

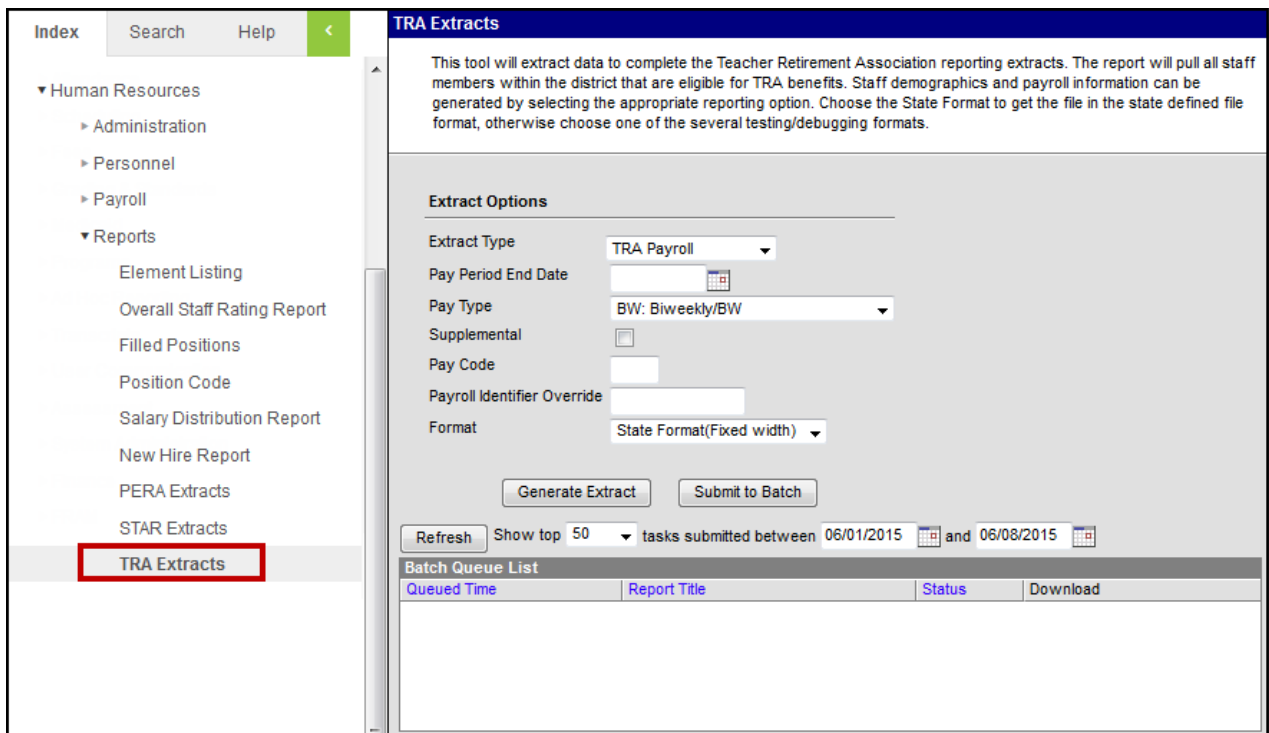
TRA Payroll Extract (Human Resources) (Minnesota)

Last Modified on 10/22/2022 9:56 am CDT

[Report Logic](#) | [Generating the Report](#) | [TRA Payroll Report Layout](#) | [Payroll Extract Layout](#) | [TRA Payroll Remittance Report Calculations](#)

PATH: *Human Resources > Reports > TRA Extracts*

The TRA (Teacher Retirement Association) Payroll extract reports payroll information for employee retirement accounts. The report includes a [header record](#) that describes the options selected in the extract editor.



TRA Payroll Extract Editor

Report Logic

A record reports for each employee with a TRA deduction from the pay period being reported and payroll run on the selected **Pay Period End Date**.

When the Allocated Pay Period, Current Position, Transaction Type and Payment Type are the same on multiple records for a single employee, the report combines the records and reports the sum of the amounts in the **Salary Sign** (field 6) and **TRA Deduction** (field 9) fields.

