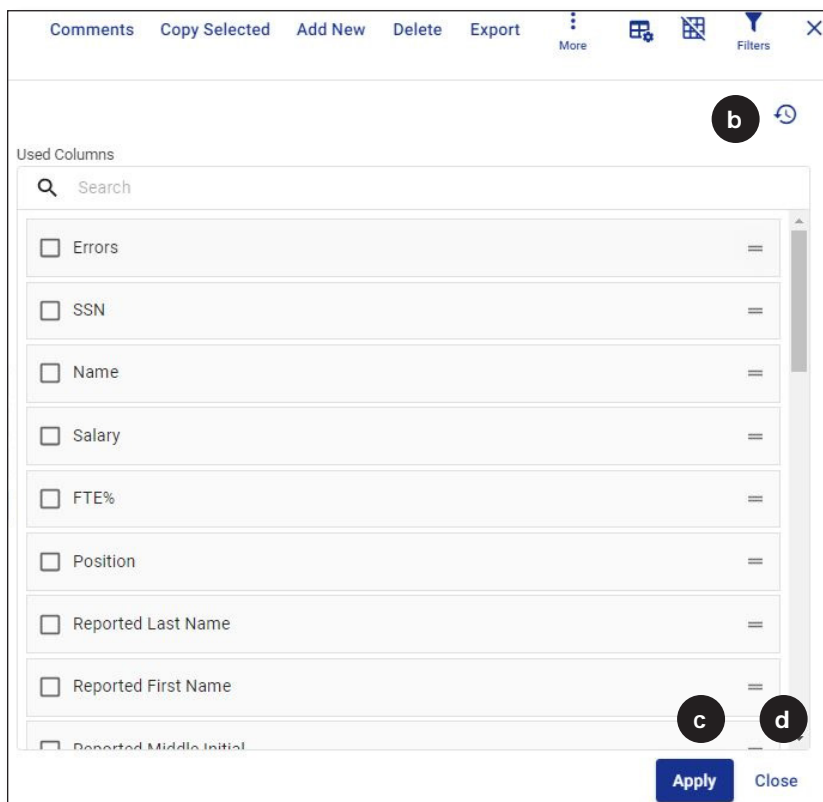


Errors	SSN	Name	Salary	FTE%	Position	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Acc. Type	Pay Date
	XXX-XX-XXXX	APPLETON, AMY	\$62,962.00	100.0	Assistant Principal	APPLETON	AMY			Normal	09/14/2019
	XXX-XX-XXXX	APPLETON, AMY	\$62,962.00	100.0	Assistant Principal	APPLETON	AMY			Normal	09/08/2019
	XXX-XX-XXXX	BERNAL, BRENDA	\$56,801.00	100.0	Teacher	BERNAL	BRENDA			Normal	09/14/2019
	XXX-XX-XXXX	BERNAL, BRENDA	\$56,801.00	100.0	Teacher	BERNAL	BRENDA			Normal	09/08/2019
	XXX-XX-XXXX	BONDOLUO, BETH	\$57,456.00	80.00	Teacher	BONDOLUO	BETH			Normal	09/14/2019
	XXX-XX-XXXX	BONDOLUO, BETH	\$57,456.00	80.00	Teacher	BONDOLUO	BETH			Normal	09/08/2019
	XXX-XX-XXXX	BOSS, BERNARD	\$725,000.00	100.0	Superintendent	BOSS	BERNARD			Normal	09/14/2019
	XXX-XX-XXXX	BOSS, BERNARD	\$725,000.00	80.00	Superintendent	BOSS	BERNARD			Normal	09/08/2019
	XXX-XX-XXXX	BUSSEY, BRENDAN	\$48,499.00	100.0	Teacher	BUSSEY	BRENDAN			Normal	09/14/2019
	XXX-XX-XXXX	BUSSEY, BRENDAN	\$48,499.00	100.0	Teacher	BUSSEY	BRENDAN			Normal	09/08/2019

- b. Click the blue  icon.

- c. Click **Apply**.

- d. Click **Close** to close the *Customizable Columns* screen.



Comments Copy Selected Add New Delete Export More Filters

Used Columns

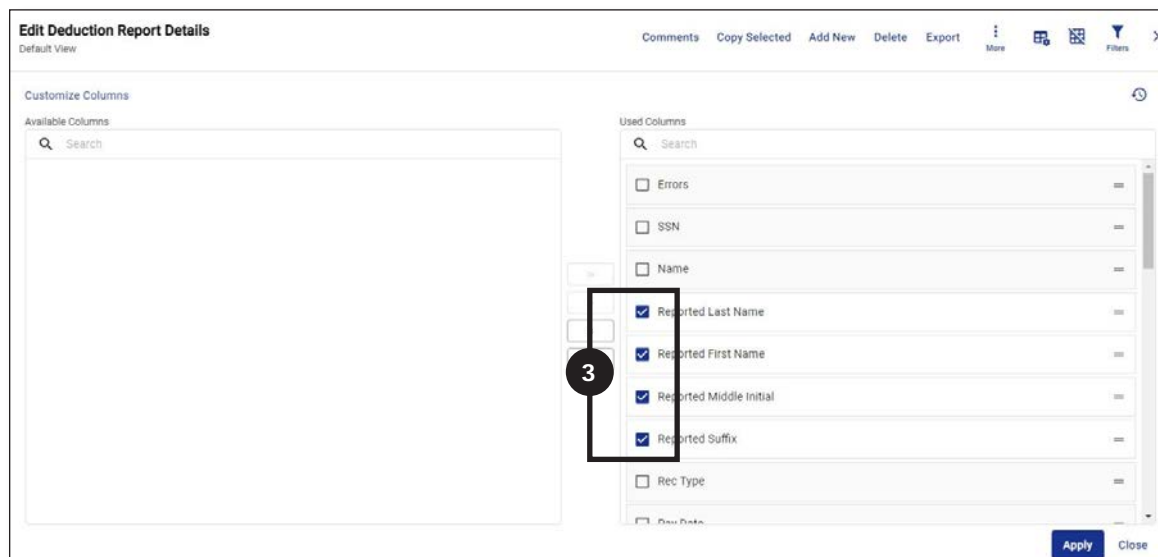
Search

- ☐ Errors
- ☐ SSN
- ☐ Name
- ☐ Salary
- ☐ FTE%
- ☐ Position
- ☐ Reported Last Name
- ☐ Reported First Name
- ☐ Reported Middle Initial

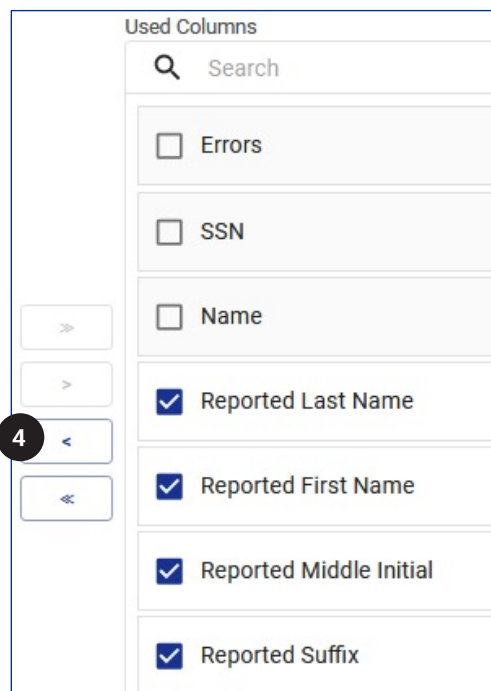
c **d**

Apply Close

3. Check the box to the left of the Column(s) you want to hide. In this example we are hiding the *Reported Last Name*, *Reported First Name*, *Reported Middle Initial* and *Reported Suffix* fields.



4. Click the button with the < icon to move the selected columns to the *Available Columns* section on the left half of the screen.



5. The selected columns should now be listed on the left side of the screen.

The screenshot shows the 'Edit Deduction Report Details' window with the 'Customize Columns' dialog open. The 'Available Columns' list on the left contains: Reported Last Name, Reported First Name, Reported Middle Initial, and Reported Suffix. The 'Used Columns' list on the right contains: Errors, SSN, Name, Rec Type, Pay Date, Period Date, Rate, Regular Deduction, and Deduction. A black box highlights the 'Available Columns' list, and a circled '5' is placed above it. The 'Apply' button is at the bottom right.

6. Click **Apply**.


This screenshot is identical to the previous one, but with a circled '6' placed over the 'Apply' button at the bottom right of the 'Customize Columns' dialog.































7. Click **Close** to close the *Customizable Columns* screen.

This screenshot is identical to the previous ones, but with a circled '7' placed over the 'Close' button at the bottom right of the 'Customize Columns' dialog.

8. You will now see that those fields are no longer visible on the deduction report. The *Rec Type* column now is right next to the *Name* column.

Edit Deduction Report Details
Customized View































<input type="checkbox"/>	Errors	SSN	Name	8	Rec Type	Pay Date	Period Date
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY		N-Normal ▾	09/14/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY		N-Normal ▾	09/28/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA		N-Normal ▾	09/14/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA		N-Normal ▾	09/28/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH		N-Normal ▾	09/14/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-0008	BIONDOLILLO, BETH		N-Normal ▾	09/28/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD		N-Normal ▾	09/14/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD		N-Normal ▾	09/28/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN		N-Normal ▾	09/14/2019 	09/01/2019 
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN		N-Normal ▾	09/28/2019 	09/01/2019 

9. To return the columns back to the default order:

a. Click the **Customize Columns** icon ().

Edit Deduction Report Details
Customized View




Comments Copy Selected Add New Delete Export More    X



<input type="checkbox"/>	Errors 	SSN 	Name 	Rec Type 	Pay Date 	Period Date 	Rate 	Regular Deduction 	2% Deduction 	Installment 
<input type="checkbox"/>		XXX-XX-0001	 APPLETON, AMY	N-Normal ▾	10/28/2022 	10/01/2022 	11.0%	\$228.60	\$0.00	\$0.
<input type="checkbox"/>		XXX-XX-0011	 BOSS, BERNARD	N-Normal ▾	10/14/2022 	10/01/2022 	11.0%	\$507.69	\$0.00	\$0.
<input type="checkbox"/>		XXX-XX-0011	 BOSS, BERNARD	N-Normal ▾	10/28/2022 	10/01/2022 	11.0%	\$384.15	\$0.00	\$0.
<input type="checkbox"/>		XXX-XX-2011	 BUSSEY, BRENDAN	N-Normal ▾	10/14/2022 	10/01/2022 	11.0%	\$205.06	\$0.00	\$0.

b. Click the blue  icon.


c. Click **Apply**.

d. Click **Close** to close the *Customizable Columns* screen.

Comments Copy Selected Add New Delete Export More    X

Used Columns

 Search

☐ Errors =

☐ SSN =

☐ Name =

☐ Rec Type =



☐ Pay Date =

☐ Period Date =

☐ Rate =

☐ Regular Deduction =

☐ 2% Deduction =


 

TAB 14

View a Single Record

Since the deduction report contains so much data, you need to scroll horizontally to the right or left to see all the fields. However, you can also view each record's data in a condensed window by using the *Single Record View* function.

1. Select the record you would like to view.

	Errors	SSN	Name	Reported Last Name
1	<input checked="" type="checkbox"/>		XXX-XX-0001 	APPLETON, AMY APPLETON

2. Click **Show Single Record View** icon ().



3. The data will now be displayed alone in a condensed screen.

Period Date		Rate	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date
10/01/2022		11.0%	APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022
			Regular Deduction	2% Deduction	Installment	Service Correct Code	Base	Coach	Retro
		\$228.60		\$0.00	\$0.00	MH-Mid-year Hire	\$2,078.22	\$0.00	\$0.00
Long		Stipend	Premium	Ineligible	FTE%	FTE Code	Salary	Position	Contract Term
\$0.00		\$0.00	\$0.00	\$0.00	100.00%		\$62,982.00	Assistant Principal	12
Pay Frequency		Pay Duration	Override						
26		12							

Record 1 of 33

4. You can navigate between records by using the arrows at the bottom of the window.

	XXX-XX-0001			Name APPLETON, AMY	Reported Last Name APPLETON	Reported First Name AMY	Reported Middle Initial 	Reported Suffix ,	Rec Type N-Normal	Pay Date 10/28/2022	
Period Date 10/01/2022	Rate 11.0%	Regular Deduction \$228.60	2% Deduction \$0.00	Installment \$0.00	Service Correct Code MH-Mid-year Hire	Base \$2,078.22	Coach \$0.00	Retro \$0.00			
Long \$0.00	Stipend \$0.00	Premium \$0.00	Ineligible \$0.00	FTE% 100.00%	FTE Code 	Salary \$62,982.00	Position Assistant Principal	Contract Term 12			
Pay Frequency 26	Pay Duration 12	Override 									

Record 1 of 33

- Changes to records can be made and saved in the Single Record View. Make any needed changes on a record, then click **Apply**.

XXX-XX-0001		Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date
		APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022
Period Date	Rate	Regular Deduction	2% Deduction	Installment	Service Correct Code	Base	Coach	Retro
10/01/2022	11.0%	\$228.60	\$0.00	\$0.00	MH-Mid-year Hire	\$2,078.22	\$0.00	\$0.00
Long	Stipend	Premium	Ineligible	FTE%	FTE Code	Salary	Position	Contract Term
\$0.00	\$0.00	\$0.00	\$0.00	100.00%		\$62,982.00	Assistant Principal	12
Pay Frequency	Pay Duration							
26	12	Override						

Record 1 of 33

6. To return to the grid view, click the *Show Grid View* icon ().

Edit Deduction Report Details

Default View

[Comments](#)
[Copy Selected](#)
[Add New](#)
[Delete](#)
[Export](#)
More

Filters

	XXX-XX-0001		Name APPLETON, AMY	Reported Last Name APPLETON	Reported First Name AMY	Reported Middle Initial 	Reported Suffix 	Rec Type N-Normal	Pay Date 10/28/2022
Period Date	Rate		Regular Deduction	2% Deduction	Installment	Service Correct Code	Base	Coach	Retro
10/01/2022	11.0%		\$228.60	\$0.00	\$0.00	MH-Mid-year Hire	\$2,078.22	\$0.00	\$0.00
Long	Stipend		Premium	Ineligible	FTE%	FTE Code	Salary	Position	Contract Term
\$0.00	\$0.00		\$0.00	\$0.00	100.00%		\$62,982.00	Assistant Principal	12
Pay Frequency	Pay Duration		Override						
26	12								

Record 1 of 33

TAB 15

Export Deduction Reports

The deduction report can be exported to an Excel file.

