Kentucky Department of Education Enterprise ERP Guide Payroll – TRS Pathway Reporting in EERP Updated: May 2025

## Enterprise ERP & TRS Pathway Reporting

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#### Overview

Earnings and deductions are required to be reported to the Kentucky Teacher Retirement System (TRS) after each payroll. The TRS Pathway Report has been created to generate the payroll file submitted to Pathway. The purpose of this document is to include a review of the screens and provide districts with step-by-step instructions for creating files for the TRS Pathway system. If you need information on the initial setup and crosswalk settings needed for the program, please reach out to <u>eerp@education.ky.gov</u>.

## Generate

Menu: HR/Payroll > Payroll > State Specific > South > Kentucky > KY KTRS Pathway Report.

#### Pay Types

The TRS Pathway program requires Regular Pay, Substitute Pay, Extra Service Pay, etc. to be reported separately. The Pay Types tab will be used to enter pay codes to distinguish between the different types of pay.

#### Federal Match Pay

Districts have two options for designating federal match pay:

- Payroll Exceptions Option #1 Denote the Federal Match Pay Types under the Other Pays setting. This assumes you are using pay types to distinguish federal pay in the payroll exceptions program.
- Payroll Exceptions Options #2 or #3 Enter the Federal Match Code Set created in payroll exceptions. This assumes payroll exceptions for TRS deductions were updated to use the general ledger (Fund and Project) to distinguish federal match pay instead of using pay types. No pay types would be listed as Federal Match in the Other Pays section on the Pay Types tab.

1										
KY KTRS Pathway Report [KD	DE   TRAIN   02/16]	KY TRS M	laster > KY TRS Generate > 🖊	,						
General Report Settings					E	Employment Status Changes				
Payroll Run *				•	F	irst Date Worked Source	HIRED -			
Payroll Warrant *					E	mployment End Reason Source	INACTIVE -			
	First Payroll of N	ew Fiscal Yea	r?/Unlock Master Records							
Payroll Start Date	Ö									
Payroll End Date	۵									
Payroll Check Date										
Default Contract Days *	185.00									
Deduction Codes / Ac	ccruals Pay	Types	Federal Match Code Sets	ostitute Pay Types			Extra Service/Supplemental I	Pay Types		
Deduction Codes / Ac Regular Pay Types Regular Pay Type	ccruals Pay	Types To	Federal Match Code Sets Sub	ostitute Pay Types bstitute Pay Type	Fro	m To	Extra Service/Supplemental I Extra Service/Supplemental Pay	Pay Types Type	From	То
Deduction Codes / Ac Regular Pay Types Regular Pay Type BASE	Ccruals Pay From ▼ 105	Types To 105	Federal Match Code Sets Sut	bstitute Pay Types bstitute Pay Type UB PAY	From 300	m To 300	Extra Service/Supplemental I Extra Service/Supplemental Pay OTHER	Pay Types Type	From	<b>To</b> 08
Deduction Codes / Ac Regular Pay Types Regular Pay Type BASE EXTENDED DAYS	Ccruals     Pay     From     105     106	Types To 105 106	Federal Match Code Sets Sub Sub Sub Sub Sub Sub Sub Sub Sub Sub	bstitute Pay Types bstitute Pay Type UB PAY +	Fro	m To 300	Extra Service/Supplemental I Extra Service/Supplemental Pay OTHER OTHER	Pay Types Type	From 108 11 120 1	<b>To</b> 08 20
Deduction Codes / Ac Regular Pay Type Regular Pay Type BASE EXTENDED DAYS BASE	Ccruals Pay From ▼ 105 ▼ 106 ▼ 115	Types To 105 106 115	Federal Match Code Sets Sub Sub Sub Sub Sub Sub Sub Sub Sub Sub	ostitute Pay Types bstitute Pay Type UB PAY	From 300	mi To 300	Extra Service/Supplemental Pay Extra Service/Supplemental Pay OTHER OTHER DAILY	Pay Types Type	From 108 11 120 11 124 11	<b>To</b> 08 20 24
Deduction Codes / Ac Regular Pay Types Regular Pay Type BASE EXTENDED DAYS BASE EXTENDED DAYS	Pay           ▼           105           ▼           106           ▼           ▼           115           ▼           ▼	Types To 105 106 115 116	Federal Match Code Sets Sub Su Su	bstitute Pay Types bstitute Pay Type UB PAY	From 300	m To 300	Extra Service/Supplemental Extra Service/Supplemental Pay OTHER OTHER DAILY DAILY	Pay Types Type	From 108 11 108 11 120 11: 124 11: 127 11	To 08 20 24 27
Deduction Codes / Ac Regular Pay Type Base EXTENDED DAYS BASE EXTENDED DAYS Other Pays (Federal, Dock, /	Corruals     Pay     Prom     T05     T06     T15     T16 Adjustments, Etc.)	Types To 105 106 115 116	Federal Match Code Sets Sub Sub Sub	bstitute Pay Types bstitute Pay Type UB PAY ▼	From 300	mi To 300	Extra Service/Supplemental Textra Service/Supplemental Pay OTHER OTHER DAILY DAILY Lump Sum Leave Obj Codes	Pay Types Type	From 108 11 120 1: 124 127 12	<b>To</b> 08 20 24 27
Deduction Codes / Ac Regular Pay Type Base EXTENDED DAYS BASE EXTENDED DAYS Other Pays (Federal, Dock, J Other Pays (Federal, Dock, J	Pay           From           •           105           •           106           •           115           •           116           Adjustments, Etc.)           From	Types To 105 106 115 116 To	Federal Match Code Sets Sut Su	bstitute Pay Types bstitute Pay Type UB PAY ▼	From 300	mi To 300	Extra Service/Supplemental Extra Service/Supplemental Pay OTHER OTHER DAILY Lump Sum Leave Obj Codes Sick	Pay Types Type	From 108 11 120 11 124 11 127 11 127 11	<b>To</b> 08 20 24 27
Deduction Codes / Ac Regular Pay Type BASE EXTENDED DAYS BASE EXTENDED DAYS Other Pays (Federal, Dock, J Other Pays (Federal, Dock, J Other Pays (Federal, Dock, J	Pay           From           105           106           115           115           116           From           118           From           118           From           118           From           118	Types To 105 106 115 116 To 129	Federal Match Code Sets Sut Su	ostitute Pay Types batitute Pay Type UB PAY	Fro	m To 300	Extra Service/Supplemental I Extra Service/Supplemental Pay OTHER DAILY Lump Sum Leave Obj Codes Sick 0291	Pay Types Type	From 108 11 120 1: 124 1: 127 1: Anrtl	<b>To</b> 08 20 24 27
Deduction Codes / Ac Regular Pay Type Bagular Pay Type BASE EXTENDED DAYS EXTENDED DAYS Other Pays (Federal, Dock, J Other Pays (Federal, Dock, J Other Pays Type ADJUSTMENT REGULAR DOCK PAY		Types To 105 106 115 116 To 129 128	Federal Match Code Sets Sut Su Su	bstitute Pay Type bstitute Pay Type UB PAY -	Froi 300	m To 300	Extra Service/Supplemental I Extra Service/Supplemental Pay OTHER OTHER DAILY DAILY Lump Sum Leave Obj Codes Sick 0291	Pay Types Type	From 108 11 120 1: 124 1: 127 1: Anrl Anrl	To 08 20 24 27

