Illinois Monthly Teachers Retirement Report

Column/Field on View/Edit Tab	Where Data Generates From in School Accounting System
Employee ID	Employee ID field on Name & Address screen in Employee File
First Name	First Name field on Name & Address screen in Employee File
Middle Name	Middle Name field on Name & Address screen in Employee File
Last Name	Last Name field on Name & Address screen in Employee File
Payroll Frequency	Completed Employee Payroll Frequency custom field in Employee File, or if custom field is <u>blank</u>, then Default for Employee Payroll Frequency as specified on Report Options tab
Employment Begin Date	Completed Employment Begin Date custom field in Employee File, or if custom field is <u>blank</u>, then most recent hire/rehire date in Employee Dates List on Employment screen in Employee File
Employment End Date	Completed Employment End Date custom field in Employee File, or if custom field is <u>blank</u> and Employee Status on Name & Address screen in Employee File is <u>not</u> Hired or Leave of Absence, then most recent termination date in Employee Dates List on Employment screen in Employee File
Employment End Reason	Only applicable if Employment End Date is <u>not</u> blank; if Employee Status on Name & Address screen in Employee File is Deceased, then **02** for Death generates; otherwise, **01** for Terminated generates
Employment Type	Completed Employment Type custom field in Employee File, or if custom field is <u>blank</u>, then Default for Employment Type as specified on Report Options tab
Job Category	Completed Job Category custom field in Employee File, or if custom field is <u>blank</u>, then Default for Job Category as specified on Report Options tab
Contract Days	Only applicable if Employment Type for employee is **F** for Full-time or **P** for Part-time contractual; completed Contract Days custom field in Employee File, or if custom field is <u>blank</u>, then total number of Regular Days and Additional Days specified for employee's contract(s) defined to be included in Full Annual Rate (as selected on Pay Codes tab) or else Default for Contract Days as specified on Report Options tab if Regular Days and Additional Days are <u>blank</u> for employee's contrac(s)
FTE Percentage	Only applicable if Employment Type for employee is **F** for Full-time or **P** for Part-time contractual; completed FTE Percentage custom field in Employee File, or if custom field is <u>blank</u>, then Default for FTE Percentage as specified on Report Options tab
Full Annual Rate	Only applicable if Employment Type for employee is **F** for Full-time or **P** for Part-time contractual; completed Full Annual Rate custom field in Employee File, or if custom field is <u>blank</u>, then amount in Total Contract field for pay codes (for appropriate fiscal year) defined to be included in Full Annual Rate (as selected on Pay Codes tab) plus deductions defined with a Payment Reason of **BS** for Base Salary (as specified on Deductions tab), and then multiplied by TRS Factor, if applicable
Sick Leave Personal Days	Total of balance(s) of selected leave(s) on Leaves tab (**Note:** Only includes positive values in balance, and if a leave is tracked in hours, balance is divided by number entered in Divisible Value field on Leaves tab.)
Balanced Calendar	Only applicable if Employment Type for employee is **F** for Full-time or **P** for Part-time contractual; completed Balanced Calendar custom field in Employee File, or if custom field is <u>blank</u>, then Default for Balanced Calendar as specified on Report Options tab (**Note:** If Employment Type for employee is <u>not</u> **F** or **P**, then **No** generates.)
Fiscal Year End	Displays Fiscal Year from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable) (**Note:** If employees have detail records for multiple fiscal years included on the report, the maximum (greatest) fiscal year end displays here.)
SSN	Social Security Number (Federal ID) field on Employment screen in Employee File
Prefix	Prefix field on Name & Address screen in Employee File
Suffix	Suffix field on Name & Address screen in Employee File
Gender	Gender field on Employment screen in Employee File
Birth Date	Birth Date field on Employment screen in Employee File
Email Address	Email Address field on Name & Address screen in Employee File for applicable type (Business, Personal, or Other) specified on Report Options tab
Phone	Primary Phone Number field on Name & Address screen in Employee File
Address 1	Address 1 field on Name & Address screen in Employee File
Address 2	Address 2 field on Name & Address screen in Employee File
City	City field on Name & Address screen in Employee File
State	State/Province field on Name & Address screen in Employee File
Zip Code	Zip Code field on Name & Address screen in Employee File
Country	Country field on Name & Address screen in Employee File
Pay Period Begin Date and Pay Period End Date	Pay Period Begin Date and Pay Period End Date fields from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable)
Report Date	If **Per Pay Period** specified in Reporting Frequency field on Report Options tab, uses Pay Date field from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable); otherwise, if **Monthly** specified in Reporting Frequency field on Report Options tab, for TRS records, uses first day of the month of the Pay Date from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable) in Payroll Batches to Include List, and for SSP records, uses Pay Date field from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable) in SSP Only Payroll Batches to Include List
Pay Date	Pay Date field from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable)
Fiscal Year End	Displays Fiscal Year from applicable payroll schedule pay period selected for appropriate batch (and date sequence, if applicable)
Contribution Category	For TRS records, completed TRS Tier Type custom field in Employee File, or if custom field is <u>blank</u> and employee has TRS or THIS contributions in a selected payroll batch, then **02** for Tier 2 DB generates; otherwise, for SSP records, SSP field for applicable deductions as specified on Deductions tab