If you are using the filter, **ONLY the filtered data will be exported**. If you would like to export the **entire** deduction report, be sure to clear the filter before exporting.

1. Click the **Export**.

1

Edit Deduction Report Details										
Default View										
	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022

2. The exported deduction report details should download as a CSV file. Double click on the file to open it in Excel.

Edit Deduction Report Details										
Default View										
	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0010	EASEL, EMMA	EASEL	EMMA			N-Normal	10/14/2022	10/01/2022

Total in current view

Total of all records

1 - 10 of 33

Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply Save

Work History Detail...csv

Show all

TAB 16

Comments in the Deduction Report

When you add an adjustment record or enter a service correction code, you must add a comment. Additionally, it is important to add comments to help explain an employee's specific situation (e.g., workers' compensation, change in FT%, reason for docked pay).

When is a comment required?

- When retro pay is issued to an employee in the form of a Retro record or retro payment on a Normal record. The comment should explain why the retro payment is owed to the employee (e.g., Peter Pencil moved from B+15 Step 4 to Masters Step 4. Paid \$400.52 in retro pay to bring him up to proper salary for the year).
- Anytime an Adjustment record has been added to the report. The comment should explain what the deduction adjustment was for (e.g. John Smith – adjustment record is to collect unpaid deductions from 09/14/2021).
- When an employee is listed under the “Missing Members” section of the Exception Report. The comment needs to say why the person did not have MTRS deductions taken on the check date specified (e.g., John Smith - deductions sent to OBRA in error on 09/15/21. We will collect make-up payment in October)
- When someone is being paid under a settlement agreement (in addition to the agreement being sent to the MTRS).
- When someone is owed a refund of deductions or owes MTRS deductions (e.g., John Smith – needs to be refunded \$66 for deductions taken in error on extra hourly pay on 09/28/21. We will refund in October).
- When your report and payment do not match. (e.g., The June payment had transposed numbers. We owed \$105,459.52, paid \$105,495.52, so the report was overpaid by \$36. We will short pay the July report by this amount).
- Whenever you have an unusual situation (e.g., First check for teachers of the school year is only for 5 days, balance of earnings was divided evenly over the remaining 25 checks).
- When the Unpaid Admin Leave service correct code is used on a record. The comment should state how much time was docked from the employee's check (e.g., John Smith was docked 1.5 days on 10/14/21 check).
- When the Salary Change Mid-Period service correct code is used for a salary recalculation. The comment should provide details on how the employee was paid incorrectly and how the pay was pro-rated to make up for the original error (e.g., John Smith was accidentally paid on the incorrect salary schedule. He is Masters Step 4 (\$66,045). We paid him as Masters 4 but on the prior year's salary schedule (\$64,750), so he was short paid. We pro-rated his pay for the remainder of the year to bring him up to the proper \$66,045 for the year).
- When the Mid-Year Hire service correct code is used for FT% change mid-year.
- When the Mid-Year Hire service correct code is used for a pay frequency change mid-year.
- When the Disciplinary Leave service correct code is used. The comment should state details about the disciplinary action.
- When ANY service correct code is used on a lump sum payment. The comment should explain why the code used was chosen (e.g., John Smith - Pro-rated Paid Leave code used on his lump sum check due to leave earlier in the year).
- Ongoing issues should have a comment on each monthly report. If the ongoing issue is for all teachers, say “All teachers,” if it impacts a smaller number of employees please list the employees separately.
- Anytime your assigned MTRS Employer Service Representative requests a comment to detail a situation.

Add Comment(s)

Comments can be added prior to being in Edit mode or while in Edit mode.

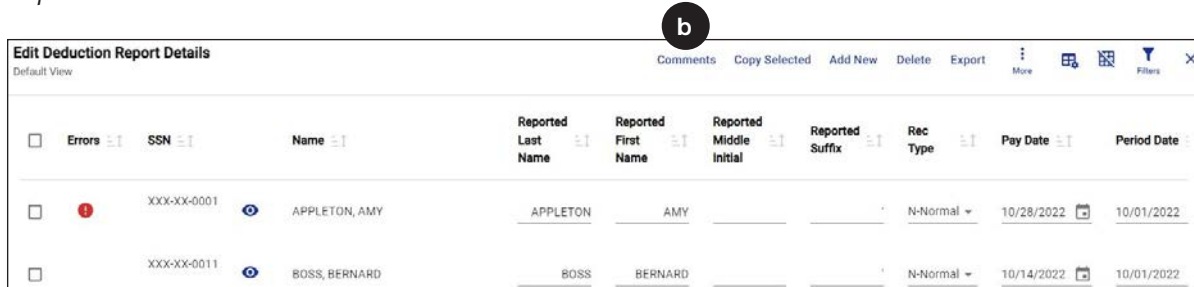
1. Click **Comments**.

- a. **Outside Edit Mode**—Click **Comments** in the top right corner of the *Deduction Report Editor* screen.



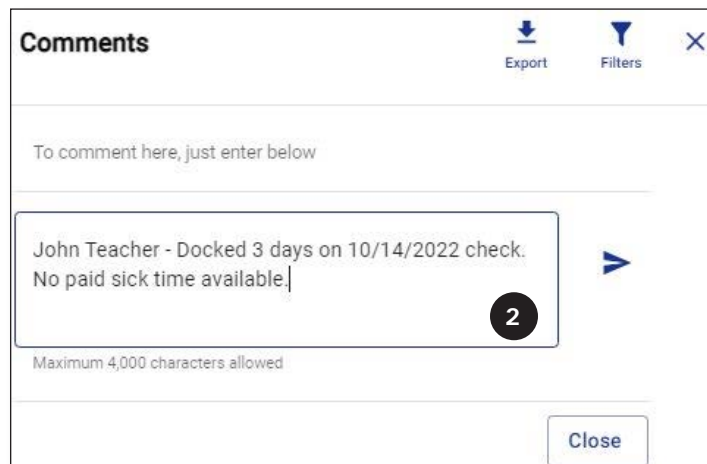
The screenshot shows the 'Deduction Reports / Deduction Report Editor' interface. The left sidebar contains navigation links: Home, Employer Information, Payroll Calendar, Import History, Deduction Reports, FFI & Payments, Employee Roster, Retiree Insurance Selections, Insurance Deduction History, Insurance Rates, Employer Reports, and Admin. The main content area is titled '10-2022 Deduction Report' and includes tabs for 'Deduction Report Editor' and 'Header Level Errors'. Below the tabs is a 'Deduction Report Summary' table with columns: Trans #, Report Status, Date Received, Inserted By, Released By, Date Released, Reporting Period, and Report Status Override. The table contains data for Trans # 92129812, Report Status Initial, Date Received 09/28/2022, Inserted By SMURPHY, and Reporting Period 10/01/2022. In the top right corner, there are buttons for 'Validate', 'Edit Details', 'Comments' (highlighted with a red circle 'a'), and 'Submit'.

- b. **While in Edit Mode**—Click **Comments** in the top right corner of the *Edit Deduction Report Details* screen.



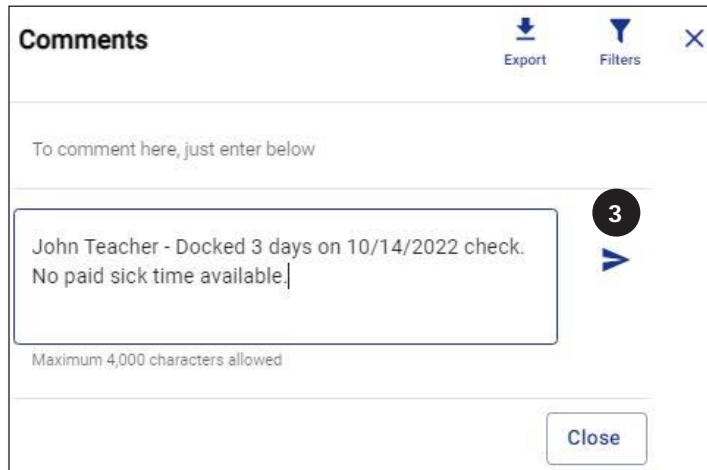
The screenshot shows the 'Edit Deduction Report Details' interface. The top header includes buttons for 'Comments' (highlighted with a red circle 'b'), 'Copy Selected', 'Add New', 'Delete', 'Export', and 'More'. Below the header is a table with columns: Errors, SSN, Name, Reported Last Name, Reported First Name, Reported Middle Initial, Reported Suffix, Rec Type, Pay Date, and Period Date. The table contains two rows of data: one for APPLETON, AMY and another for BOSS, BERNARD. Both rows show a reported date of 10/28/2022 and a period date of 10/01/2022.

2. Type the comment in the text box located at the bottom of the *Comments* screen. Each comment should start with the employee's name. Without the employee's name, the MTRS will not know to whom the comment applies.



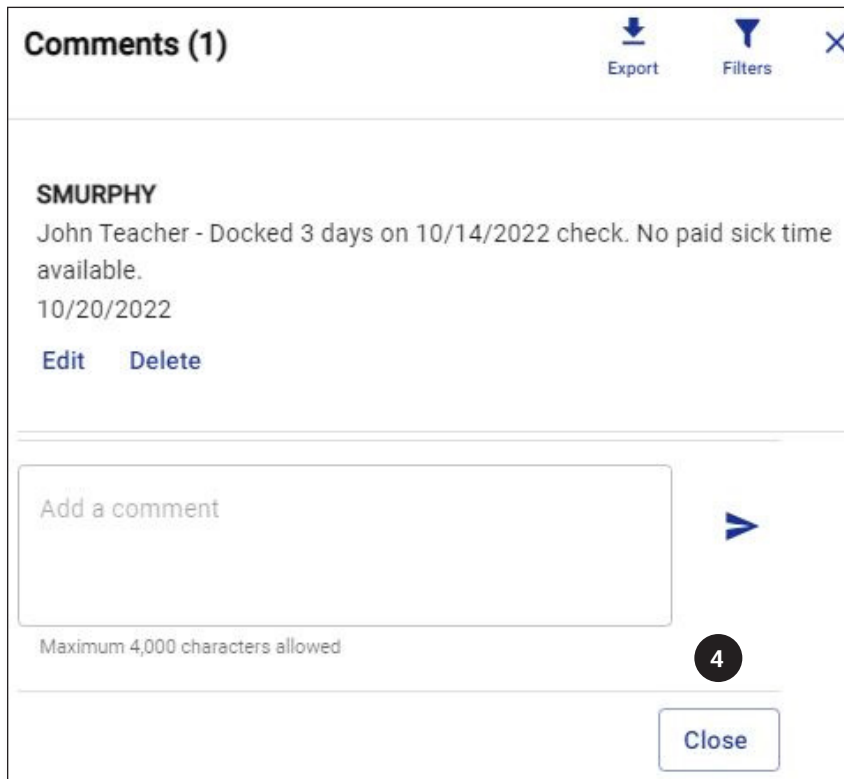
The screenshot shows the 'Comments' dialog box. It has a title bar with 'Comments', 'Export', 'Filters', and a close button. The main area contains a text input box with the placeholder text 'To comment here, just enter below'. Below the input box is a blue arrow button. A red circle '2' highlights the input box. At the bottom of the dialog, there is a 'Close' button and a note that says 'Maximum 4,000 characters allowed'.

3. Click **Post** icon (➤).



The screenshot shows a 'Comments' dialog box. At the top right are icons for 'Export' (downward arrow), 'Filters' (funnel), and a close button (X). Below the title bar is a text input area with the placeholder 'To comment here, just enter below'. Inside the input area, the text 'John Teacher - Docked 3 days on 10/14/2022 check. No paid sick time available.' is entered. To the right of the input area is a blue right-pointing arrow icon (➤) with a black circle containing the number '3' above it. Below the input area is the text 'Maximum 4,000 characters allowed'. At the bottom right is a 'Close' button.

4. Click **Close** when you have added all the necessary comments.



The screenshot shows the 'Comments' dialog box after a comment has been added. The title bar now says 'Comments (1)'. The comment text 'John Teacher - Docked 3 days on 10/14/2022 check. No paid sick time available.' is displayed, followed by the date '10/20/2022'. Below the comment are links for 'Edit' and 'Delete'. Below these links is a new text input area with the placeholder 'Add a comment'. To the right of the input area is a blue right-pointing arrow icon (➤) with a black circle containing the number '4' above it. Below the input area is the text 'Maximum 4,000 characters allowed'. At the bottom right is a 'Close' button.

Edit Comment(s)

1. Click **Edit** next to the comment you want to change (comments can only be edited by the original author).

SMURPHY
John Teacher - Docked 3 days on 10/14/2022 check. No paid sick time available.
10/20/2022
1
[Edit](#) [Delete](#)

2. Make the needed changes.

3. Click Save.

SMURPHY

John Teacher - Docked 3.5 days on 10/14/2022 check. No paid sick time available.