#### **Option #2/#3**

Deductio	on Codes / Accruals	Pay Types	Federal Match Code Sets
Federal Mat	ch Code Sets		
From	То		
1	1		

#### • Regular Pay Types

- **Base:** Include all pay codes associated with base pay (exclude subs).
- Substitute: Include all pay codes associated with substitute pay.
- **Extended Days**: Include all pay codes associated with extended days.
- Administrator Extra Service Pay: Enter all pay types that correspond to pay administrators receive that are part of their normal duties such as stipends and index pay. The program will recognize Administrator Extra Service pay as part of the contract salary.
  - **NOTE:** Any extra pay received outside of regular duties such as coaching will need separate pay types entered in the Extra Service Pay Types column.

#### • Extra Service Pay/Supplemental Pay

- Include all pay codes associated with Extra Service/Supplemental Pay. The Pathway program requires that any extra service/supplemental pay be identified as Hourly, Daily, or Other. From discussions with TRS, it has been agreed that all Extra Service/Supplemental Pay (Non-Admin) can be reported as Other/Flat Rate. KDE suggests that all Extra Service Pay Types are set up as "Other" in the Munis KTRS Pathway program.
- Other Pay Types (Federal, Docks, Adjustments, etc.)
  - Federal Match\* Enter all pay types, both regular and extra service, associated with federal matched salary. The program uses the pay types to identify the portion of the employee pay that is federally paid. These codes must also be included in the setup under Regular or Extra Service Pay Types.

\*The setting is only used if the district uses pay types in the Payroll Exceptions Table to calculate Federal Match/Non-Match Deductions. If GL Codes sets/GL Segments are used instead in the Payroll Exceptions program, this setting should be left blank. No Federal Match pay types should be listed and instead, the Federal Match Code Sets Tab would be used.

- Dock Pay Enter the pay type associated with Dock Pay. The pay type should be different from Adjustments. The adjustment pay code should only be used to denote adjustments made to prior period pay. The code used for Dock Pay must also be entered in the Regular column as a Base pay type.
- **Dock Pay w/Federal Match –** Enter the dock pay type used for employees with federal matched salaries. If using Federal Match Code Sets, this setting is not needed. *The*

code used for Dock Pay must also be entered in the Regular column as a Base pay type.