Payment Reason ....Only applicable for TRS records; for pay codes: Retirement Payment Reason Override field from entry in batch of Pay Period Entries or Employee Absences (applicable for unit pay codes only), or else Retirement Payment Reason Override field from Wages screen in Employee, or else Payment Reason field on Pay Codes tab; and for deductions: Payment Reason field on Deductions tab

Deferred ....Deferred field from Report Options tab for appropriate batch (and date sequence, if applicable)

Earnings ....Retirement gross (creditable earnings) for specified contribution category and payment reason

Earnings Exceeding Salary Limits............................Only applicable if **Yes** is entered for Earnings Exceed Salary Limit custom field in Employee File; amount of creditable earnings that exceeded the limit (the amount that was <u>not</u> included in the retirement gross) for specified contribution category and payment reason

Contributions ....For TRS records, total amount of member contributions for applicable TRS deductions (as defined in Member TRS Contributions field on Deductions tab) for specified contribution category and payment reason; otherwise, for SSP records, total amount of employee contributions for applicable deductions (as defined in SSP field on Deductions tab) for specified contribution category

THIS Contributions ....Only applicable for TRS records; total amount of member contributions for applicable THIS deductions (as defined in Member THIS Contributions field on Deductions tab) for specified contribution category and payment reason

Employer Defined Contributions ....Only applicable for SSP records; total amount of employer contributions for applicable deductions (as defined in SSP field on Deductions tab) for specified contribution category

Docked Days...Only applicable for TRS records and reflects total days from absence on contract entries in batches of Pay Period Entries or Employee Absences for specified contribution category and payment reason if Hours Per Day field on Wages screen in Employee File is completed for applicable pay code; for each absence on contract entry for employee, number in Hours field on entry is divided by number in Hours Per Day field on Wages screen in Employee File for applicable pay code

Days Paid ....Only applicable for TRS records with a Contribution Category of 01 or 02, and is included in only one detail line (for one contribution category and payment reason); reflects total days paid for employee calculated as follows: if contract employee, uses number in Contract Teacher Days Paid field or Contract Administrator Days Paid field (as applicable for employee's job category) as entered in Payroll Batches to Include List on Report Options tab; otherwise, if unit employee, uses number in Days Paid Override field for entries in batches of Pay Period Entries and Employee Absences, or else total number of week days between Start Date and End Date for entries

Post Retirement Hours...Only applicable if Contribution Category is **99** for Retired; reflects total number of hours worked for specified contribution category and payment reason for employee calculated as follows: for unit pay codes, Hours field (or Hours Override field, if completed) from entries in batches of Pay Period Entries or Employee Absences; and for contract pay codes, number in Hours Per Day field on Wages screen in Employee File (if greater than 5, then just uses 5) multiplied by number in Days This Pay Period field for payroll batch