Maximum 4,000 characters allowed

3
[Cancel](#) [Save](#)

4. Click Close.

SMURPHY
John Teacher - Docked 3.5 days on 10/14/2022 check. No paid sick time available.
10/20/2022
[Edit](#) [Delete](#)

Add a comment

>

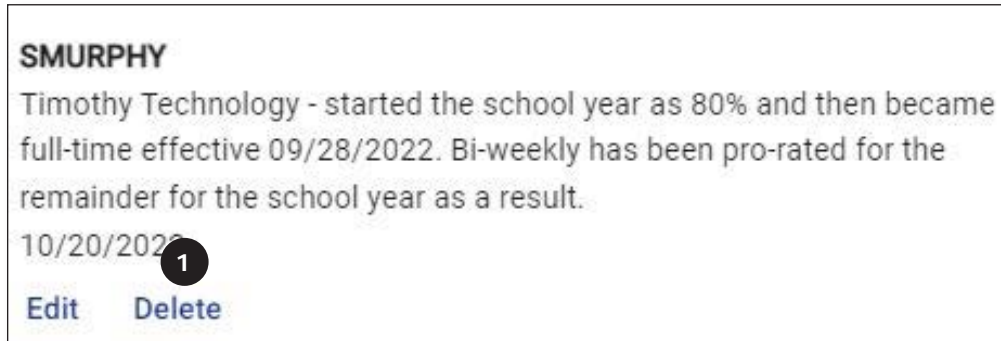
Maximum 4,000 characters allowed

4

[Close](#)

Delete Comment(s)

1. Click **Delete** next to the comment you want to delete (comments can only be deleted by the original author).

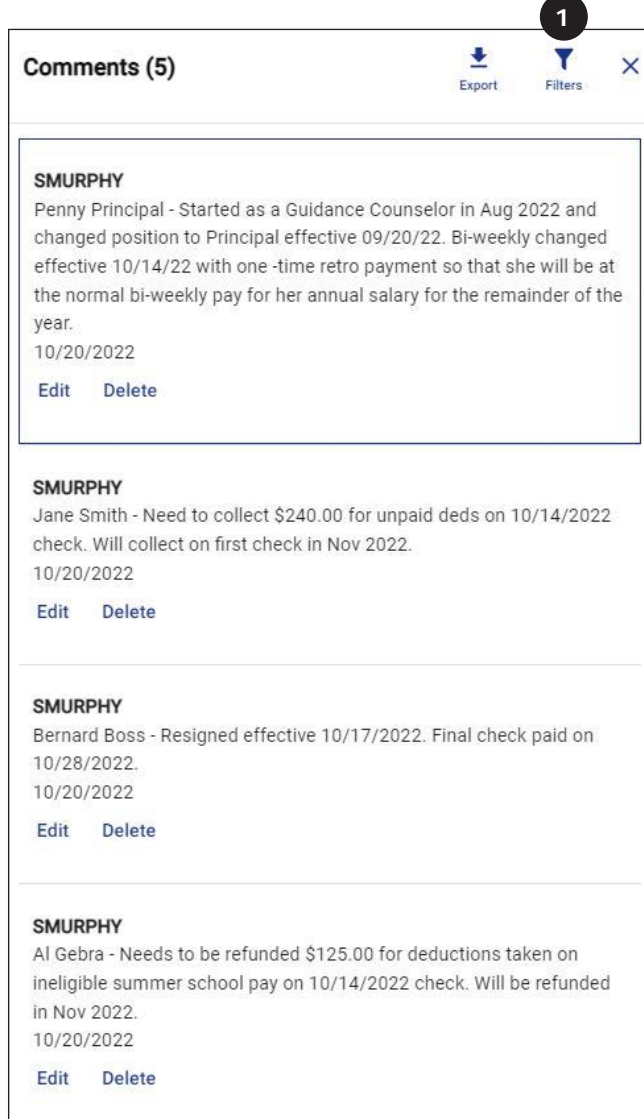


2. Click Close.



Filter Comments

1. Click the Filters icon (▼) in the top right of the *Comments* screen.



The screenshot shows the 'Comments (5)' screen. At the top right, there are three icons: a download arrow labeled 'Export', a funnel icon labeled 'Filters' (highlighted with a circled '1'), and a close 'X' icon. Below the header, there are four comment entries, each starting with 'SMURPHY' and followed by a description of a deduction or refund, a date, and 'Edit' and 'Delete' links.

Comments (5) Export Filters X

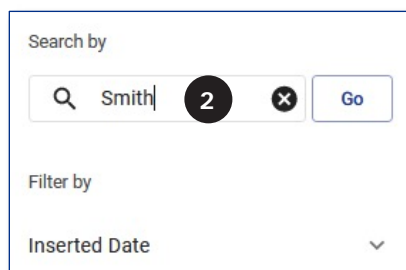
SMURPHY
Penny Principal - Started as a Guidance Counselor in Aug 2022 and changed position to Principal effective 09/20/22. Bi-weekly changed effective 10/14/22 with one -time retro payment so that she will be at the normal bi-weekly pay for her annual salary for the remainder of the year.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Jane Smith - Need to collect \$240.00 for unpaid ded's on 10/14/2022 check. Will collect on first check in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Bernard Boss - Resigned effective 10/17/2022. Final check paid on 10/28/2022.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Al Gebra - Needs to be refunded \$125.00 for deductions taken on ineligible summer school pay on 10/14/2022 check. Will be refunded in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

2. Enter the text for which you are searching, or the date on which a comment was added to the report.



The screenshot shows a search and filter interface. The 'Search by' section has a search input field containing 'Smith' (highlighted with a circled '2'), a clear 'X' button, and a 'Go' button. The 'Filter by' section has a dropdown menu currently showing 'Inserted Date'.

Search by

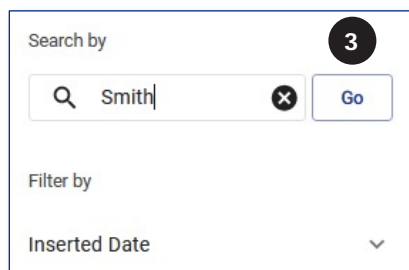
X Go

Filter by

Inserted Date ▼

In this example we're looking for any comments that contain the word "Smith"

- Click Go.

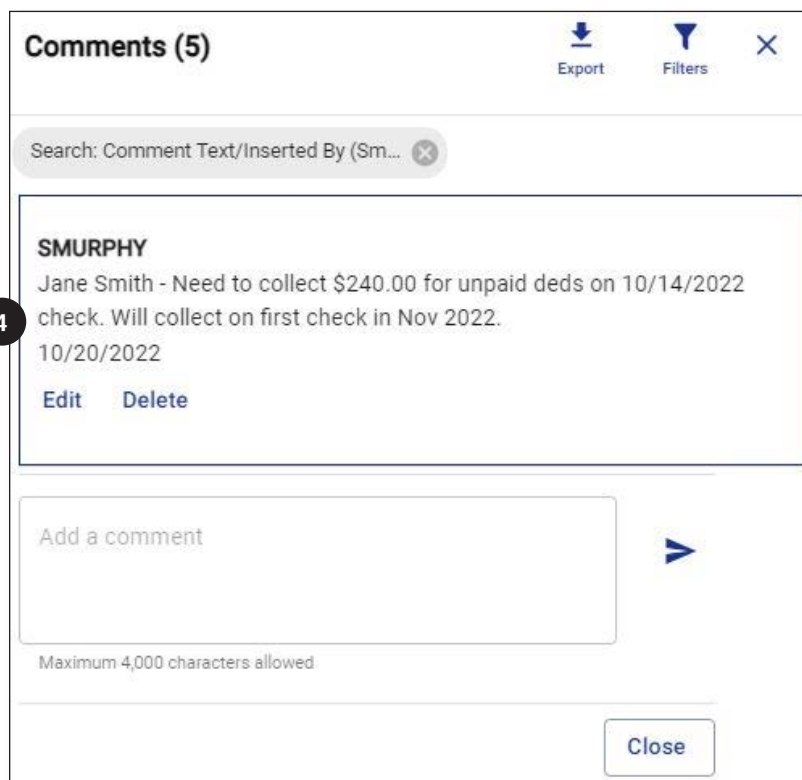


Search by 3

Filter by

Inserted Date

- Any comments that contain the text (or date) you filtered by will be displayed.



Comments (5)

Search: Comment Text/Inserted By (Sm...)

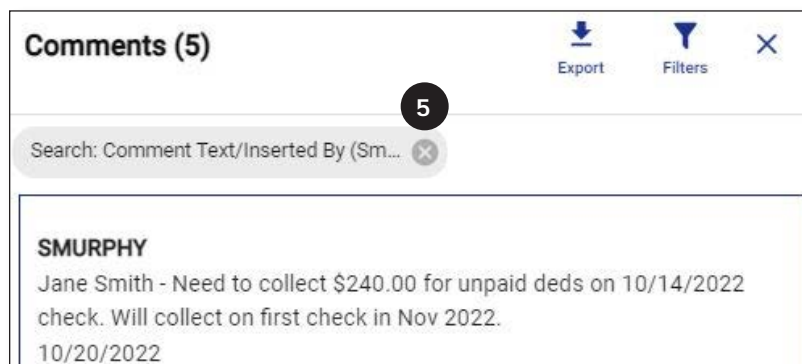
SMURPHY
Jane Smith - Need to collect \$240.00 for unpaid deds on 10/14/2022 check. Will collect on first check in Nov 2022.
10/20/2022

Add a comment

Maximum 4,000 characters allowed

In this example, only one comment contained the word "Smith."

- To reset the comments so that ALL are displayed again, click the in the Filter indicator bubble.






Comments (5)

5 Search: Comment Text/Inserted By (Sm...)

SMURPHY
Jane Smith - Need to collect \$240.00 for unpaid deds on 10/14/2022 check. Will collect on first check in Nov 2022.
10/20/2022

Export Comments

1. Click the Export icon () in the top right of the *Comments* screen.

Comments (5)   

SMURPHY
Penny Principal - Started as a Guidance Counselor in Aug 2022 and changed position to Principal effective 09/20/22. Bi-weekly changed effective 10/14/22 with one-time retro payment so that she will be at the normal bi-weekly pay for her annual salary for the remainder of the year.
10/20/2022
[Edit](#) [Delete](#)










SMURPHY
Jane Smith - Need to collect \$240.00 for unpaid deds on 10/14/2022 check. Will collect on first check in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Bernard Boss - Resigned effective 10/17/2022. Final check paid on 10/28/2022.
10/20/2022
[Edit](#) [Delete](#)




SMURPHY
Al Gebra - Needs to be refunded \$125.00 for deductions taken on ineligible summer school pay on 10/14/2022 check. Will be refunded in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

2. The exported comments should download as a CSV file. Double click on the file to open it in Excel.

Edit Deduction Report Details
Default View

<input type="checkbox"/>	Errors	SSN	Name
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD
<input type="checkbox"/>		XXX-XX-0011	BUSSEY, BRENDAN
<input type="checkbox"/>		XXX-XX-0011	BUSSEY, BRENDAN
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY

1 - 10 of 33

Comments (5)   

SMURPHY
Penny Principal - Started as a Guidance Counselor in Aug 2022 and changed position to Principal effective 09/20/22. Bi-weekly changed effective 10/14/22 with one-time retro payment so that she will be at the normal bi-weekly pay for her annual salary for the remainder of the year.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Jane Smith - Need to collect \$240.00 for unpaid deds on 10/14/2022 check. Will collect on first check in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Bernard Boss - Resigned effective 10/17/2022. Final check paid on 10/28/2022.
10/20/2022
[Edit](#) [Delete](#)

SMURPHY
Al Gebra - Needs to be refunded \$125.00 for deductions taken on ineligible summer school pay on 10/14/2022 check. Will be refunded in Nov 2022.
10/20/2022
[Edit](#) [Delete](#)

Comments (2).csv

TAB 17

Export Error Summary Reports

After all errors and exceptions have been addressed—and before you submit the deduction report to the MTRS—export the *Error Summary Report* to ensure there are no outstanding errors.

1. Click Export Summary Report in the bottom right of the screen.

Edit Deduction Report Details
Default View

Comments (5) Copy Selected Add New Delete Export More Filters

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>	!	XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022	10/01/2022

1 - 10 of 33

Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply Save

2. The Summary Report should be downloaded as a CSV file. Double click on the file to open it in Excel.

Edit Deduction Report Details
Default View

Comments (5) Copy Selected Add New Delete Export More Filters

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>	!	XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022	10/01/2022
<input type="checkbox"/>	!	XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022	10/01/2022

1 - 10 of 33

Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply Save

Deduction Report...csv

3. Check the number listed next to *Errors Total*.

Deduction Report Exception Totals Report									
			Reporting Period :		Oct-22				
		Employer :		9005 - GOTHAM PUBLIC SCHOOLS					
					Generated on:		10/20/2022 10:48		
			Generated By:				SMURPHY		
Total							Count		
Records Total :									33
N' Records Total :									32
A' Records Total :									0
R' Records Total :									0
Errors Total :									2
Exceptions Total :									32
Not Enrolled Members' Total :									13
'Part-Time Members' Total :									1
Page 1 of 1									

4. If the total is "0," go to Tab 18, *Submit the Deduction Report to the MTRS*.
5. If the report indicates that you still have outstanding errors, close the *Error Summary Report*, and do the following to see the remaining errors.

- a. Click the **Filters icon** (▼).

Edit Deduction Report Details

Default View

Comments (5)Copy SelectedAdd NewDeleteExportMore

Filters

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date
<input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>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- b. Click the ▼ next to *Errors* to display the error/exception messages on which to filter

Filter by

Errors
SSN
Name

- c. Select *Errors* from the list.

Filter by
Errors

Search

All

No Exception

Exceptions

c Errors

- d. The employee(s) with remaining errors will be displayed.

Filter: Errors (Errors)

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	N-Normal	10/28/2022	10/01/2022	11.0%

c

- e. To read the error message on an employee's record, click the Warning icon (!) for that record.

Filter: Errors

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	N-Normal	10/28/2022	10/01/2022	11.0%

e

A separate window will open and will display all the errors that apply to this record.

Validations

Validation Name	Description	Validation Type	Override Flag
Error: Full-time percentage does not match the current % on the member record	ERROR: Full-time percentage does not match the current % on the member record in our system. Note: Either correct the value or certify that this change is correct by choosing FTE correction code.	Error	<input type="checkbox"/>
Error: Base earnings do not match salary based on reported FTE and Pay Frequency	ERROR: Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC correction code.	Error	<input type="checkbox"/>

- f. Click the **X** to close the window.

Validations f

Validation Name	Description	Validation Type	Override Flag
Error: Full-time percentage does not match the current % on the member record	ERROR: Full-time percentage does not match the current % on the member record in our system. Note: Either correct the value or certify that this change is correct by choosing FTE correction code.	Error	<input type="checkbox"/>
Error: Base earnings do not match salary based on reported FTE and Pay Frequency	ERROR: Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC correction code.	Error	<input type="checkbox"/>

- g. Fix any errors that are listed and click Apply in the bottom right corner of the deduction report.