- **Adjustment Regular** Enter all pay types that correspond to adjustments made to regular pay.
- **Adjustment Supplemental:** Enter all pay types that correspond to adjustments made for extra service pay.
- **Lump Sum Comp Pay:** If applicable enter the pay type associated with Lump Sum Compensatory Pay.
- Lump Sum Leave Objects
  - Sick Leave Payment: Enter the object codes associated with lump sum sick leave pay, typically object code 0291.
  - **Annual Leave Payment:** Enter the object codes associated with lump sum annual pay if applicable, typically object code 0298.
- Federal Match Code Sets (Tab)
  - For use by those districts who elected to update payroll exceptions that use general ledger (Fund and Project) to distinguish federal match pay instead of using pay types. The GL Code Set is used to identify federal match pay. If GL Codes Sets are used to run the TRS Report, no Federal Match pay types should be listed under Other Pays on the Pay Type definitions.
    - a. To create the GL Code Set, in the Payroll Exceptions program select GL Code Sets on the ribbon.
    - b. Select Add and create code set 1. The description should be 'TRS Non-Match Exclusion'.

\$	GL Acc	ount Co	ode Se	ts [KD	E]						
<b>e</b> Back	<b>Q</b> Search	III Browse	+ Add	Update Update	X Delete	Cutput	rint	Display	DF	Rave	Excel
Code Se	et Descrip	otion									
Code Se Descript	et * tion *	1 TRS Nor	n-Match Exc /Edit Range	lusion				Pre	view Code	e Set	

- c. Select the folder under the description to Add/Edit Ranges.
- d. Select Add and add the following ranges.

GL Accour	nt Settings for C	Code Set 1 *
Туре	From	То
Fund	2	2
Project	20000	6ZZZZ

e. Enter GL Code set 1 to 1 on the Federal Match Code Sets tab.

#### **Deduction Codes/Accruals**

On the Deduction Codes/Accruals tab enter appropriate deduction codes used by your district that tie to the following deductions:

- KTRS Deduction Codes
- KTRS Federal Match
- KTRS Critical Shortage
- IPS Deductions
- Voluntary Supplemental Component
- KTRS Roth/403(b)

The KY TRS Pathway program will report leave amounts if available. Please enter the appropriate Accrual type and Table combination that apply under **Accruals**.

- Accrued Sick Leave Hours or Days
- Accrued Annual Leave Hours or Days

### **KTRS Employee Master Overview**

Many of these fields will be populated during the **Generate** process for those employees included in the payroll run and warrant. Listed below is more detailed information on the fields contained in the KY TRS Employee Master. Information on the Generate process will be provided in a separate section of this document.

🔆 KY TRS M	laster					
← Q Back Search	Browse Add	Update Delete Detail Records	G R Generate Recalc	KTRS ID Import Position Status Crosswalk	Employment End Reason Crosswalk	Marital Status Crosswalk
KY KTRS Pathway Rep	ort [KDE   TRAIN   02	2/16] > KY TRS Master				
Employee *	SSN	Last Name	First	Name		MI
KTRS Member ID Position Status Number of Pays per Year		-	First Date Worked Last Date Worked Employment End Rea	son	•	
Daily Dock Rate Lock Record			Contract Days			

- **KTRS Member ID:** Required for all employees except new hires. Districts will be required to input the TRS Member ID either manually or load an import file from TRS.
- **Position Status:** Required for all employees. The available options are:

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- o 01 = Full-time
- o 02 = Part-time
- o 03 = Substitute
- 14 = Critical Shortage Full-time
- 24 = Critical Shortage Part-time
- **Number of Pays per Year:** Required. The number of times that the member is being paid per year. This number is pulled from the Pay Frequency Field on the Employee Master.
- **Daily Dock Rate:** Required for all employees except substitutes. This rate will be calculated when generating the report but should be reviewed and may be manually changed. Dock rates for substitutes are calculated based on payroll history and are no longer included on the KTRS Master.
- Lock Record: If a manual change needs to be made to the dock rate calculated by Munis or any other information contained on the KYTRS Master screen, districts can make the necessary changes and mark this box to prevent the fields from updating when generating the report. When completing the generate process users can choose to select 'First Payroll of New Fiscal Year?/Unlock Master Records' and the program will "unlock" all the "locked" records included in the payroll run and warrant and recalculate all fields on the KYTRS Master. This feature can be run at any time during the year to "unlock" the records when generating the report.
- **<u>First Date Worked:</u>** Required for new hires.
- Last Date Worked: Required only upon termination.
- **Employment End Reason:** Required for all terminated employees. The available options are:
  - 01 = Termination
  - 02 = Deceased
  - o 03 = Retirement
  - 04 = Leave of Absence
- **Contract Days:** The total annual days for Regular Pay (Base and Extended Days). For example, a teacher with extended days would have two Employee Job Salary records. The total annual contract days for both Employee Job Salary records (Example: 187 Base Days & 3 Extended Days) would be added together and reported as 190 total contract days. Any days associated with Administrator Extra Pay Job/Salary records will be ignored. The contract days reported should reflect the number of days on the salary schedule if the employee worked the entire year.

