



Reporting work days for TRS service credit Higher Education Reporting Entities

TRS Rule 25.131

Effective with the 2011-2012 school year

Effective date will vary based on start date of contract or work agreement for the
2011-2012 school year



Change in receiving TRS service credit

Report days available to work in a calendar month for employees in a TRS eligible position.

Based on *available days*,
not *actual* days worked

- Categorize employees by class:
 - **Instructional staff**
 - **12-month employees**
- Available work days
 - Count the number of work days in a calendar month (Monday-Friday)
 - Include any paid holidays that fall on a work day

Available work days

- Everyone in that class has same number of “available” days each month
 - Regardless of number of days in the individual’s contract or work agreement

For instructional staff:

Days after the end of the semester and prior to the beginning of the next semester in the same school year are **NOT** available work days. May be reported as “Additional days”

Not tied to pay

- **Regardless of when paid**
 - Report available work days in the month they occur, not by payroll period
 - Example: If September has 21 available work days. Report 21 days on September report unless an employee is docked one or more full days or works additional days.
- **Not based on how many hours an employee works in a day**
 - Remember—number of available days for that class of employee, not actual days worked

ADD additional days if:

- worked more than 5 days in one work week (a work week is Monday-Sunday)

OR

- worked extra days on holidays or during breaks/summer for that class of employee.

Add additional days

Shortened semesters

- May-mesters
 - Mini-mesters
 - Winter-mesters
- and/or
- summer semesters

Report as additional days for instructional staff

SUBTRACT docked days:

- If docked for a full day of pay
- Receiving pay for any part of a day is not considered a “docked day”
- Do not total up hours of docked pay in a month and divide by 8 to convert to 8 hour days.



Make adjustments with

RPI 5

if notified of additional days or
docked days after report
month

Importance of MD40

- MD40 must reflect the actual start date for the employee for the new year, even if the employee's contract or work agreement begins on a different date.
 - Example: Employee's contract begins September 1st, but the employee begins working for the new school year on August 17th. The MD40 must reflect August 17th as the start date.
- TRS uses the MD40 to determine when members begin accruing service for a new year of service credit.

Example calendar: August

Sun	Mon	Tue	We d	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

For employees in 12-month and instructional staff classes
Example:
Let's say 12-month employees work all of August and instructional staff reports for the new year on August 15th. 12-month employees will have all the weekdays in August as 'available work days' (23) and instructional staff have 13 available work days in August since they do not report back until later in the month.

Example calendar: December/January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11 Dec.	12	13	14	15	16	17
	Fall semester					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Winter break					
1 Jan.	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Spring semester					

Example for Instructional staff:

If the fall semester ends on the December 15th (pink), and the spring semester starts on January 16th (green), the days between (yellow) are not considered “available work days” for instructional staff. Any days worked during this time are reported as “additional days.”

Part-time employment

- Same guidelines as full-time employment:
 - 12-month or instructional staff categories
 - If employee does not fit into a category, report as 12-month employee
 - Number of days available to work in that calendar month for that class of employee
- Use MD40 to report correct percentage of time hired to work.

Faculty providing web-based instruction

- Same guidelines as full-time employment
- Consider same as instructional class if employee is expected to keep to the school calendar (i.e., Testing, assignments, grading and other faculty duties)
- Consider as 12-month if not required to keep to the school calendar

Guidelines for Reporting Work Days for TRS-Eligible Employees Higher Education 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 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**



**How to report
available work days to
TRS**

Procedures for reporting available work days

- Report days available to work in each calendar month on the RPI0, Regular Payroll Detail record, positions 138-139
- Report adjustments to prior months on an RPI5, Regular Payroll Adjustment Record, positions 145-147.
 - On the RPI5, number of days is understood to be positive unless a minus (-) sign is included.

Procedures, continued

- Number of days reported on RPI0 must be greater than zero
- July 2011 through November 2011 Regular Payroll Detail will receive a “warning” message for any employees with zero days reported on RPI0

EXCEPTION:

- In June, July and August, zero days will be accepted due to employees who receive accrued/deferred pay but are not working.

Procedures, continued

- Beginning with the December 2011 Regular Payroll Report, an ERROR message will be given if the number of days reported for an employee is zero.

EXCEPTION:

- In June, July and August, zero days will be accepted due to employees who receive accrued/deferred pay but are not working.
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- An ERROR message will cause the Regular Payroll Detail to “Reject.”
 - The ERROR message will instruct payroll/staff to contact TRS for remedy.

MD40 Reminder

- For employees who begin working in July or August, work days will only be applied to the new year based on the begin date of the contract/work agreement on the member's MD40 record for the new year.
- If no MD40 is on file, no days will be applied to the new year.

MD40, continued

Based on the member's begin date on the MD40, any work days in excess of what is available from that date forward will remain in the previous year.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Previous Year					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	Current Year					
28	29	30	31			

Example:

MD40 shows begin date of new year as August 15th and 23 work days are reported on RPI0. 13 days are moved forward (August 15th-31st) and 10 days remain in previous year.

Example: New employee starting in August

- Days worked in August, but no money paid in that month
- Do not report on RPI0
- Submit RPI5 for August (can submit in either August or September) with days worked
- Days applied to new school year based on start date in MD40
- If no MD40 on file, no days moved to new year.

Effective with start of 2011-2012 school year

If unable to begin reporting number of available days with the first month (July, August or September) of the new school year, an RPI 5 will be required to adjust months the number of work days were not reported

Questions?

Send an email to: Reporting@trs.state.tx.us

Please be sure to include your 4-digit TRS number and the name of your reporting entity

THANK YOU!!