Edit Deduction Report Details Comments (5) Copy Selected Add New Delete Export More Filters X

Customized View

Filter: Errors (Errors) X

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% De
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	N-Normal	10/28/2022	10/01/2022	11.0%	\$384.15	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	N-Normal	10/14/2022	10/01/2022	11.0%	\$205.06	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	N-Normal	10/28/2022	10/01/2022	11.0%	\$205.06	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	N-Normal	10/14/2022	10/01/2022	7.0%	\$273.86	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	N-Normal	10/28/2022	10/01/2022	7.0%	\$273.86	
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	10/14/2022	10/01/2022	11.0%	\$275.95	
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	10/28/2022	10/01/2022	11.0%	\$275.95	
<input type="checkbox"/>		XXX-XX-0014	HISTORY, HANK PHD	N-Normal	10/14/2022	10/01/2022	11.0%	\$295.08	

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Page 1 of 2

g

Export Exception Report Export Summary Report Cancel Apply Save

- h. Repeat these steps until all the errors have been addressed.

Note: If you updated any payroll calendars, paydates, member events or changed a duplicate record to a Retro record, you will need to click **Save**. Then click **Validate** on the main deduction report editor page to clear certain errors.

6. Once all errors have been fixed, click **Export Summary Report** again.

Edit Deduction Report Details
Customized View

Comments (5) Copy Selected Add New Delete Export More Filters

Filter: Errors (Errors)

<input type="checkbox"/>	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% De
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	N-Normal	10/28/2022	10/01/2022	11.0%	\$384.15	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	N-Normal	10/14/2022	10/01/2022	11.0%	\$205.06	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	N-Normal	10/28/2022	10/01/2022	11.0%	\$205.06	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	N-Normal	10/14/2022	10/01/2022	7.0%	\$273.86	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	N-Normal	10/28/2022	10/01/2022	7.0%	\$273.86	
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	10/14/2022	10/01/2022	11.0%	\$275.95	
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	10/28/2022	10/01/2022	11.0%	\$275.95	
<input type="checkbox"/>		XXX-XX-0014	HISTORY, HANK PHD	N-Normal	10/14/2022	10/01/2022	11.0%	\$295.08	

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Page 1 of 2

Export Exception Report Export Summary Report Cancel Apply Save

7. Once again check the value listed next to *Errors Total*.

8. If the total is "0," go to Tab 18, *Submit the Deduction Report to the MTRS*.

9. If the report indicates that you still have errors, repeat the steps above until the *Errors Total* is "0."

TAB 18

Submit Deduction Reports

Once all the errors and exceptions from the *Exception Report* have been addressed and the *Error Summary Report* shows “0” errors, it is time to submit the deduction report to the MTRS.

1. Click **Save** in the bottom right corner of the deduction report.

Edit Deduction Report Details

Default View

Comments (5) Copy Selected Add New Delete Export More

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rac Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			A-Adjustment	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022	11.0%	\$507.69	\$0.00	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022	11.0%	\$384.15	\$0.00	
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/14/2022	10/01/2022	11.0%	\$205.06	\$0.00	
<input type="checkbox"/>		XXX-XX-2011	BUSSEY, BRENDAN	BUSSEY	BRENDAN			N-Normal	10/28/2022	10/01/2022	11.0%	\$205.06	\$0.00	
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/14/2022	10/01/2022	9.0%	\$382.76	\$0.00	
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022	9.0%	\$382.76	\$0.00	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022	10/01/2022	7.0%	\$273.86	\$0.00	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022	10/01/2022	7.0%	\$273.86	\$0.00	

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Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply **Save**

2. Click **Override**.

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report

Validate Edit Details Comments (5) Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary

Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022			17	32

3. Change the *Report Status Override* field to “Yes.” This is confirming that the report contains accurate data and the errors and exceptions have been addressed.
4. Click **Save**.

Report Status Override X

Report Status Override

Yes

Cancel Save

5. The *Report Status Override* field now displays “Yes” in the *Deduction Report Summary* banner.



10-2022 Deduction Report

Validate Edit Details Comments (5) Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary

Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022	Yes		17	32

6. Click **Deduction Reports** in the top left of the screen.



Deduction Reports Deduction Report Editor

10-2022 Deduction Report

Validate Edit Details Comments (5) Submit More

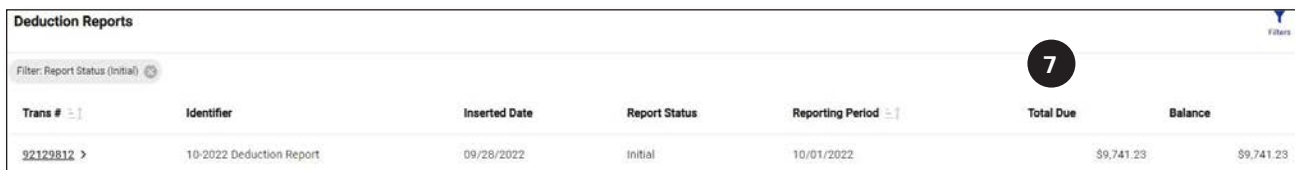
Deduction Report Editor Header Level Errors

Deduction Report Summary

Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022	Yes		17	32

7. Confirm that the *v* in the deduction report matches the payment sent to the MTRS. If the payment does not match the report total, correct the variance before submitting the report to the MTRS.



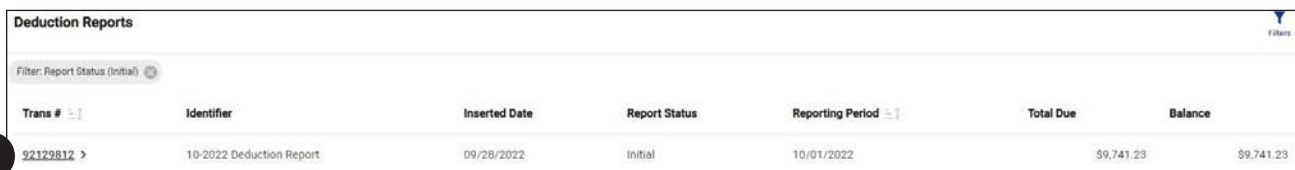
Deduction Reports

Filter: Report Status (Initial) Filters

Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance
92129812 >	10-2022 Deduction Report	09/28/2022	Initial	10/01/2022	\$9,741.23	\$9,741.23

Be sure to compare the Total Due to the actual payment you sent in and not the Balance field.

8. Click the **Trans #** link to reopen the report.



Deduction Reports

Filter: Report Status (Initial) Filters

Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance
92129812 >	10-2022 Deduction Report	09/28/2022	Initial	10/01/2022	\$9,741.23	\$9,741.23

9. Click **Submit**.



10-2022 Deduction Report

Validate Edit Details Comments (5) Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary

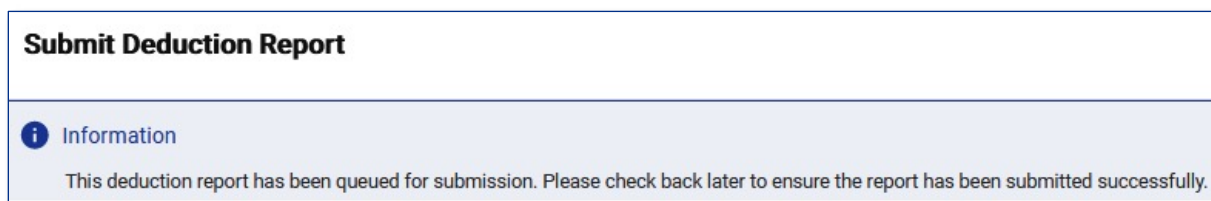
Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022	Yes		17	32

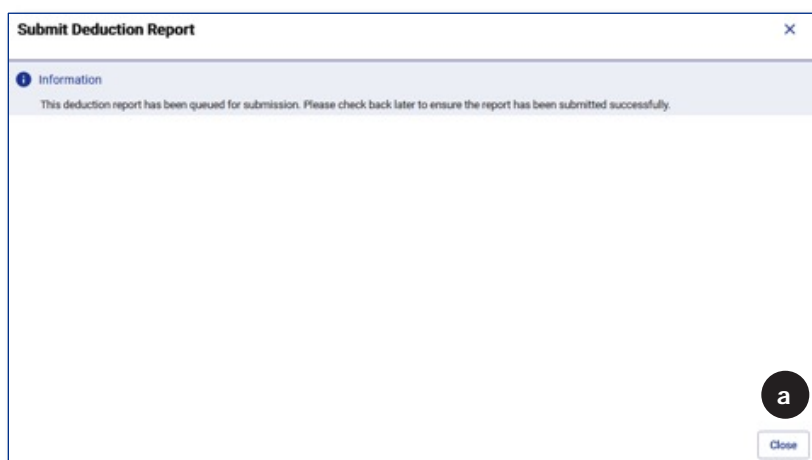
10. Click **Confirm**.



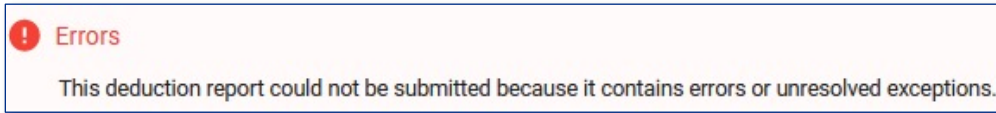
11. If the report has **successfully been added to the submission queue**, you will see the message “This deduction report has been queued for submission. Please check back later to ensure that the report has been submitted successfully.”



a. Click **Close**.



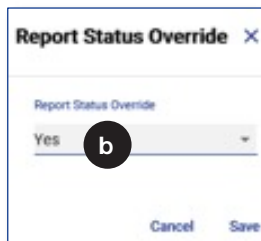
12. If the report **has NOT been successfully queued for submission**, you will see this message:



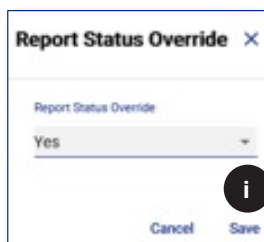
- a. If you see this error, click **Close**.



- b. If the **Report Status Override** field does NOT show “Yes,” change it to “Yes.”

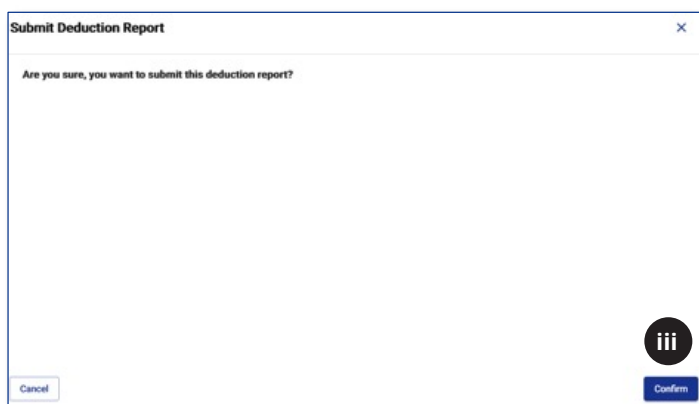


- i. Click **Save** in the top right corner of the deduction report.



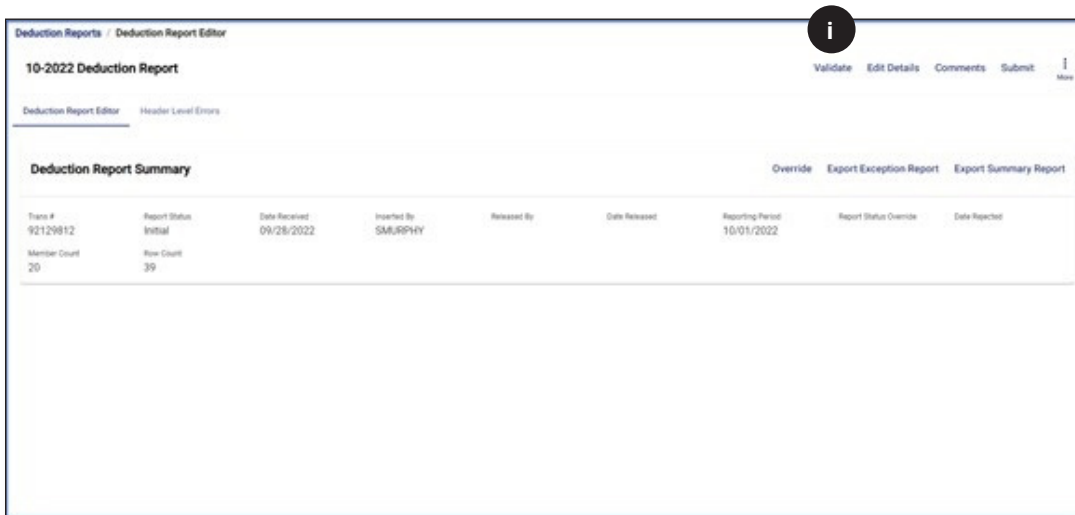
- ii. Click **Submit**



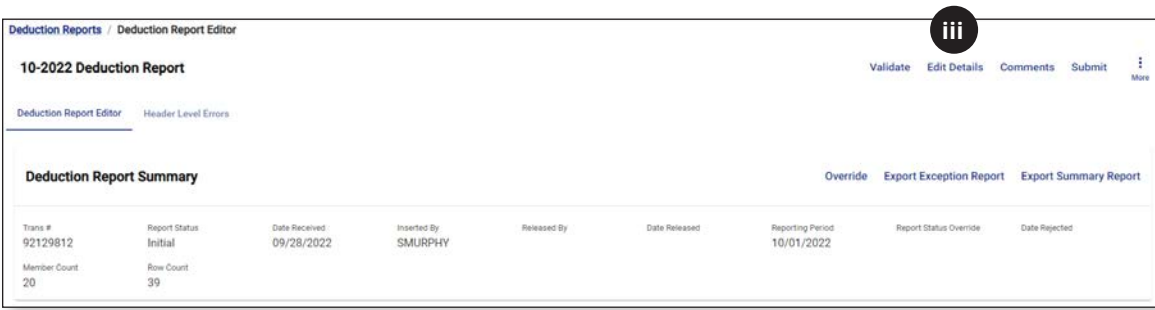
iii. Click **Confirm**.

If you still get the submission error message, open the deduction report again and Filter for "Errors" to see records that still have errors that need to be addressed.