If the calculated contract days are less than the "Default Contract Days" on the Generate screen, the program will use the default contract days for KTRS reporting. The "Default Contract Days" from the Generate Screen will also be used for substitutes.

- **FTE:** FTEs will be reported as a percentage, for example as 70% = .70 FTE. The FTE is obtained from the Job/Pay Record based on Regular types of pay identified in the initial setup. Full-time employees with multiple jobs will have their FTE % summed up and reported based on the pay types identified as Regular Pay.
  - Note: If a Part-Time status employee is set up to reflect 1.0 FTE this will be flagged by KTRS since Part-Time employees who exceed 70% are considered full-time by statute.

## Detail Records

Fields on the detail records will be populated during the Generate process but may be manually edited if needed. Only employees included in the payroll run and warrant number may be manually entered.

Payroll Information			
Payroll Run Control Num	✓ Fiscal Year		
Warrant Num	 Begin Date		
Check Date	End Date		
Compensation		Contributions	
· ·			
Payment Reason	•	Employee Contribution	
Summary Class Code		Employer MIF	
Total Earnings		Employer Contributions (Fed)	
Contract Salary		Critical Shortage Contributions	
Unpaid Days		IPS Contributions	
Days Paid(PT Only)		Federal Matched Salary	
Rate of Pay		Vol Suppl Component (Employee	)
Type of Rate of Pay	•	Vol Suppl Component (Employer	) []
Dock Rate of Pay		Roth Employee	
		Roth Employer	

#### Compensation

**Payment Reason:** The available options are:

- o 01 = Regular pay
- 02 = Supplemental pay
- 03 = Substitute Pay
- 05 = Lump sum compensatory pay
- o 07 = Lump sum annual leave
- 0 08 = Lump sum sick leave payment
- 11 = Adjustment Regular
- 12 = Adjustment Supplemental
- An employee who has multiple job salary records for the Payment Reason of 01- Regular Pay will have their earnings, deductions, etc. combined into one Detail Record.

**Note**: Supplemental Pay and Substitute Pay at different daily rates require separate detail records.

- **Summary Class Code:** The Summary Class code associated with the primary Job Code on the Job/Pay record.
- **Total Earnings:** Salary earned (per Payment Reason) for the pay period that is subject to KTRS contributions.
- <u>Contract Salary:</u> The total <u>reference salary</u> from Job Salary per Payment Reason. For example, a teacher with extended days would have two job salary records (base and extended). The total <u>reference salary</u> for both job salary records would be added together and reported on one detail record as Regular Pay. Contract salary is only required for 01-Regular Pay and 03-Substitute Pay.

Substitute contract salary is calculated by multiplying the default number of contract days x daily dock rate (daily rate from payroll history).

- **Unpaid Days:** The number of Dock Days during the pay period.
- **Days Paid:** Only reported on employees with the status of Substitute. Districts must enter days when paying substitutes when generating the report it will populate this information on the period record.
- **Rate of Pay:** Only required for Pay Reason Supplemental Pay and corresponds to Type of Rate of Pay.
- **Type of Rate of Pay:** Only applies to the Pay Reason Supplemental Pay and relates to the Rate of Pay. This corresponds to the Pay Types entered in the Extra Service Pay column in Initial Setup.

In the initial setup, KDE chose to only identify Hourly, Daily, and Other as the Type of Rate of Pay, however, there are other possible types if manually changing a record. From discussions with TRS, it has been agreed that all Extra Service/Supplemental Pay (Non-Admin) can be reported as Other/Flat Rate. **KDE recommends that all Extra Service Pay Types are set up as "Other" in the Enterprise ERP KTRS Pathway program.** 

#### Contributions

- **Employee Contribution:** The employee contribution.
- **Employer MIF:** The total amount of employer contributions that are paid in association with the member's total earnings (not federally funded).
- **Employer Contributions (Fed):** The total amount of employer contributions that are paid in association with the member's federal-funded earnings.
- <u>Critical Shortage Contributions</u>: The employer contribution for Critical Shortage Employees is based on the Critical Shortage deduction codes in the initial setup.
- IPS Contributions: Installment Purchase Service (IPS) contribution.

- **Federal Matched Salary:** Federal Matched Salary earned for the pay period, per Payment Reason, that is subject to KTRS contributions.
- **Vol Suppl Component (Employee and Employer):** The employee and employer portion of the voluntary supplement component. Only applies to new employees as of 1/1/2022.
- **<u>Roth Employee/Employer(403b)</u>**: The employee and employer portion of the 403(b)/Roth.

## **KTRS ID Import**

TRS Member ID numbers will be available for download from the TRS Pathway website. Users should import all members' IDs for the first submission and thereafter districts may either import the ID number or manually enter the ID numbers on the KY TRS Employee Master. All KY TRS Employee Master Records should contain a KTRS Member ID except for new hires.

