

# Guidelines for Reporting Work Days for TRS-Eligible Employees Public School Reporting Entities

## 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 (Monday – Friday) in a calendar month for that class of employee excluding days the employer is closed for business.
- 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.\*\*

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 work performed for any part of a day (Monday – Friday) when the employer is closed for business.
- Report days worked during the scheduled summer breaks for 10 month and 11 month employees.
- No more than 1 day may be counted for each day of work regardless of the number of hours worked that day.

Subtract

\*Refer to Definitions

\*\*Refer to Part-time Employment

## 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