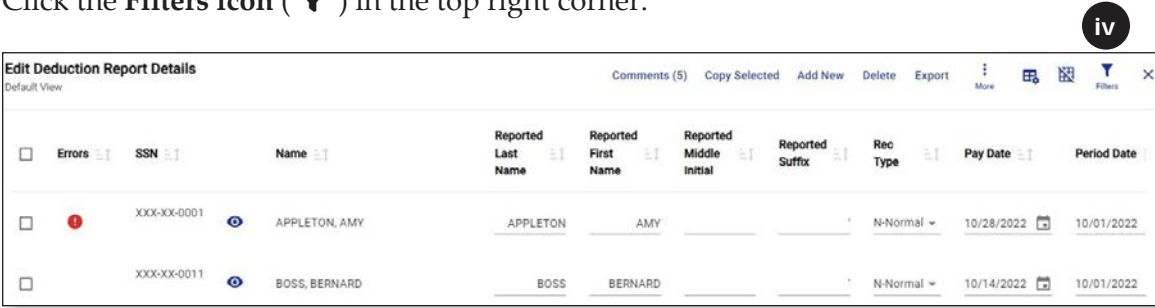
c. If the Report Status Override field shows "Yes":

i. Click **Validate**.ii. Click **Confirm**.

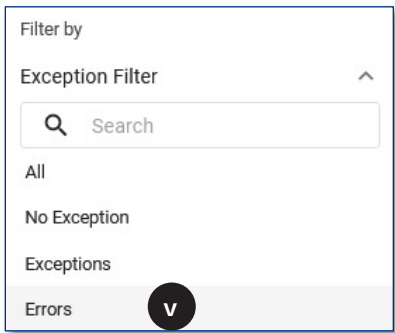
iii. Click **Edit Details**.



iv. Click the **Filters icon** (▼) in the top right corner.



v. Select **Errors** from the list.



vi. Fix any errors that need to be corrected and click **Save** in the bottom right corner.

Edit Deduction Report Details

Default View

Comments (5) Copy Selected Add New Delete Export More Filter

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	APPLETON	AMY			A-Adjustment	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/14/2022	10/01/2022	11.0%	\$507.69	\$0.00	
<input type="checkbox"/>		XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	10/28/2022	10/01/2022	11.0%	\$384.15	\$0.00	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/14/2022	10/01/2022	11.0%	\$205.06	\$0.00	
<input type="checkbox"/>		XXX-XX-2011	BUSSE, BRENDAN	BUSSE	BRENDAN			N-Normal	10/28/2022	10/01/2022	11.0%	\$205.06	\$0.00	
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/14/2022	10/01/2022	9.0%	\$382.76	\$0.00	
<input type="checkbox"/>		XXX-XX-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	10/28/2022	10/01/2022	9.0%	\$382.76	\$0.00	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/14/2022	10/01/2022	7.0%	\$279.86	\$0.00	
<input type="checkbox"/>		XXX-XX-0064	DESK, DANNY	DESK	DANNY			N-Normal	10/28/2022	10/01/2022	7.0%	\$279.86	\$0.00	

1 - 10 of 33

Page 1 of 4

Export Exception Report Export Summary Report Cancel Apply **Save**

vii. Click **Submit** in the top right corner

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report

Validate Edit Details Comments (5) **Submit** More

Deduction Report Editor Header Level Errors

Deduction Report Summary

Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022	Yes		17	32

TAB 19

Understanding the Service Correction Codes

How service credit is applied

Since service correction codes can alter the amount of service credit applied to an employee's account, it is important to have an understanding of how service credit is earned per pay period. To determine the amount of service that is credited to an employee for any given pay period, MyTRS looks at an employee's base salary, FT% and pay frequency.

- **Example:** A full-time employee who has a pay schedule of 26 will receive 1/26 of a year's credit for each record posted. At the end of the school year, they will have received 26/26 pays, totaling one full year of service credit.

When you need to use a Service Correction code

If an employee's base salary does not equal 1/Pay Frequency (1/26 in the example above), the system will not know how to provide service credit; accordingly, you need to enter a Service Correction code so that the employee's service credit is accurate.

Why Service Correction codes are so important

It is imperative that you select the proper Service Correction code to ensure that the employee receives the correct amount of service credit per check.

- **Example:** John Smith is a full-time employee with an annual salary of \$52,000 and is on a 26-pay schedule. His normal base pay is \$2,000 per check.

When John is paid his normal base pay of \$2,000, he receives 0.038461 year of service credit per check (1/26 of a year).

John goes on an unpaid leave and receives a final adjusted check before he stops being paid. This final check is for \$3,400.

For the Service Correction code on his final check, if you enter:

- The **correct** code (**Payout**), John will receive 0.065385 year of service credit for this pay period (\$3,400/\$52,000).
- The **wrong** code (**Unpaid Admin Leave**), John will only receive 0.038461 year of service credit for this pay period (1/26). **As a result, John will lose 0.026924 year in service credit.**

Prorating Service Credit

Depending on the situation, service credit may be prorated

As detailed in the Service Correction Codes table below, service credit will be prorated in some situations, and not in others. If service is prorated, it is equal to the employee's base pay divided by the full annual salary.

- Service credit **will not** be prorated when an employee:
 - has base pay recalculated due to annual salary changes, or
 - has a brief unpaid leave lasting no longer than one pay period and does not miss a check

(e.g., the employee is docked 2 days of pay because they have run out of sick time).

- Service credit **will** be prorated when an employee:
 - changes FT%,
 - changes Pay Frequency,
 - starts the school year late,
 - leaves before the end of the school year, or
 - misses an extended period of time due to an unpaid leave.

Service Correction (SC) Codes

MyTRS offers a variety of Service Correction Codes within the Deduction Report Editor to help explain why an employee's base pay is different than expected. If a record requires a Service Correction Code, be sure to add a corresponding comment providing further explanation.

Service Correction Code	Use this when...	When this SC code is used, the service for this period is...
UL – Unpaid Admin Leave	An employee is docked pay for a day or two. This code is not used if the employee is on a prorated leave or an extended unpaid leave that lasts longer than one pay cycle.	Not prorated
MT – Mid-Year Termination or Death	An employee resigns, retires, is fired or passes away prior to the end of the school year and the final payment is prorated.	Prorated
SC – Salary Change Mid-Period	<ul style="list-style-type: none"> ▪ An employee's pay has been recalculated due to a change in their annual salary and/or position during the school year without any change to the employee's full-time percentage. Do not use this code if the pay is recalculated due to missed days or a leave of absence. ▪ An employee has accidentally been overpaid or underpaid, and the correction EITHER will be made in a future pay period OR is being made on this pay period. 	Not prorated

Service Correction Code	Use this when...	When this SC code is used, the service for this period is...
MH – Mid-Year Hire	<ul style="list-style-type: none"> An employee starts the school year after the first day of school, and has their pay prorated as a result. An employee is doubled-up on a check due to missing a previous payroll (e.g., when an employee is doubled-up on the second check of the year due to missing the first payroll). An employee's FT% changes during the year, causing a recalculation of base pay. An employee's pay frequency changes during the year, causing a recalculation of base pay. 	Prorated
PO – Payout	An employee is paid out the balance of their contract prior to going on an unpaid leave of absence.	Prorated
PL – Prorated Paid Leave	<ul style="list-style-type: none"> An employee's pay is being prorated due to an unpaid leave either: <ul style="list-style-type: none"> While the employee is physically on leave, or In advance, while the employee is still working. <p>Note: Do not use this code after the employee returns from leave—even if their pay remains prorated (use RL – Return from Leave).</p> <ul style="list-style-type: none"> An employee is on a partially paid sabbatical. An employee is receiving Workers' Compensation payments while still being partially paid by the school. 	Prorated
RL – Return from Leave	An employee's pay has been recalculated after they have physically returned to work from an unpaid leave.	Prorated
SD – Unpaid Snow Day	An employee is docked pay due to an unpaid snow day.	Not prorated
DL – Disciplinary Leave	An employee is docked pay for a disciplinary action (i.e., suspension without pay). Note: If the employee is being investigated for a possible crime, it is the school's legal obligation to notify the MTRS.	Not prorated
ST – Unpaid Strike Day	An employee is docked pay due to a strike.	Prorated

TAB 20

Common Error Messages

The *Exception Report* is a list of employees whose records in the deduction report contain errors or exceptions. Errors must be corrected before the deduction report can be submitted to the MTRS. Exceptions do not prevent the file from being successfully submitted to the MTRS, but they still need to be investigated.

To run the Exception Report, see Tab 8.

The six most common error messages—and how to resolve them

If your deduction report contains records tagged with errors, it cannot be submitted. Each error message needs to be evaluated and addressed before you can submit the report to the MTRS.

1

ERROR: Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC Correction Code.

Meaning: The earnings reported in the Base field are either higher or lower than expected based on the following fields:

- annual salary
- pay frequency
- FTE%

Resolution:

- Confirm the value in the Base field is correct and contains only base pay. If the Base field contains any retro, coaching, longevity, or ineligible earnings, subtract these earnings from the Base field and enter the value into the appropriately labeled field.

	Base	Coach	Retro	Long	Stipend	Premium	Ineligible
a	\$3,338.50	\$0.00	\$0.00	\$192.31	\$0.00	\$0.00	\$0.00

- b. Confirm the annual salary being reported in the Salary field is the **full-time, non-adjusted annual** salary from the step and scale schedule in the contract (or from the individual contract if applicable). If it is incorrect, enter the proper value in the Salary field. Also, be sure to update this information in your payroll system.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration
100.0	▼	\$86,801.00	Teacher ▼	10 ▼	26 ▼	12 ▼

If an employee is part-time, has their pay prorated due to starting the school year late, or has gone out on an extended leave, make sure the full-time equivalent salary is reported and not the prorated salary.

- c. Confirm the correct FT% is entered as a whole number in the FTE% field. If it is incorrect, enter the proper value in the FTE% field. Also, be sure to update this information in your payroll system.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration
100.0	▼	\$86,801.00	Teacher ▼	10 ▼	26 ▼	12 ▼

- d. Confirm the value in the Pay Frequency field is the correct pay frequency. If it is incorrect, enter the proper value in the Pay Frequency field. Also update this information in your payroll system.

FTE%	FTE Code	Salary	Position	Contract Term	Pay Frequency	Pay Duration
100.0	▼	\$86,801.00	Teacher ▼	10 ▼	26 ▼	12 ▼

e. Click **Apply**.

Edit Deduction Report Details

Default View Comments (1) Copy Selected Add New Delete Export More Filters

Search: Name (apple, ama) X

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix
<input type="checkbox"/>		XXX-XX-1984	APPLE, AMANDA	APPLE	AMANDA		
<input type="checkbox"/>		XXX-XX-1984	APPLE, AMANDA	APPLE	AMANDA		

Total of all records

Export Exception Report Export Summary Report Cancel **Apply** Save

- i. If the Warning icon (⚠) next to the employee in question goes away, the error has been corrected and you can move on to the next record/person on the deduction report.

Do not keep changing the information just to get the warning icon to go away. The information being reported must be correct.

- ii. If the Warning icon (⚠) next to the employee in question does not go away, it is possible there are other errors or exceptions associated with the record or the base to salary error has not been resolved. You may have to enter a Service Correction Code in the Service Correct Code field to resolve the error.

For information regarding Service Correction Codes, see Tab 19.

◆ If the **Base is higher**, it could be due to one of the following:

- Additional earnings included in the Base field (e.g., Coaching, Stipend, Longevity or Retro pay). Remove additional earnings from the base field and move them to their respective fields.
- Pay has been prorated/recalculated due to:
 - Starting year late (use the Mid-Year Hire code).
 - FT% change (use the Mid-Year Hire code).
 - Salary increase (use the Salary Change Mid Period code).
 - Leaving district (use the Mid-Year Termination code).

◆ If the *Base* is lower, it could be due to one of the following:

- One or two unpaid days due to not having enough sick time (use the Unpaid Admin Leave code).
- Pay has been prorated/recalculated due to:
 - An extended unpaid leave (use the Prorated Leave code).
 - Returning from extended unpaid leave (use the Return from Leave Code).

Employees with extended unpaid leave must have their events updated in the View/Update Employee Information section of MyTRS.

2 ERROR: Full-time percentage reported isn't valid.

Meaning: The value in the FTE% field is not between 0-100.

Resolution:

- a. Check the value in the FTE% field in the deduction report. Note that the FTE% should be represented as a whole number. For example, 60% should be reported as "60," not "0.6."

Incorrect

FTE%

0.60%

a

Correct

FTE%

60.00

a

- b. Click Apply.

Edit Deduction Report Details Comments (1) Copy Selected Add New Delete Export More

Default View

Search: Name (boss) ×

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Report Suffix
<input type="checkbox"/>	!	XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD		
<input type="checkbox"/>	!	XXX-XX-0011	BOSS, BERNARD	BOSS	BERNARD		

Total of all records

Export Exception Report Export Summary Report Cancel Apply Save

b

3

ERROR: Full-time percentage does not match the current % on the member record in our system. Note: Either correct the value or certify that this change is correct by choosing the FTE% correction code.

Meaning: The value in the FTE% field on the deduction report does not match the value in the FTE% field in the employee’s employment record in the MTRS database.

The FTE% in the deduction report:

FTE%

75.00

3

The FTE% in the employee’s employment record:

Event Information				
Event Contributing	Event Start Date 09/01/2015	Effective Pay Date 09/04/2015	Event Stop Date 3	FTE % 100

Resolution:

- a. If the FTE% in the deduction report is correct, select “OK–Verified” from the FTE Code drop-down list.

FTE%
75.00

FTE Code
a
OK-Verified ▾

- b. If the FTE% in the deduction report is not correct, enter the proper value in the FTE% field (as a whole number). Also, be sure to update this information in your payroll system.

FTE%

b
100.0

c. Click Apply.

Edit Deduction Report Details

Comments (1)Copy SelectedAdd NewDeleteExportMoreFilters

Search: Name (science)

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Report Suffix
<input type="checkbox"/>		XXX-XX-0004	SCIENCE, SARAH	SCIENCE	SARAH		
<input type="checkbox"/>		XXX-XX-0004	SCIENCE, SARAH	SCIENCE	SARAH		

Total of all records

Export Exception ReportExport Summary ReportCancelApplySave

4

ERROR: The pay frequency reported does not exist on your Payroll Calendar. Please either correct the pay frequency or update your payroll calendar.

Meaning: You have not yet created a payroll calendar for the pay frequency being reported or the value in the Pay Frequency field is incorrect.