Note: The Generate Process must be performed first to create KY TRS Master Records to which the Member ID's numbers will be imported.

- 1. Select KTRS Master Records.
- 2. Select **KTRS ID Import** and the following screen will appear:
- 3. Select **Define** and then select the File Search button. Select the file downloaded to your PC from KTRS Pathway. Note, that after selecting the file, the import file name will automatically change to a temporary file name. No action to change the file name is required.

Import File	٩	
Import Path		J

4. Select Accept.

### Generate Process – Pathway Reporting Steps

Users must create the KTRS Employee Master Records and Detail Records before submitting a file to KTRS. Both sets of records will be created during the Generate process. If your district has multiple run types for employees who report to KTRS you will generate a report for each payroll run type. For example, Run Type 1 = Certified Bi-Weekly Payroll and Run Type 3 = Administrator Payroll.

- 1. From the KTRS Pathway Report's main screen select KTRS Master Records.
- 2. Select Generate.
- 3. Select the Payroll Run from the dropdown box.
- 4. Select the Payroll Warrant by entering the warrant number or selecting the Look Up button (ellipsis).

- 5. Fields on the KYTRS Master screen will be updated when generating the report for those employees included in the payroll run and warrant. If you would like the program to overwrite manually entered information that has been marked as "Locked" select 'First Payroll of New Fiscal Year?/Unlock Master Records'. If you want to keep the "locked" fields as is, leave the box unmarked.
- 6. Enter the default number of contract days from your district's school calendar (example: 185) in the **Default Contact Days** field.

Payroll Run * 1 - RE Payroll Warrant * 02152	GULAR PAYROLL
Payroll Warrant * 02152	5
Eir Fir	
	st Payroll of New Fiscal Year?/Unlock Master Records
Payroll Start Date 02/01	/2025 🛅
Payroll End Date 02/15	/2025 🗊
Payroll Check Date 02/15	/2025 🗐
Default Contract Days * 1	35.00

- 7. If any changes are required to Pay Types or Deduction Codes make the necessary changes.
- 8. Select Accept and the following screen will appear:

Ready to Generate Records
All records that match the generate options for
Payroll Run Type: 1, Warrant: 021525
will be deleted and recreated.
Do you wish to continue?
Yes No

- 9. Select Yes. If you previously created Detail Records for the same Payroll Run and Warrant this process will delete those records and create new records.
- 10. The following screen will appear detailing the number of new KTRS master records created and the number of detail records.



11. Select **Detail Records** to review the detail records and change them as needed.

Information				
roll Run Control Num	1 - REGULAR PAYROLL	<ul> <li>Fiscal Year</li> </ul>	2025	
rant Num	021525	Begin Date	02/01/2025	
t Date	02/15/2025	End Date	02/15/2025	
ensation				Contributions
nt Reason	Regular Pay			Employee Contribution
Class Code	0080 DIR OF F	PUPIL PERSONNEL		Employer MIF
iga	3,421.29			Employer Contributions (Fed)
ary	82,111.00			Critical Shortage Contributions
	0.0			IPS Contributions
PT Only)	0.00			Federal Matched Salary
у	0.00			Vol Suppl Component (Employee)
late of Pay				Vol Suppl Component (Employer)
of Pay	443.84			Roth Employee

#### **Creating the Electronic File**

On the main screen, users can create the electronic file/mag media that will be submitted to KTRS.

- 1. Select **Define** and enter the Employer ID #.
- 2. Select the Run Type from the drop-down box.
- 3. Select or enter the Warrant.
- 4. Select "Report to Excel". This will create Excel files when the electronic file is created which users can review for reconciliation purposes. This report replaces the paper report created when creating the electronic file.
- 5. Select Electronic File from the ribbon.
- During the creation of the electronic file up to four files will be created: (1) KTRS Mag Media/Electronic file, (2) KTRS Report, (3) KTRS Mag Discrepancies, and (4) KTRS Gen Reconciliation. All reports can be viewed in the Saved Reports directory.
  - **KTRS Mag Media/Electronic File** The file submitted to TRS. Users can use the **File Transfer** program to transfer the file to their computer and then upload it online to the TRS Pathway site. You can also download the file from your Saved Reports.
  - **KTRS Report** No longer applicable with the addition of new voluntary employee and employer supplemental component, there is no longer real estate available on the paper report to include these new deduction types.
  - **KTRS Mag Discrepancies** The report lists possible errors and warnings. For instance, only new employees should be reported with no KTRS ID.
  - KTRS Gen Reconciliation Ignore.

- 7. The electronic file (KTRS Mag Media) created consists of the Employer #, Check Date, and Iteration (# of times the file was produced). Renaming the file is not required.
  - Example: Employer ID 999 and check date: 03/15/2025
  - The filename would be 99920240315####.txt
- 8. The Payroll Identifier Number for KTRS Pathway purposes is a combination of the Payroll Run Type and Warrant Number. Example: Run Type 1, Warrant 031525= 1031525.