Generating the Report

1. Select **TRA Payroll** as the Extract Type.

2. Use the information in the following table to fill in the remaining fields.

Field	Description
Pay Period End Date	The paid date of the payroll. Data is reported as of this date. Enter the date in <i>mmdyy</i> format or by click the calendar icon and select a date.
Pay Type	Indicates the Pay Type / Pay Frequency value associated with the payroll.
Supplemental	Mark this checkbox if the report should include a supplemental payroll batch instead of a regular one.
Pay Code	A TRA Pay Code to distinguish between multiple batches or different pay cycles that are generated on the same day. For example, a weekly payroll report may be run the same day as a monthly one.
Payroll Identifier Override	The Payroll Identifier is auto-generated for each report, but an override value can be entered here when generating the Payroll and Remittance reports at different times. Enter up to 11 characters to further identify the payroll record. The Payroll Identifier must be the same between the Payroll and Remittance reports.
Format	The format in which the report should generate. Select the <i>State Format (Fixed Width)</i> when submitting the report to the state, or select <i>CSV</i> or <i>HTML</i> format to review data prior to submission.

3. Click **Generate Extract**.

Result

A new window displays allowing you to generate the **TRA Payroll** report or the **TRA Payroll Remittance** report.

4. Select the desired **Report** and click **OK**.

Result

The report generates in a new window.

Users have the option of submitting the report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. The generated extract is available in the Process Inbox. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Header Records:1							
TransactionCode	EmployerUnitNumber	PayrollIdentifier	PayCycle	PayCode	PaymentDate	SupplementalPayCode	BatchCr
03	-1234567	09271212190	03		20120815	Y	2012092

TRA Payroll Records:5						
TransactionCode	SSN	EmployerAssignedEmployeeID	TRANumber	CurrentPosition	SalarySign	TRACoveredSalary
04	123456789	987654	333333	01		00034974
04	234567891	876543	444444	01		00038846
04	345678912	765432	555555	01		00034974
04	456789123	654321	222222	01		00000289
04	567891234	542319	000000	02		00463079

TRA Payroll Extract - HTML

TRA Payroll Remittance Report

Submit this form to MN Teachers Retirement Association with payment for contributions.

Reporting Unit Name: ISD 0012 CENTENNIAL
 Reporting Unit Number: -1234567
 Payroll Batch ID: 1
 Payroll Check Date: 10/15/2012
 Creation Date: 11/15/2012
 Creation Time: 12:10 PM

Total	Summary	Basic	Coordinated	Annuitant
\$0.00	TRAWAGE	\$0.00	\$0.00	\$0.00
\$0.00	TRA_EE	\$0.00	\$0.00	
\$0.00	TRA_ER	\$0.00	\$0.00	
\$0.00	Total	\$0.00	\$0.00	
\$0.00	UNEARNED06 Wage	\$0.00	\$0.00	
\$0.00	TRA_EE	\$0.00	\$0.00	
\$0.00	TRA_ER	\$0.00	\$0.00	
\$0.00	Total	\$0.00	\$0.00	
\$0.00	UNEARNED07 Wage	\$0.00	\$0.00	
\$0.00	TRA_EE	\$0.00	\$0.00	
\$0.00	TRA_ER07	\$0.00	\$0.00	
\$0.00	Total	\$0.00	\$0.00	
\$0.00	Total Wages	\$0.00	\$0.00	\$0.00
\$0.00	TRA_EE	\$0.00	\$0.00	
\$0.00	TRA_ER07	\$0.00	\$0.00	
\$0.00	TRA_ER	\$0.00	\$0.00	
\$0.00	Total	\$0.00	\$0.00	

As required by MS 354 52, subd. 4, I certify that this is a true statement of the total salaries paid to the teachers of this reporting unit for the payroll noted and that all necessary contributions are attached.

Name: _____ Title: _____
 Signature: _____ Date: _____

TRA Payroll Remittance Extract - HTML

TRA Payroll Report Layout

The extract includes a [header record](#), followed by the [reported employees](#).

