



**Reporting available work days for
TRS service credit
public schools**

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

- Categorize employees by class:
 - **10-month**
 - **11-month or**
 - **12-month employees**
- Available days
 - Count the number of work days in a calendar month (how many Monday-Fridays, excluding days district is closed)
- Everyone in that class has same number of “available” days
 - Regardless of number of days in the individual’s contract or work agreement

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.

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

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 10 month class:

Example:

Let's say instructional staff reports for the new year on August 15th. They have 13 available work days in August. Bus drivers report back on the 18th. Every employee in a TRS eligible position in the 10-month class will be reported to TRS with 13 days, regardless of whether the employee reports back on the 15th or 18th because the employees are all in the same class.

If an employee is hired after the beginning of the school year, report the number of days available to work **AFTER** the start date in the month the employee is hired.

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			

In this example, a new 10-month employee who is **HIRED** on August 22nd and begins work that same day is reported with 8 available days in August.

Example calendar: October

Sun	Mon	Tue	Wed	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					

Example:

If there are no holidays or school closing days in October, every employee in all 3 classes of employee is reported with 21 available working days, unless an individual employee is docked one or more full days or works additional days and has also worked more than 5 days that same work week.

Example calendar: March

Sun	Mon	Tue	Wed	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

Example:

Let's say the district is closed March 19-23 for Spring Break. In this case, that week would not be considered "available work days" for any class of employees. For March, report 17 available work days. If employees in the 11 or 12 month class are required to work any days that week, report the extra days as "additional days worked" for those employees.

Part-time employment

- Same guidelines as full-time employment:
 - 10-month, 11-month, or 12-month 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.

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**



**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

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

- 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.

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