Resolution: Check the pay frequency value being reported in the deduction report and, ensure it is the proper pay frequency for the employee. If the employee started the school year late, this value should be the pay schedule the employee is actually being paid on and not the number of checks the employee will receive.

a. If the pay frequency is incorrect, update it to the correct one. Also, be sure to update this information in your payroll system.

i. Incorrect

Pay Frequency

23

i

Correct

Pay Frequency

26

i

- ii. Click **Apply**.

Edit Deduction Report Details

Default View

Comments (1) Copy Selected Add New Delete Export More Filters

Search: Name (science) X

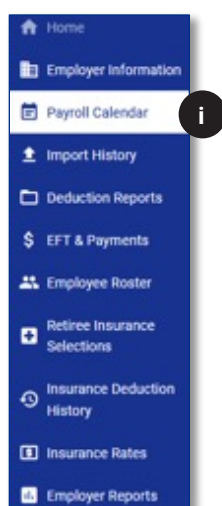
<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Report Suffix
<input type="checkbox"/>	!	XXX-XX-0004	SCIENCE, SARAH	SCIENCE	SARAH		
<input type="checkbox"/>	!	XXX-XX-0004	SCIENCE, SARAH	SCIENCE	SARAH		

Total of all records

Export Exception Report Export Summary Report Cancel **Apply** Save

- b. If the **pay frequency is correct**, close the deduction report by clicking **Save** in the bottom right corner.

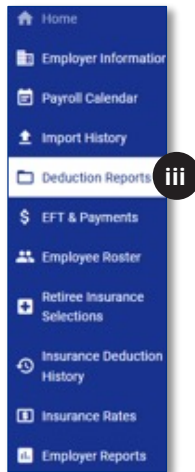
- i. Click **Payroll Calendar** from the *Left Navigation Menu*.



- ii. **Create and save the Payroll Calendar that is needed.**

For information on how to create a Payroll Calendar, see Tab 5.

iii. Click **Deduction Reports** from the *Left Navigation Menu*.



iv. Click on the **Trans#** link to open the deduction report.

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report Validate Edit Details Comments (5) Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected	Member Count	Row Count
92129812	Initial	09/28/2022	SMURPHY			10/01/2022			17	32

v. Click **Validate** to incorporate the updated payroll calendar.

Deduction Reports / Deduction Report Editor

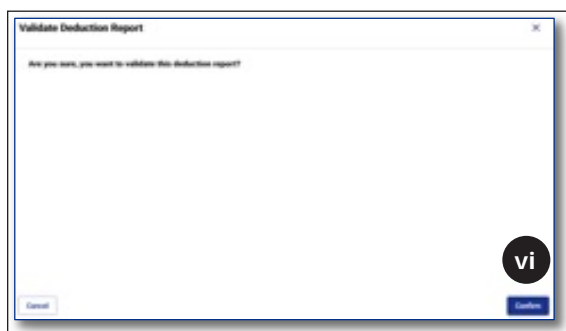
10-2022 Deduction Report Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

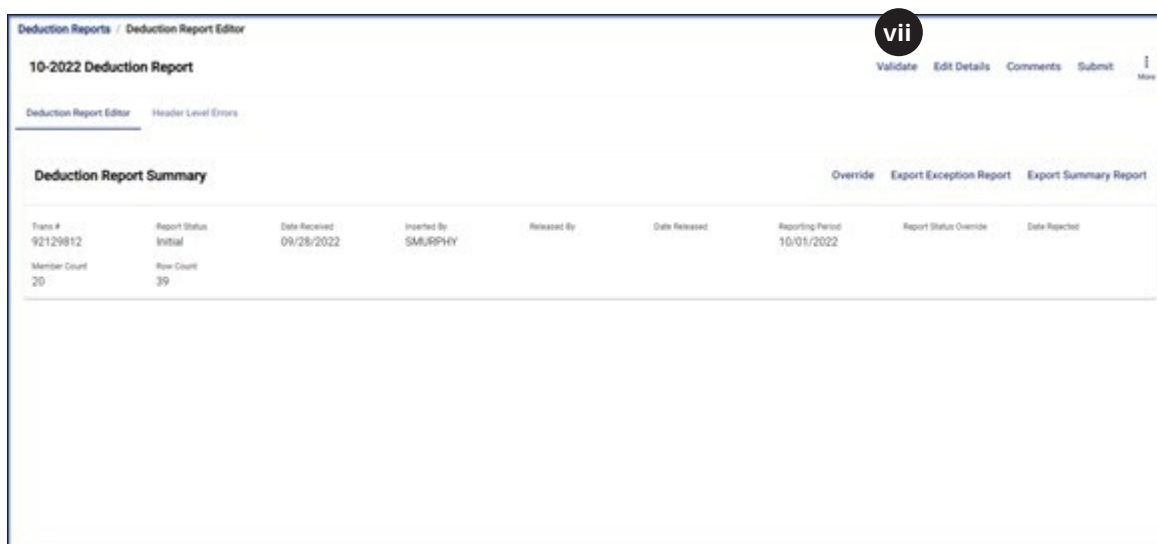
Deduction Report Summary Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

vi. Click Confirm.



vii. Click Edit Details to continue working on the remaining errors and exceptions.



5

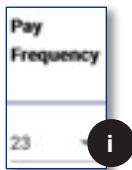
ERROR: Pay date cannot be found on your district payroll calendar for this pay frequency. Please update your calendar.

Meaning: The pay date on the record in the deduction report is not on the calendar for the pay frequency reported for this employee.

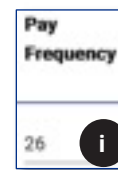
Resolution: Check the pay frequency reported on the deduction report and ensure it is the correct pay frequency for the employee. If the employee started the year late, this value should be the **pay schedule the employee is being paid on** and not the number of checks the employee will receive.

- a. If the pay **frequency is incorrect**, update it to the correct one. Also, be sure to update this information in your in your payroll system.

i. Incorrect



Correct



ii. Click Apply.

Edit Deduction Report Details

Comments (1)
Copy Selected
Add New
Delete
Export
More
Filters

Search: Name (econ)

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Reported Suffix
<input type="checkbox"/>	!	XXX-XX-2009	👁 ECONOMICS, ERIN	ECONOMICS	ERIN		
<input type="checkbox"/>	!	XXX-XX-4567	👁 ECONOMICS, HOME	Economics	Home		

Total of all records

Export Exception Report
Export Summary Report
Cancel
Apply
Save

ii

- b. If the pay frequency is correct, check the pay date for the record in question.

Pay Date
b
09/13/2021

- i. If the pay date is incorrect, correct it.

Pay Date
i
09/14/2021

- ii. Click Apply.

Edit Deduction Report Details
Comments (1)
Copy Selected
Add New
Delete
Export
More
Filters

Default View

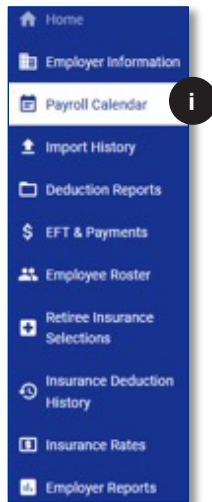
Search: Name (econ)

<input type="checkbox"/>	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Report Suffix
<input type="checkbox"/>		XXX-XX-2009	ECONOMICS, ERIN	ECONOMICS	ERIN		
<input type="checkbox"/>		XXX-XX-4567	ECONOMICS, HOME	Economics	Home		

Total of all records

Export Exception Report
Export Summary Report
Cancel
ii
Apply
Save

- c. If the **pay date is correct** and is on the pay schedule as a regularly scheduled pay date (meaning that it's not a one-off manual check run), click **Save** to close the deduction report.
- i. Click **Payroll Calendar** from the *Left Navigation Menu*.



- ii. Select the proper Pay Frequency Calendar.

Payroll Calendar			
Frequency	Description	Start Date	Stop Date
21-Bi-Weekly >	2022 - 21 Pay Calendar	01/01/2022	12/31/2022
24-Semi-Monthly >	2020 - 24 Pay Calendar	01/01/2022	12/31/2022
26-Bi-Weekly >	2022 - 26 Pay Calendar	01/01/2022	12/31/2022
52-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >	2021 - 26 Pay Calendar	01/01/2021	12/31/2021
38-Weekly >		01/01/2021	12/31/2021
26-Bi-Weekly >		01/01/2020	12/31/2020

- iii. Scroll down to where the date in question should be located. In this example, we are looking for the pay date of 11/24/2021. This date is not on the calendar, which is causing the error.

Edit	Delete	07/30/2021
Edit	Delete	08/13/2021
Edit	Delete	08/27/2021
Edit	Delete	09/10/2021
Edit	Delete	09/24/2021
Edit	Delete	10/08/2021
Edit	Delete	10/22/2021
Edit	Delete	11/11/2021
Edit	Delete	11/25/2021
Edit	Delete	12/03/2021
Edit	Delete	12/17/2021
Edit	Delete	12/31/2021

The regularly scheduled pay date of 11/25/2021 happens to be Thanksgiving, so checks were issued the day before, on 11/24/2021.

- iv. Click Edit next to the 11/25/2021 pay date.

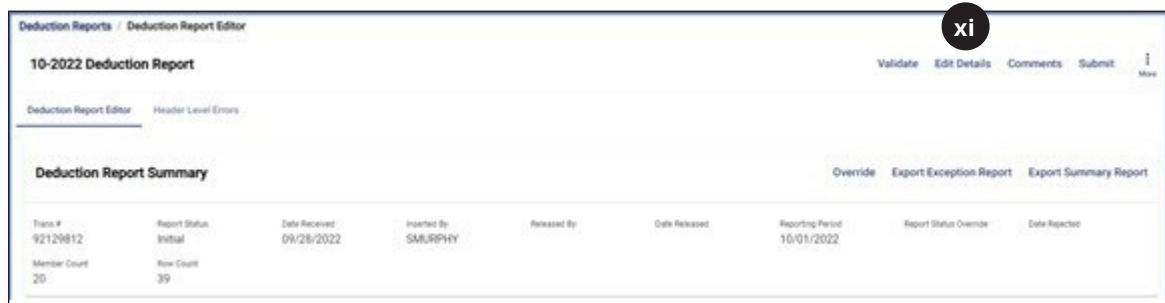
iv	Edit	Delete	11/25/2021
----	------	--------	------------

- v. Manually change the date to “11/24/2021” from “11/25/2021.”

x. Click **Confirm**.



xi. Click **Edit Details** to continue working on the remaining errors and exceptions.



6 ERROR: Pay duration and pay frequency are not a valid combination.

Meaning: Either the pay duration or the pay frequency value is not correct in the deduction report.

Resolution: Check the values in the Pay Frequency and the Pay Duration fields.

- a. Correct the incorrect value(s) and be sure to update this information in your payroll system.

Contract Term	Pay Frequency	Pay Duration
10	26	10

If the employee is on a 26, 27 or 52 pay frequency, the pay duration can only be 12 or LS. Select LS if the employee is going to receive a lump sum payment at the end of the school year. If the employee is going to be paid throughout the summer, select 12.

If the employee is on a 21, 22, 41 or 42 pay frequency, the only valid pay duration option is 10 since they will not be paid throughout the summer and will not receive a lump sum at the end of the school year.

b. Click **Apply**.

Edit Deduction Report Details

Default View

Comments (1)Copy SelectedAdd NewDeleteExportMoreFilters

Search: Name (mattox)

	Errors	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Initial	Report Suffix
<input type="checkbox"/>		XXX-XX-2222		MATTOX, MATT	MATTOX	MATT	
<input type="checkbox"/>		XXX-XX-2222		MATTOX, MATT	MATTOX	MATT	

Total of all records

b

Export Exception ReportExport Summary ReportCancelApplySave

TAB 21

Common Exception Messages

A deduction report can be submitted with exceptions; however, each exception message needs to be read and addressed. Do not skip over exception messages.

Exception message	What it means and what you need to do to resolve it
Member not enrolled	<p>The employee has not completed the online enrollment process as of the time the exception report was run.</p> <p>Resolution: Contact the employee and ask them to complete the online enrollment process. You will need to provide them with their Enrollment Assignment sheet.</p>
Potential rate error: MTRS rate X%, School rate Y%	<p>The MTRS believes the employee should be deducted at X% while the school has the employee set up at a different rate, represented by Y%.</p> <p>Resolution: If the school rate is:</p> <ol style="list-style-type: none"> 1. a valid deduction rate (5%, 7%, 8%, 9% or 11%), do nothing at this time. The MTRS will research the employee's rate and will notify you and the employee if the rate needs to be changed. 2. not a valid deduction rate (e.g., 13.62%, 7.74%, etc.), confirm that all eligible earnings are listed in the appropriate fields on the deduction report. <ol style="list-style-type: none"> a. If any earnings are missing, add them to the deduction report in the appropriate field and click Apply to see if the exception message goes away. b. If the earnings are reported correctly, and: <ol style="list-style-type: none"> i. deductions were taken on ineligible earnings, calculate the excess deduction; add a comment stating what happened and when the employee will have the ineligible deductions reversed through payroll. <p><i>Example: Sally Smith was paid \$453.92 for hourly tutoring which is not eligible. Payroll accidentally took deductions on these ineligible earnings causing this exception message. The deductions taken in error will need to be reversed to the employee through payroll on a future pay date.</i></p> ii. deductions were not taken on eligible earnings, calculate the deductions owed; add a comment stating what happened and when you will be collecting the owed deduction amount through payroll. <p><i>Example: John Smith was paid \$4500 for coaching but payroll failed to take deductions on these eligible earnings, causing this exception message. Deductions will need to be collected for these eligible coaching earnings through payroll.</i></p> iii. additional deductions were taken or refunded to the employee to correct an error in a prior month; enter a separate adjustment record (see Tab 23) and add a comment to the report explaining why the adjustment was made. <p><i>Example: Steve Smith had deductions taken on ineligible earnings in a prior month and payroll reversed deductions back to him in the current month, causing this exception message. You would report the deduction adjustment in a separate adjustment record.</i></p>