Header Record Layout

Element	Description	Format, Type and Length
Transition Code	Indicates the information is a payroll header record. Reports as 03.	Numeric, 2 digits
Employer Unit Number	Identifies the employer unit number as assigned by the TRA. Reports the 3-digit county number plus the 5-digit district number based on Human Resources > District Master > Processing Rules > Employer Retirement Number.	Numeric, 8 digits
Payroll Identifier	The unique identifier of the report. Reports the current date in MMDDYY format, then the time in HHMM format, then the Pay Code entered.	Alphanumeric, 11 characters
Pay Cycle	The length of the pay cycle as entered on the extract editor: <ul style="list-style-type: none"> • 01: Weekly • 02: Biweekly • 03: Semimonthly • 04: Monthly • 05: All other options 	Numeric, 2 digits
Pay Code	Reports the Pay Code from the extract editor.	Alphanumeric, 1 character
Payment Date	The date that appears on the payroll check found in Human Resources > Payroll > Employee > Detailed Deductions > TRA> Pay Period Paid Date.	Date Field, 8 digits YYYYMMDD
Supplemental Pay Code	Indicates if the payroll is part of a regular payroll TRA batch or a supplemental TRA batch. Reports as Y if the Supplemental checkbox is marked on the extract editor.	Alphanumeric, 1 character
Batch Creation Date	Identifies the date on which the report was created.	Date Field, 8 characters YYYYMMDD
Batch Creation Time	Identifies the time on which the report was created.	Time Field, 4 characters HHMM
Total Coordinated Salary Sign	Reports as blank if the coordinated salary is positive or 0. Reports as - if the salary is negative.	Alphanumeric, 1 character
Total Coordinated Salary	The sum of all gross pay where the Pension Benefit Type is TRA and the employee's retirement Plan Type is 02: Coordinated.	Numeric, 11 digits

Element	Description	Format, Type and Length
Total Coordinated Employee Deductions Sign	Reports as blank if the total coordinated employee deductions is positive or 0. Reports as '-' if the total deductions is negative.	Alphanumeric, 1 character
Total Coordinated Employee Deductions	The sum of all member contributions being reported for this plan summary record where the employee's TRA Plan Type is 02: Coordinated.	Numeric, 9 digits
Total Coordinated Employer Deductions Sign	Reports as blank if total coordinated employer deductions is positive or 0. Reports as '-' if total deductions is negative.	Alphanumeric, 1 character
Total Coordinated Employer Deductions	The sum of all employer contributions being reported for this plan summary record where the employee's TRA Plan Type is 02: Coordinated.	Numeric, 9 digits
Total Basic Salary Sign	Reports as blank if total basic salary deductions is positive or 0. Reports as '-' if total deductions is negative.	Alphanumeric, 1 character
Total Basic Salary	The sum of all gross pay in the reported payroll with a Pension Benefit Type of TRA and the employee has a TRA Plan Type of 01: Basic.	Numeric, 11 digits
Total Basic Employee Deductions Sign	Reports as blank if the total basic employee deductions is positive or blank. Reports as - if the total deductions is negative.	Alphanumeric, 1 character
Total Basic Employee Deductions	The sum of all member contributions being reported for this plan summary record where the employee's TRA Plan Type is 01: Basic.	Numeric, 9 digits
Total Basic Employer Deductions Sign	Reports as blank if the total basic employer deductions is positive or 0. Reports as '-' if the total deductions is negative.	Alphanumeric, 1 characters
Total Basic Employer Deductions	The sum of all employer contributions being reported for this plan summary record where the employee's TRA Plan Type is 01: Basic.	Numeric, 9 digits

Element	Description	Format, Type and Length
Total Number of Records in Batch	The total number of detail records being reported, including the header.	Numeric, 6 digits
Filler	N/A	N/A