#### Balancing the Electronic File

There are several ways users can verify that the totals they are submitting to TRS match what was processed during payroll. When creating the electronic file users have the option to export the records to Excel by marking the first "Report to Excel" box.

roll Info		
loyer ID # *	000	
Type *	1 - REGULAR PAYROLL	•
ant *	011524	
t Date	01/01/2024	
Date	01/15/2024	
ck Date	01/15/2024	
Report By *	Employee	-
rt to Excel		
nciliation	_	
onciliation Sort *	EMPLOYEE #	-
ort to Excel		
tropic File Path		

1. Select Electronic File and mark the "Report to Excel" box.

The following screen will appear. **Select All** and **Accept**.

🤣 Ex	port Filter						
← Back	Image: Cancel     Q     S     S     S       Accept     Cancel     Search     Select All     Select None     Save						
KY KTRS Pat	thway Report [KDE   TRAIN   02/16] > Export Filter > 🖍						
Select	Field						
• 🔽	Emp #						
<ul> <li>Image: A set of the set of the</li></ul>	Employee Name						
~	Summ Job						
$\checkmark$	Summ Job Long						
<b>~</b>	Contract Sal						
~	Cont Days						

2. Along with the electronic file, an Excel spreadsheet will be created with totals at the bottom that may be used to compare the reported contributions and earnings to the actual payroll.

	E	F	G	н	1	L	к	L	м	N	0	Р	Q	R
1	Contract Sal 🔻	Cont Days 🔻	Paid Days 🔻	Dock Rate 💌	Dock Days 💌	Tot Earnings 💌	Federal Sal 💌	Pay Reason	Empe Cont 🔻	Empr MIF 💌	Empr Cont 💌	Cr Shrt Cont 💌	IPS Cont 💌	
59	80,196.22	228.00	0.00	351.74	0.00	3,341.51	0.00	01	429.55	100.25	0.00	0.00	0.00	
60	92,449.83	228.00	0.00	405.48	0.00	3,852.08	0.00	01	495.18	115.56	0.00	0.00	0.00	
61	63,281.00	185.00	0.00	342.06	0.00	2,636.71	0.00	01	338.95	79.10	0.00	0.00	0.00	
62	54,030.00	185.00	0.00	292.05	0.00	2,251.25	0.00	01	289.40	67.54	0.00	0.00	0.00	
63	49,430.00	185.00	0.00	267.19	0.00	2,059.58	0.00	01	264.76	61.79	0.00	0.00	0.00	
64	44,774.00	185.00	0.00	242.02	0.00	1,865.58	0.00	01	239.82	55.97	0.00	0.00	0.00	
65	44,774.00	185.00	0.00	242.02	0.00	1,865.58	0.00	01	239.82	55.97	0.00	0.00	0.00	
66	39,703.00	185.00	0.00	214.61	0.00	1,654.29	0.00	01	212.66	49.63	0.00	0.00	0.00	
67	52,441.00	185.00	0.00	283.46	0.00	2,185.04	0.00	01	280.89	65.55	0.00	0.00	0.00	
68	45,223.00	185.00	0.00	244.45	0.00	1,884.29	0.00	01	242.23	56.53	0.00	0.00	0.00	
69	76,068.79	223.00	0.00	341.12	0.00	3,169.53	0.00	01	407.44	95.09	0.00	0.00	0.00	-
70	66.00								19,543.31	4,678.01	523.65	0.00	0.00	
71														

## **Contribution Rate File**

A file can be uploaded to Pathway to verify employees have the correct deduction code assigned to them based on their retirement tier.

- 1. Select **Define** and enter the Employer ID #.
- 2. Select a current Run Type from the drop-down box.
- 3. Select or Enter the Warrant.
- 4. Select **Contribution Rate File** from the ribbon.
- 5. An electronic file will be saved to the spool directory/your saved reports that can be downloaded and uploaded to TRS Pathway.

### Job/Salary Setup Scenarios

#### Late Hire Payroll Setup

For late hires that are a 1.0 FTE, the Job/Salary record should be set up in the following manner:

- Days/Year: the actual number of days the employee will work.
- Annual Pay: the amount to be earned for the year.
- Reference Salary: the amount the employee would earn if they worked a full contract (Example: 187 days x Daily Rate).
- TRS wants the standard contract days for the position reported even if the employee is not working a full contract due to the late hire. If the contract days are less than the "Default Contract Days" on the Generate screen, the program will use the default contract days for KTRS reporting. Please note, since all administrator's standard contract days are more than the default contract days you will be required to change the Contract Days on the KTRS Master Screen and lock the record (example: 240 days).
- For late hires, the Reference Salary field must contain an amount reflective of the salary as if employed the entire year.