Exception message	What it means and what you need to do to resolve it				
2% deduction taken in error	<p>The MTRS believes the employee is at a deduction rate that is not subject to the additional 2% deduction.</p> <p>Resolution:</p> <ul style="list-style-type: none"> ▪ First, check to see if there is another exception message for the same employee for the same pay date. If the employee ALSO has the exception message "Exception: Potential rate error: MTRS rate 11% School rate Y%," You need to consider these two exception messages together. <ul style="list-style-type: none"> ▫ The school believes the employee's deduction rate is Y% + 2%; however, the MTRS believes that the employee's rate is 11% and, therefore, the MTRS is not expecting a 2% deduction. When these TWO exception messages appear together, do nothing at this time. The MTRS will research the employee's rate (Y=7%, 8% or 9%). ▪ If you see ONLY this exception message without the additional message regarding the regular deduction rate, check your payroll system to see why the additional 2% deduction is being taken when it appears it is not required. If you are taking a deduction rate of 11%, no additional 2% is required. Be sure to turn off the 2% deduction in your payroll system and calculate the ineligible 2% owed to the employee. Add a comment to the deduction report explaining how much of a refund the employee is owed and when the deduction reversal will be processed through payroll. 				
Member's rate and R+ status are on hold	<p>This message typically means that the employee has transferred service from another retirement board and the MTRS is awaiting the transfer and R+ election to be made. Once the employee's R+ election form has been submitted, or the submission deadline has passed without an election, the employee's rate and R+ status will be taken off hold.</p> <p>Resolution: No action needs to be taken on this exception message.</p>				
Combination of Member name and SSN does not match the data in our system	<p>The value in the <i>Reported Last Name</i> field does not match the last name value in the <i>Name</i> field.</p> <p><i>Example: The value in the "Reported Last Name" field (Jones) doesn't match the value of the last name in the "Name" field (Apple).</i></p> <div data-bbox="479 1459 893 1564" data-label="Table"> <table> <tr> <th data-bbox="483 1465 755 1491">Name</th><th data-bbox="758 1465 888 1491">Reported Last Name</th></tr> <tr> <td data-bbox="483 1495 755 1558">APPLETON, AMY</td><td data-bbox="758 1495 888 1558">SMITH-APPLETON</td></tr> </table> </div> <p><i>The values in the "Reported Last Name," "Reported First Name," "Reported Middle Name," and "Reported Suffix" fields come from your payroll system.</i></p> <p>Resolution: The value in the "Name" field comes from the MTRS based on the SSN provided in the deduction report.</p> <p>If the information in each "Reported" name field is:</p> <ul style="list-style-type: none"> ▪ correct, you do not need to do anything. Once the deduction report is released, the employee's name will be updated in the MTRS database. ▪ not correct, update it in the deduction report and also in your payroll system. ▪ for a different person, call the MTRS to help rectify the situation. 	Name	Reported Last Name	APPLETON, AMY	SMITH-APPLETON
Name	Reported Last Name				
APPLETON, AMY	SMITH-APPLETON				

TAB 22

Missing Members

At the end of the Exception Report is a section entitled “Missing Members.” If someone is listed under this section, it means that the employee is listed as an active employee of your school district but does not have any records in the deduction report with a RecType of “Normal” for the pay dates listed. Missing members need to be addressed before you can submit the deduction report to the MTRS.

1. Check the pay date(s) for which the employee is missing.

Missing Members:	1	1
Missing a record for : Admin, Andy, XXX-XX-2001, Pay Date 09/14/2021. Note: If this person has taken a leave of absence, please update their event		
Missing a record for : Admin, Andy, XXX-XX-2001, Pay Date 09/28/2021. Note: If this person has taken a leave of absence, please update their event		

In this example, Andy Admin is missing a record on 09/14/2021 and 09/28/2021.

2. Check your payroll system to see if the employee was actually paid on each of the listed dates.

- a. If the employee WAS paid on the dates listed, check to see if MTRS deductions were taken. If MTRS deductions:

- i. WERE taken, manually add the records to the report. Also, ascertain why the employee wasn’t included in the deduction report and make any necessary changes to your payroll system to fix the omission going forward.
- ii. WERE NOT taken and the employee was MTRS-eligible for the pay dates listed:

01. Update your payroll system to turn on the MTRS deductions so the required deductions are collected on the employee’s remaining checks.
02. Manually add a record(s) to the report and enter a regular deduction of \$.01.
03. Add a comment to the report detailing the error and the deduction amount owed. Notify the employee of the error and contact the MTRS to discuss collection of the makeup deductions.

- iii. WERE NOT SUPPOSED to be taken because it was determined that the employee was not MTRS-eligible for the pay dates listed, update the Effective Pay Date field on their Contributing event to the proper date.

- b. If the employee WAS NOT paid on the dates listed, check to see why they were missed. If the employee:

- i. No longer works for your school, or declined the position after you registered them, enter a termination event for the employee (see Tab 3).
- ii. Is on an unpaid leave of absence, create the LOA event in the employee’s account (see Tab 3).
- iii. Was accidentally left off payroll, add a comment to the report stating this and note when the makeup check and deductions will be processed.

TAB 23

Adjustment Records

Adjustment records must be added to a report when you have collected or refunded deductions for an employee **from a prior pay period**. An adjustment record essentially itemizes a deduction correction in the employee's retirement account; there is no impact to the employee's service credit.

How to add an adjustment record

1. Filter for the person for whom you need to add an adjustment record so that you only see this one employee (see Tab 11 for filtering). If the employee is not in the current month's deduction report, you will need to use the Add New function to create the adjustment record (see Tab 10).
2. **Make note of the total deductions PRIOR** to making any changes. In the example below, the regular deduction total is \$687.58 and the 2% deduction total is \$56.74. These values should not change after the separate adjustment record is created.

Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
N-Normal	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37
N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37
				\$687.58	\$56.74

3. Check the **box** next to the record that contains the refund or collection. The selected row should be outlined on the page.

Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
<input checked="" type="checkbox"/>	XXX-XX-0002	GEBRA, AL	N-Normal	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37

4. Click **Copy Selected**.

Edit Deduction Report Details								
Customized View								
Search: Name (gebra) Sort: Pay Date (Descending)								
Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
<input checked="" type="checkbox"/>	XXX-XX-0002	GEBRA, AL	N-Normal	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37

5. There will now be two records with the exact same *Pay Date* and payment information.

	 Errors 	SSN 	Name 	Rec Type 	Pay Date 	Period Date 	Rate 	Regular Deduction 	2% Deduction 	
5	<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal 	09/22/2022 	09/01/2022 	11.0%	\$493.79	\$31.37
	<input checked="" type="checkbox"/>		 XXX-XX-0002	GEBRA, AL	N-Normal 	09/22/2022 	09/01/2022 	11.0%	\$493.79	\$31.37
	<input type="checkbox"/>		 XXX-XX-0002	GEBRA, AL	N-Normal 	09/08/2022 	09/01/2022 	11.0%	\$193.79	\$25.37

6. On the record that is checked, change the *Rec Type* field to “Adjustment” from “Normal.”

Search: Name (gebra) X Sort: Pay Date (Descending) X

	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37
<input checked="" type="checkbox"/>		XXX-XX-0002	GEBRA, AL	A-Adjustment	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37

7. Enter the following information into the new Adjustment record you just created:

- a. *Pay Date*—Do not change this field if this is the pay date of the correction.
- b. *Period Date*—
 - i. If you are adding an adjustment record to correct the deduction from one specific pay date from a prior month, this field should show the date when the original error occurred. For example, you are refunding money for an over-deduction that happened on 06/24/2021, you would enter 06/24/2021 in this field.
 - ii. If the collection or refund is for many pay periods, enter the date of the **first** pay period that it is covering. So, if you are collecting past due deductions from 05/01/21, 05/15/21, 05/29/21 and 06/13/21, you would enter 05/01/2021 into the Period Date field since the first time the error occurred was on 05/01/2021.
 01. The *Period Date* cannot be more than 36 months before the pay date. In cases where the Period Date exceeds 36 months, please add a detailed comment containing the correct Period Date.
- c. *Rate*—This field cannot be changed.
- d. *Regular Deduction*—Enter the amount of the regular deduction you have refunded or collected. The number should be negative if you have issued a refund of deductions and should be positive if you have collected deductions from a previous month.
- e. *2% Deduction*—Enter the amount of the 2% deduction you have refunded or collected. The number should be negative if you have issued a refund and positive if you have collected deductions from a previous month.

- f. *Installment*—This field should be left blank.
 - g. *Service Correct Code*—This field should be left blank.
 - h. *Base, Coach, Retro, Long, Stipend, Premium, Ineligible*—If you are only correcting an error in deductions and not in earnings, enter “.01” in the Base field, and delete any values that are in the Coach, Retro, Longevity, Stipend, Premium or Ineligible fields. If you are taking earnings back from an employee (i.e., employee was paid for something in error and you are now recouping the earnings), enter that amount in the appropriate field as a negative number.
 - i. *FTE%*—Do not change this field.
 - j. *FTE Code*—Do not change this field.
 - k. *Salary*—Do not change this field.
 - l. *Position*—Do not change this field.
 - m. *Contract Term*—Do not change this field.
 - n. *Pay Frequency*—Do not change this field.
 - o. *Pay Duration*—Do not change this field.
 - p. *Override*—Do not change this field.
8. Select the other record for the same pay day that has a Rec Type of “Normal.”

Because the refund or collection is now represented in its own Adjustment record, the Normal record that originally contained the refund/collection needs to be **manually corrected back to its original deductions** based on that check’s earnings.

9. Click **Apply**.

	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	09/22/2022	09/01/2022	11.0%	\$193.79	\$25.37
<input checked="" type="checkbox"/>		XXX-XX-0002	GEBRA, AL	A-Adjustment	09/22/2022	06/24/2021	11.0%	\$300.00	\$6.00
<input type="checkbox"/>		XXX-XX-0002	GEBRA, AL	N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37
Total of all records								\$687.58	\$56.74

9

[Export Exception Report](#)
[Export Summary Report](#)
[Cancel](#)
[Apply](#)
[Save](#)

10. Check the deduction total and make sure that it still matches the total you noted before making the adjustment record(s). In the example below, you will see that the regular deduction total is \$687.58 and the 2% deduction total is \$56.74. This matches the total we had prior to adding the separate adjustment record, so we know that we have successfully entered the correct values.

a. Total deductions **BEFORE** adding the adjustment record:

Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
N-Normal	09/22/2022	09/01/2022	11.0%	\$493.79	\$31.37
N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37
				\$687.58	\$56.74

b. Total deductions **AFTER** adding the adjustment record:

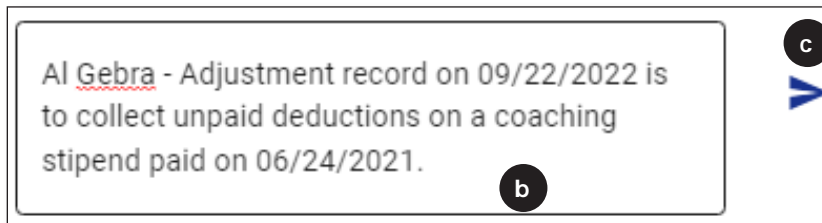
Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
A-Adjustment	09/22/2022	06/24/2021	11.0%	\$300.00	\$6.00
N-Normal	09/22/2022	09/01/2022	11.0%	\$193.79	\$25.37
N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37
				\$687.58	\$56.74

11. Whenever an adjustment record has been added, a corresponding comment is required

a. Click **Comments** in the top right corner of the deduction report.

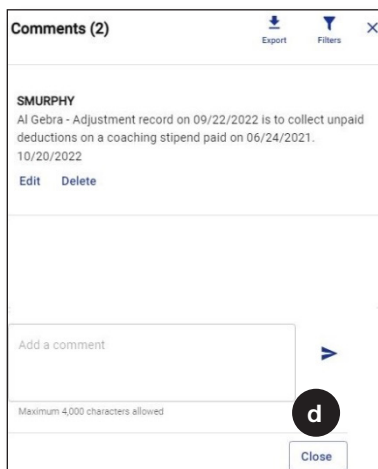
Edit Deduction Report Details								
Customized View								
Comments (1) Copy Selected Add New Delete Export More Filters X								
Search: Name (gebra) Sort: Pay Date (Descending)								
SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
XXX-XX-0002	GEBRA, AL	A-Adjustment	09/22/2022	06/24/2021	11.0%	\$300.00	\$6.00	\$0.00
XXX-XX-0002	GEBRA, AL	N-Normal	09/22/2022	09/01/2022	11.0%	\$193.79	\$25.37	\$0.00
XXX-XX-0002	GEBRA, AL	N-Normal	09/08/2022	09/01/2022	11.0%	\$193.79	\$25.37	\$0.00
						\$687.58	\$56.74	\$0.00

- b. Enter a comment. Start your comment with the employee's name, as the comments section is generic for the entire report. Without the employee's name, the MTRS will not know to whom the comment applies.
- c. Click **Post** icon (➤).



A screenshot of a comment entry box. The box has a light gray border and a white background. Inside, the text reads: "Al Gebra - Adjustment record on 09/22/2022 is to collect unpaid deductions on a coaching stipend paid on 06/24/2021." The text is in a standard sans-serif font. To the right of the text, there is a blue right-pointing arrow icon. A black circle with the letter 'c' is positioned above the arrow, and a black circle with the letter 'b' is positioned below the text.

- d. Click **Close**.



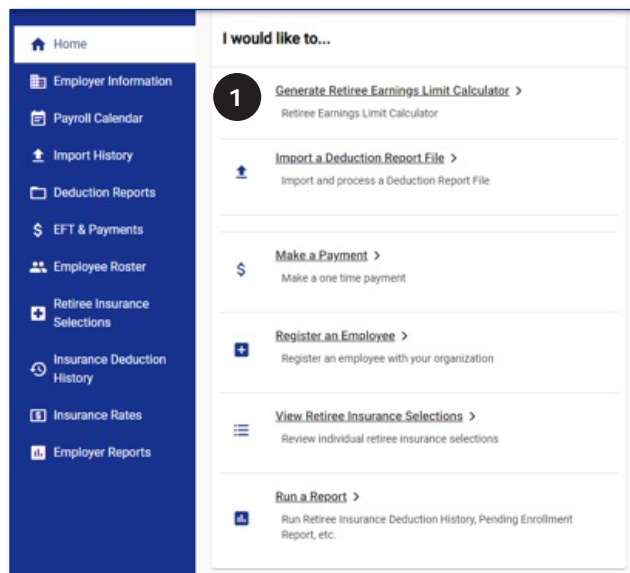
A screenshot of a modal window titled "Comments (2)". The window has a white background and a gray border. At the top, there are icons for "Export" and "Filters", and a close button (X). Below the title, the text "SMURPHY" is displayed. Underneath, the comment text is shown: "Al Gebra - Adjustment record on 09/22/2022 is to collect unpaid deductions on a coaching stipend paid on 06/24/2021." followed by the date "10/20/2022". Below the text, there are links for "Edit" and "Delete". At the bottom, there is a text input field with the placeholder "Add a comment" and a blue right-pointing arrow icon. Below the input field, it says "Maximum 4,000 characters allowed". A black circle with the letter 'd' is positioned to the right of the input field. At the very bottom, there is a "Close" button.

