

Guidelines for Reporting Work Days for TRS-Eligible Employees Higher Education and Regional Education Service Centers

Report number of work days available in a calendar month for class of employee*

- Do not report actual days worked.
- Report the number of work days in a calendar month for that class of employee including any paid holidays that fall on a work day.
- For a new employee who begins work after the school year begins, report the number of work days available for that calendar month, for that employee, beginning with the employee's first day of employment.
- Report part-time employees the same as full-time employees within the same class of employee.**
- Report faculty providing web-based instruction the same as full-time employees within the same class of employee.***

Add

Add Additional days worked

- Report additional days of work only if the employee worked in excess of 5 days in one work week.
- Report days worked by instructional staff during shortened semesters (mini-mesters, winter-mesters, May-mesters, summer semesters).
- Report days worked by instructional staff after the semester end date and before the start date of the new semester.
- No more than 1 day may be counted for each day of work regardless of the number of hours worked that day.

Subtract

Subtract full day(s) of docked pay

- Do not subtract any day for which the employee received any amount of pay.
- Do not total number of hours of docked pay in a calendar month and convert to 8 hour days.
- Subtract day(s) of docked pay from the calendar month in which the absence occurred.
- If absence occurred in a previous month, submit an RP15 adjustment record to reduce the number of days originally reported for that month.

Equals

Number of days reported for the employee

*Refer to "Definitions"

**Refer to "Part-time Employment"

***Refer to "Faculty Providing Web-based Instruction"