alc Code	32		Hours/Day	0.00	
um Pays	2	4.000	Hours/Year	0.00	
ays/Year	1	67.00	Days/Period	0	
ched Hours		0.00	Factor	1.0000	
ay Basis	Α		Remain	24.000	
			Off-Step/Frozen	0 - Offstep	1
			Pay Status	A - ACTIVE	•
Pay Amounts					
Pay Amounts	1	.0000	) Reci	urring Pay	
Pay Amounts FTE % Hourly Rate	1	.0000	0 Reci	urring Pay	
Pay Amounts FTE % Hourly Rate Daily Rate	1	1.0000	0 Reci .0000 .00 221.7000 221	urring Pay 00 7000	
Pay Amounts FTE % Hourly Rate Daily Rate Period Pay	t	0000	0 Reci .0000 .00 221.7000 221 1.542.66 1,5	urring Pay 00 .7000 42.66	
Pay Amounts	1	1.0000	0 Reci .0000 .00 221.7000 221 1.542.66 1,5 17,023.90 7,/	urring Pay 00 .7000 42.66 023.90	
Pay Amounts FTE % Hourly Rate Daily Rate Period Pay Annual Pay Remaining		1.0000 : 3	) Reci .0000 .00 221.7000 221 1.542.66 1,5 17,023.90 }7,1	urring Pay 00 .7000 42.66 023.90	

#### Part-Time or Less than 1.0 FTE Employees

In this example, the Days/Year will have to be calculated in Job/Salary for the correct Daily Rate to populate. If the contract days are less than the "Default Contract Days" on the Generate screen, the program will use the default contract days to populate the KYTRS Master Screen.

- Daily Rate: \$306.51 (rounded)
- Default/Possible Contract Days: 186
- FTE: .83 (186 Days x .83 FTE = 154.38 days)
- Reference Salary: \$57,010
- Annual Salary: \$47,319 (rounded)
  - Calculation: \$306.51 x 186 x .83 = \$47,319

Calc Code	32	Hours/Day	0.00	
Num Pays	24.00	Hours/Year	0.00	
Days/Year	154.3	B Days/Period	0	
Sched Hours	0.0	0 Factor	1.0000	
Pay Basis	A	Remain	24.000	
		Off-Step/Froz	en N - No	
		Pay Status	A - ACTIVE	-
- Pay Amounts				
Pay Amounts	.83(	10 R	ecurring Pay	
Pay Amounts FTE % Hourly Rate	.830	0 R .0000 .	ecurring Pay	
Pay Amounts FTE % Hourly Rate Daily Rate	.83	0 R .0000 . 306.5054 3	ecurring Pay 0000 06.5054	
Pay Amounts FTE % Hourly Rate Daily Rate Period Pay	.830	0 R .0000 . 306.5054 3 1,971.60 1	ecurring Pay 0000 06.5054 ,971.60	
Pay Amounts FTE % Hourly Rate Daily Rate Period Pay Annual Pay	.83	0 R .0000 . 306.5054 3 1,971.60 1 47,318.30 4	ecurring Pay 0000 06.5054 ,971.60 7,318.30	
Pay Amounts FTE % Hourly Rate Daily Rate Period Pay Annual Pay Remaining	.83	0 R .0000 . 306.5054 3 1,971.60 1 47,318.30 4 .00	ecurring Pay 0000 006.5054 ,971.60 7,318.30	

## Dock Day Processing

Processing a dock day for an employee paid from either 100% from the general fund or 100% federally funded is relatively straightforward forward however if you have an employee that is split between the general fund and federal fund the dock day needs to be processed differently to work with TRS Pathway.

## Note: Users may continue to process docks in the manner they always have but must remember to fix the employee's detail record before submitting to TRS.

Two pay types can be set up for processing docks days, one for non-matched (general fund) and federally matched using Category: 7 – Dock Pay. These are only necessary if you are using pay types to distinguish between Federal Match and Non-Match pay.

19 O	Pay Ma	ster [K	(DE    8,	/2     0	8/27]												1	\$ ٥	?	K
e Back	<b>Q</b> Search	Browse	+ Add	Update Update	× Delete	Dutput	🖶 Print	<b>D</b> isplay	DF	Fave Save	⊠ Email	Schedule	Copy Pay	Longevity	V View History	Limit Rules				
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Reference Escrow Extra Serv Longevity		0	Grade Bas	ed Longe	vity											Seasonal Wages Generate Labor Hours Entry Include in PAF File Include in Position FTE Calculation	1			
Paid Status		N	- NONE 0.00													Worker's Compensation				

# Appendix A: Program Changes (Released August 15, 2014)

- 1. An employee who has multiple job pay records for the Payment Reason of 01- Regular Pay will have their earnings, contributions, etc. combined into one Detail Record. Note: Supplemental Pay records require separate detail records.
- 2. Summary Class Code description is now displayed on the detail record screen.
- 3. The "Lock Dock Rate?" box is now "Lock Record". If a manual change needs to be made to the dock rate calculated by Munis or any other information contained on the KYTRS Master screen, districts can make the necessary changes and mark this box to prevent the fields from updating when generating the report.
- 4. Contract Days and FTE % moved to KYTRS Master Screen.