TAB 24

Retiree Earnings Limit Calculator

The retiree earnings limit calculator allows an employer to establish the calendar year earnings and time restriction limits for the retiree for ALL public employment in Massachusetts. Employers are required to complete this each year with their working retirees (even if the employee retired from another school).

1. Click **Generate Retiree Earnings Limit Calculator** from *I would like to...* menu on the *Home* page.



The calculator can also be accessed via the Employee Roster page.

2. Enter the retiree's SSN (with or without the dashes) OR the retiree's MTRS Member Number.
3. Click **Generate**.

A screenshot of a web form titled 'Retiree Earnings Limit Calculator Parameters'. The form has a close button (X) in the top right corner. It contains two input fields: 'SSN' and 'Member Number'. The 'SSN' field has the text '999-88-9999' entered and is marked with a circled 2. Below the 'Member Number' field is an empty input line. At the bottom right of the form are two buttons: 'Cancel' and 'Generate'. The 'Generate' button is highlighted with a circled 3.

The *MTRS Calculation Worksheet for Post-Retirement Earnings* form will be displayed.

Section 1

1. *Your District Name*—Pre-filled.
2. *User ID*—Pre-filled.
3. *Date Generated*—Pre-filled.

SECTION 1	
EMPLOYER INFORMATION	
1.) District name	GOTHAM PUBLIC SCHOOLS
2.) User ID	SMURPHY9005
3.) Date generated	10/19/2021

Section 2

1. *Name of Retiree*—Pre-filled.
2. *Masked SSN*—Pre-filled.
3. *Member Number*—Pre-filled.
4. *Retirement Date*—Pre-filled.
5. *Retired from*—Pre-filled.
6. *Benefit Type*—Pre-filled.
7. *Title of position from which retired*—Enter the retiree's title at the time of their retirement.
8. *Enter date of employment*—Enter the retiree's start date with your school.

SECTION 2	
MEMBER INFORMATION	
<p>If the information below does not pertain to the member for whom you want to calculate Post Retirement Earnings, please return to the ESS Forms search page and re-enter your search criteria. If the information below appears to be for the correct member but the data does not match your records, please contact your Employer Services Representative. For fields 7 and 8, please enter the requested information.</p>	
1.) Name of retiree	<div> <div>Last</div> <div>CHEMISTRY</div> </div> <div> <div>First</div> <div>CHARLENE</div> <div>MI</div> <div>T</div> </div>
2.) Social Security Number	xxx-xx-xxxx
3.) Member number	
4.) Retirement date	mm/dd/yyyy 06/30/2005
5.) Retired from	9005 - GOTHAM PUBLIC SCHOOLS
6.) Benefit type	RetirementPlus (RP)
7.) Title of position from which retired	Teacher
8.) Enter date of reemployment	mm/dd/yyyy 10/15/2021

Section 3

1. *Enter salary for the current calendar year for the position from which the individual retired—*
Enter the salary requested.
2. *Current annual retirement allowance—*Pre-filled.
3. *Maximum allowable earnings in current calendar year—*Pre-filled when you enter the current salary in Section 3.1.
4. *Enter projected total earnings from other MA gov't entities in current calendar year—*If the retiree is also working for another MA government entity, enter those earnings here.
5. *Enter Projected earnings total earnings from your school district in the current calendar year—*
Enter the estimated earnings from your school.
6. *Total Projected earnings for the current calendar year—*Pre-filled when you enter values in Sections 3.4 and 3.5.
7. *Projected excess earnings form your school district—*Pre-filled when the value in Section 3.6 is greater than the value in Section 3.3. A warning message will also be displayed below this field.

SECTION 3	
EARNING LIMITS	
Please enter the information requested below. Please note that if the member's retirement application has not been processed you will have to enter an estimated amount in #2. Please be sure to enter all information based on a calendar year, not a school year.	
1.) Enter salary for the current calendar year for the position from which the individual retired:	\$75,400.00
2.) Current annual retirement allowance (please enter if this field is blank):	\$50,131.92
3.) Maximum allowable earnings in current calendar year:	\$40,268.08
4.) Enter projected total earnings from other MA government entities in current calendar year:	\$0.00
5.) Enter projected total earnings from your school district in current calendar year:	\$42,325.00
6.) Total projected earnings for the current calendar year:	\$42,325.00
7.) Projected excess earnings from your school district:	\$2,056.92
Based on your projections, this member will exceed his/her earnings limitations, and will be required to pay back the excess.	

Section 4

1. *Maximum number of allowable hours*—Pre-filled.
2. *Enter projected number of hours from other MA gov't entities in current calendar year*—If the retiree is also working for another MA government entity, enter those hours here.
3. *Enter projected number of hours from your school district in current calendar year*—Enter the estimate of hours that the retiree will be working in your district.
4. *Total projected hours in current calendar year*—Pre-filled when you enter values in Sections 4.2 and 4.3.
5. *Projected excess hours from your school district*—Pre-filled when the value in Section 4.3 is greater than the value in Section 4.1.


SECTION 4 HOURS LIMITS	
Please enter the information requested below. Please be sure to enter all information based on a calendar year, and not a school year	
1.) Maximum number of allowable hours:	960.0
2.) Enter projected number of hours from other MA government entities in current calendar year:	0.0
3.) Enter projected number of hours from your school district in current calendar year:	670.0
4.) Total projected hours in current calendar year:	670.0
5.) Projected excess hours from your school district:	Not Applicable

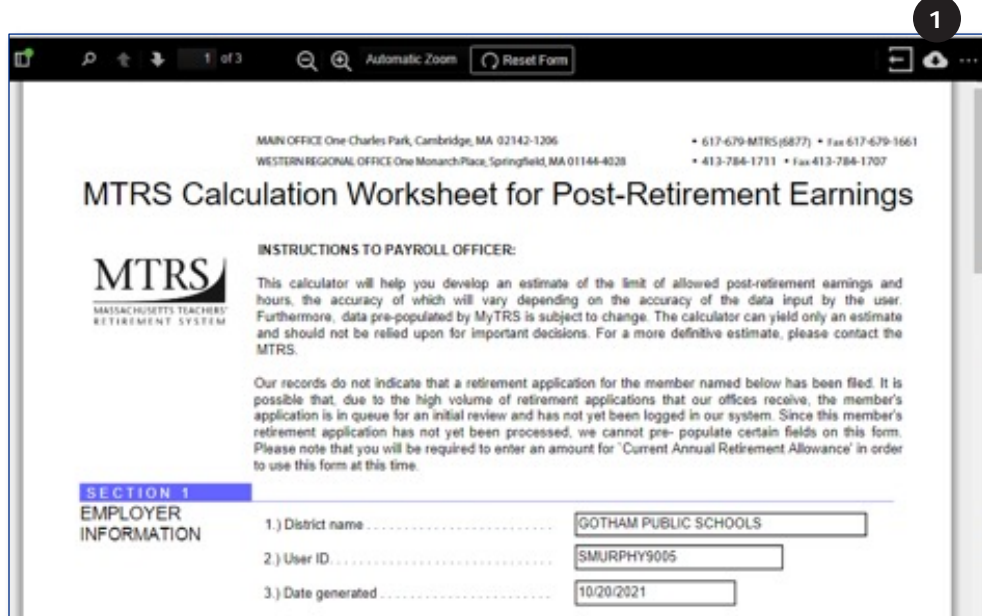
Section 5

1. *Retiree Signature*—Retiree should sign here.
2. *Date*—Retiree should enter date of signing.
3. *School District Official Signature*—School representative should sign here.
4. *Date*—School representative should enter date of signing.

SECTION 5 SIGNATURES	
Please sign below and print copies for your records:	
Retiree Signature:	X <input type="text"/>
Date :	<input type="text"/> / <input type="text"/> / <input type="text"/>
School District Official Signature:	X <input type="text"/>
Date :	<input type="text"/> / <input type="text"/> / <input type="text"/>

Print MTRS Calculation Worksheet for Post-Retirement Earnings form

1. Click the Download icon () in the top right corner.



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MTRS Calculation Worksheet for Post-Retirement Earnings

MTRS
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

INSTRUCTIONS TO PAYROLL OFFICER:

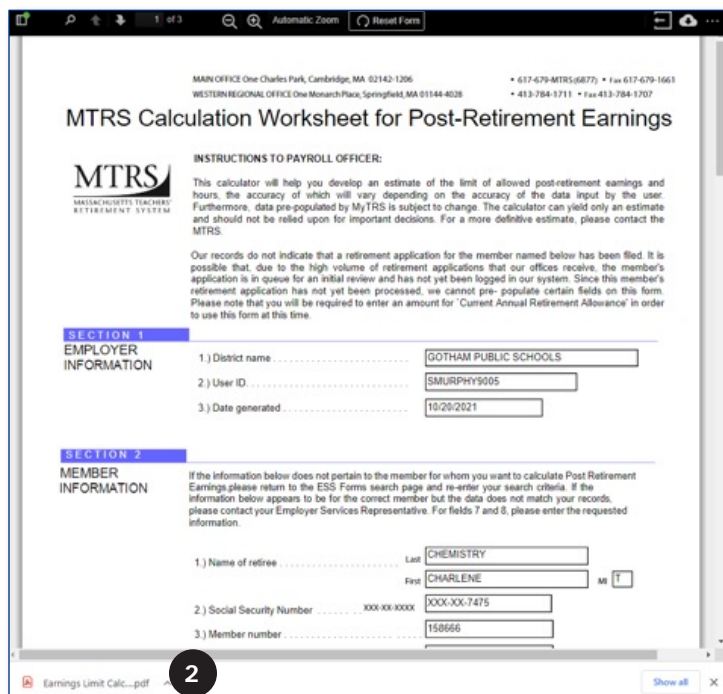
This calculator will help you develop an estimate of the limit of allowed post-retirement earnings and hours, the accuracy of which will vary depending on the accuracy of the data input by the user. Furthermore, data pre-populated by MyTRS is subject to change. The calculator can yield only an estimate and should not be relied upon for important decisions. For a more definitive estimate, please contact the MTRS.

Our records do not indicate that a retirement application for the member named below has been filed. It is possible that, due to the high volume of retirement applications that our offices receive, the member's application is in queue for an initial review and has not yet been logged in our system. Since this member's retirement application has not yet been processed, we cannot pre-populate certain fields on this form. Please note that you will be required to enter an amount for 'Current Annual Retirement Allowance' in order to use this form at this time.

**SECTION 1
EMPLOYER
INFORMATION**

1.) District name GOTHAM PUBLIC SCHOOLS
2.) User ID SMURPHY9005
3.) Date generated 10/20/2021

2. The form downloads as a PDF document.



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MTRS Calculation Worksheet for Post-Retirement Earnings

MTRS
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

INSTRUCTIONS TO PAYROLL OFFICER:

This calculator will help you develop an estimate of the limit of allowed post-retirement earnings and hours, the accuracy of which will vary depending on the accuracy of the data input by the user. Furthermore, data pre-populated by MyTRS is subject to change. The calculator can yield only an estimate and should not be relied upon for important decisions. For a more definitive estimate, please contact the MTRS.

Our records do not indicate that a retirement application for the member named below has been filed. It is possible that, due to the high volume of retirement applications that our offices receive, the member's application is in queue for an initial review and has not yet been logged in our system. Since this member's retirement application has not yet been processed, we cannot pre-populate certain fields on this form. Please note that you will be required to enter an amount for 'Current Annual Retirement Allowance' in order to use this form at this time.

**SECTION 1
EMPLOYER
INFORMATION**

1.) District name GOTHAM PUBLIC SCHOOLS
2.) User ID SMURPHY9005
3.) Date generated 10/20/2021

**SECTION 2
MEMBER
INFORMATION**

If the information below does not pertain to the member for whom you want to calculate Post Retirement Earnings please return to the ESS Forms search page and re-enter your search criteria. If the information below appears to be for the correct member but the data does not match your records, please contact your Employer Services Representative. For fields 7 and 8, please enter the requested information.

1.) Name of retiree Last: CHEMISTRY First: CHARLENE MI T
2.) Social Security Number XXX-XX-XXXX XXX-XX-7475
3.) Member number 150666

Earnings Limit Calc...pdf

3. Open the PDF and use File > Print menu to print the document to be signed.

TAB 25

Monthly Deduction Reporting Checklist

Below is a checklist designed to walk you through the steps required to process a monthly MTRS deduction report.

- ☐ Make payment to the MTRS via EFT or mail a paper check and submittal form. (Tab 4)
- ☐ Import and Process your MTRS deduction report. (Tab 6)
 - ☐ As needed, correct errors and re-process the file. (Tab 6)
- ☐ Resolve errors and exceptions from the Exception Report.
 - ☐ Make sure your deduction report total matches your payment total. (Tab 18)
 - ☐ Click Validate before opening the deduction report in Edit mode. (Tab 7)
 - ☐ Export an Error Summary report to see the volume of records, errors and exceptions (Tab 17)
 - ☐ Export/Print an Exception Report to review. (Tab 8)
 - ☐ Resolve all errors. (Tab 20)
 - ☐ Review all exceptions and make any needed corrections. (Tab 21)
 - ☐ Make corrections as needed to resolve any “Missing Members.” (Tab 22)
 - ☐ Provide comments for any adjustment records, missing members who are really missing or any members with complicated circumstances that need further explanation. (Tab 16)
 - ☐ Export an Error Summary Report to make sure there are no remaining errors.
 - ☐ Errors Total should be “0.” (Tab 17)
 - ☐ Set report status override to “Yes” to confirm that the data in the report is accurate and all errors and exceptions have been addressed. (Tab 18)
 - ☐ Make sure your deduction report total still matches your payment total. (Tab 18)
- ☐ Submit your deduction report. (Tab 18)