Payroll Extract Layout

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
1	Transaction Code	Indicates the information is a payroll detail record. Reports as 04.	Numeric, 2 characters	Not Dynamically Stored	Not Dynamically Stored
2	SSN	Identifies the staff member's Social Security Number.	Numeric, 9 digits	HrDemographics.ssn	Human Resources > Personnel > Personnel Master > HR General Information> Social Security Number
3	Employer-assigned Employee ID	Identifies the unique combination of numbers and letters assigned to the staff member by the employer.	Alphanumeric, 11 characters	HrDemographics.staffNumber	Human Resources > Personnel > Personnel Master > HR General Information> Personnel Number

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
4	TRA Number	Identifies the number assigned to the staff member by the Teachers Retirement Association. Reports the account number of the employee where the Retirement Association is TRA for the account with the most recent eligibility date.	Numeric, 6 characters	HrRetirement. accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Account Number
5	Current Position	Indicates whether the employee being reported is a Teacher or an Administrator. If the Assignment Code is not 00110, 000111, 000115, 000680, 90XXXX, 91XXXX, 920001, 920002, 93XXXX, 94XXXX, 95XXXX, 96XXXX or 99XXXX in any active work assignments as of the Pay Period End Date, reports as 01 (Teacher). Otherwise reports as 02 (Administrator).	Numeric, 2 digits	EmploymentAssignment. assignmentCode	Human Resources > Personnel > Personnel Master > Work Assignments > Assignment Code
6	Salary Sign	Reports as blank if the TRA-covered salary amount is positive or as - if the salary amount is negative.	Alphanumeric, 1 character	Not Dynamically Stored	Not Dynamically Stored

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
7	TRA-Covered Salary	The sum of all gross pay in the reported payroll with a Pension Benefit Type of TRA.	Numeric, 8 digits	Not Dynamically Stored	Not Dynamically Stored
8	Deduction Sign	Reports as blank if the TRA deduction amount withheld is positive or as - if the deduction amount is negative.	Alphanumeric, 1 character	Not Dynamically Stored	Not Dynamically Stored
9	TRA Deduction Amount Withheld	The Employee TRA Deduction amount withheld.	Numeric, 7 digits	Stored in the Campus Payroll database.	Human Resources > Employee > Detailed Deductions > Deduct Amount
10	Transaction Type	Reports the pension Transaction Type: 01: Standard pay record 02: Adjustment to a pay record already reported	Numeric, 2 digits	Not Dynamically Stored	Not Dynamically Stored

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
11	Payment Type	Reports the Pension Payment Type: <ul style="list-style-type: none"> • 01: Regular contracted licensed activity • 02: Extracurricular and Other Non-Licensed Work • 03: Substitute & Other Licensed Work • 04: Grievance • 05: Retroactive • 06: Employer-paid employer share on unearned salary • 07: Member-paid employer share on unearned salary 	Numeric, 2 digits	Stored in the Campus Payroll database.	Human Resources > Payroll
12	Filler	N/A	N/A	N/A	N/A
13	Filler	N/A	N/A	N/A	N/A

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
14	Fiscal Year	The fiscal year to which activity applies. The report finds the pay period to which the TRA deduction was allocated (Human Resources > Payroll > Employee > Employees > Payroll > Detailed Deductions > TRA > Allocated Pay Period) and reports the last two digits of the fiscal year for that period. For example, if the fiscal year is 2012-2013, this field reports 13.	Date field, 2 digits YY	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Payroll Date Detail > Payroll Date Years > FSC
15	Pay Period Begin Date	The date the Pay Period began. The report finds the pay period to which the TRA deduction was allocated (Human Resources > Payroll > Employee > Employees > Payroll > Detailed Deductions > TRA > Allocated Pay Period) and reports the beginning date for that pay period.	Date field, 8 digits YYYYMMDD	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Payroll Date Details > Date Start

#	Element	Description	Format, Type and Length	Campus Database	Campus Location
16	Pay Period End Date	The date the Pay Period ended. The report finds the pay period to which the TRA deduction was allocated (Human Resources > Payroll > Employee > Employees > Payroll > Detailed Deductions > TRA > Allocated Pay Period) and reports the end date for that pay period.	Date field, 8 digits YYYYMMDD	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Details > Date End
17	Payment Date (Check Date)	The date the employee received a paycheck.	Date field, 8 digits YYYYMMDD	Not Dynamically Stored	Human Resources > Payroll > Employee > Detailed Deductions > TRA > Pay Period Paid Date
18	Filler	N/A	N/A	N/A	N/A