- 5. Only one FTE % per employee is reported. This is calculated by taking the sum of FTEs located on the base job/salary records based on pay types defined on the generate screen.
- 6. Default Contract Days: If an employee has fewer contract days than what is set as the default contract days for the district, the program will set the contract days to the default days. (Actual Contract Days < Default Contract Days = Default Contract Days)

This will be especially helpful for late hires. Please note that if an administrator was a late hire (contract days greater than the set default contract days) you will need to manually update the contract days on the KYTRS Master screen and "Lock" the record for the school year.

#### Example: Late Hire Principal

- Job Salary is set to a total of 200 days because of late hire (Base and Extended Days)
- Salary table contract days for a principal is 240 days.
- The district standard default calendar is 185 days on the Generate Screen.
- The KTRS Master would need to be updated to 240 days to reflect the number of days if the principal had worked a full contract and the record locked for the year.

Employee *	SSN	Last Name	First Name	MI
725	123-90-674	48 PARKER	ALBERTA	A
KTRS Member IE	)		First Date Worked	12/09/2002
Position Status		Full Time	<ul> <li>Last Date Worked</li> </ul>	<b></b>
Number of Pays	per Year	24	Employment End Reason	0 -
Daily Dock Rate		170.88	Contract Days	240.00
Lock Record		~	FTE %	100.00

#### Appendix B: Program Changes (Released July 2015)

- Supplemental Pay does not require a Contract Salary and is no longer reported.
- Rate of Pay The format has been updated to accept numeric 7,2 (\$99,999.99) from the original format of numeric 5,2 (\$999.99).
- Various new warning messages on the KTRS Gen Discrepancies report.
- For the pay reasons listed below the Daily Dock Rate and Contract Days are suppressed on the electronic file for those payment records.
  - 02 = Supplemental pay
  - 05 = Lump sum compensatory pay
  - 07 = Lump sum annual leave
  - 0 08 = Lump sum sick leave payment

- Updated text on the Generate screen from "First Payroll of New Fiscal Year?" to "First Payroll of New Fiscal Year?/Unlock Master Records".
- Employment End Reason will update to a blank field if the reason is a blank field on the employee master.
- If no Summary Class code is defined on the Job Master attached to an employee's Job/Salary record, the program will now allow employees to pull into the Pathway report.
- Sick Hours Accrual The program is now reporting sick hours.
- Contract Days Employees with multiple jobs at less than 1.0 FTE where the contract days are not equal will be reported in the following manner. This is not a typical job salary setup but there are certain instances where this condition exists. Please remember that records for Regular Pay continue to combine and report as one record. Example:
  - Report the job with the greatest number of days:
    - Job 1060 > Job 2060 = Report days from job 1060 (203 Days)
    - Only days from Base and Extended Days records should be used to calculate days. In most instances, the employee would have the same number of extended days if they have more than one job but there are some cases where the days are not equal.
  - If Job 1060 (job with most days) < than default days, then report default days from the generate screen.

Example of one employee with two different jobs and the job salary breakdown of days:

Employee #	Summary Class	Days	FTE	Рау Туре
6732	1060	187	0.5000	Base
6732	1060	16	0.5000	Extended
	Total Days for Job 1060	203		

Employee #	Summary Class	Days	FTE	Рау Туре
6732	2060	187	0.5000	Base
6732	2060	1	1.0000	Extended
	Total Days for Job 2060	188		

# Appendix C: Program Changes (Released Summer 2016)

- Pay for substitutes is now reported using a new and separate pay type, "03 Substitute Pay".
- The generate screen now includes a separate area where all pay types for substitute pay should be entered. These pay types should now be entered in this section and removed from the Regular Pay section.
- Substitutes can have multiple records for "03 Substitute Pay". A separate record will be created based on the Daily rate. If a substitute was paid at more than one daily rate, the earnings and deductions will be split accordingly and reported.
- The Daily Dock Rate for substitutes is now only seen on the detail record and the KTRS Master screen will display \$0. The dock rate is based on payroll history. A substitute may now be paid at more than one daily rate and have separate Detail Records with the different dock rates.

## Appendix D: Program Changes (Released January & February 2022)

- Added new fields for the reporting of the voluntary supplemental employee and employer component.
- Add the option to report federal match salary based on GL Code sets created in payroll exceptions. There is now a tab on the generate screen labeled Federal Match Code Sets.

### Appendix E: Program Changes (Released August 2022)

• Added the Contribution Rate File report.

### Appendix F: Program Changes (Released June 2024)

• Added 403(b) Roth contribution.