TRA Payroll Remittance Report Calculations

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
1	TRAWAGE	Reports Coordinated + Basic totals for each row.	TRAWAGE	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date), unless the Pension Payment Type is 06 or 07.	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Coordinated (02) in their TRA Retirement record (as of the Pay Period End Date), unless the Pension Payment Type is 06 or 07.	Reports the sum of gross pay for all employees on the pay date who have an active TRA Retirement record where Annuitant is makred and the employee did not have a TRA Dedution on the pay date. Annuitant Path: Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Annuitant

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
2			TRA_EE	Reports the sum of TRA employee deductions for all employees that have a TRA deduction and a Plan Type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date), unless Pension Payment Type is 06 or 07.	Report the sum of TRA employee deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current TRA Retirement record (as of the Pay Period End Date), unless the Pension Payment Type is 06 or 07.	N/A
3			TRA_ER	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date), unless Pension Payment Type is 06 or 07.	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current TRA Retirement record (as of the Pay Period End Date) unless Pension Payment Type is 06 or 07.	N/A

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
4			Total	Reports the sum of the Basic Plan calculations for the TRA_EE and TRA_ER fields.	Reports the sum of the Coordinated Plan calculations for the TRA_EE and TRA_ER fields.	N/A
5	UNEARNED06 Wage	Reports Coordinated + Basic totals for each row.	UNEARNED06 Wage	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Coordinated (2) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	N/A

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
6			TRA_EE	Reports the sum of TRA employee deductions for all employees that have a TRA deduction and a Plan Type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	Report the sum of TRA employee deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	N/A
7			TRA_ER	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 06.	N/A

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
8			Total	Reports the sum of the Basic Plan calculations for the TRA_EE and TRA_ER fields.	Reports the sum of the Coordinated Plan calculations for the TRA_EE and TRA_ER fields.	N/A
9	UNEARNED07 Wage	Reports Coordinated + Basic totals for each row.	UNEARNED07 Wage	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 07.	Reports the sum of gross pay for all employees that have a TRA deduction and a plan type of Coordinated (2) in their current TRA Retirement record (as of the Pay Period End Date) where Pension Payment Type is 07.	

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
10			TRA_EE	Reports the sum of TRA employee deductions for all employees that have a TRA deduction and a Plan Type of Basic (01) in their current TRA Retirement record (as of the Pay Period End Date), where Pension Payment Type is 07.	Report the sum of TRA employee deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current TRA Retirement record (as of the Pay Period End Date), where Pension Payment Type is 07.	N/A
11			TRA_ER07	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Basic (01) in their current Retirement record (as of the Pay Period End Date) where Pension Payment Type is 07.	Reports the sum of TRA employer deductions for all employees that have a TRA deduction and a plan type of Coordinated (02) in their current Retirement record (as of the Pay Period End Date) where Pension Payment Type is 07.	N/A

	Summary Type	Total Calculation	Field	Basic Plan Calculation	Coordinated Plan Calculation	Annuitant Calculation
12			Total	Reports the sum of the Basic Plan calculations for the TRA_EE and TRA_ER fields.	Reports the sum of the Coordinated Plan calculations for the TRA_EE and TRA_ER fields.	N/A
13	Total Wages	Reports Coordinated + Basic totals for each row.	Total Wages	Reports the sum of Basic wages from fields 1, 5 and 9.	Reports the sum of Coordinated wages from fields 1, 5 and 9.	Reports the Annuitant total wages from field 1.
14			TRA_EE	Reports the sum of Basic TRA_EE calculations from fields 2, 6 and 10.	Reports the sum of Coordinated TRA_EE calculations from fields 2, 6 and 10.	N/A
15			TRA_ER07	Reports the sum of Basic TRA_ER calculations from field 11.	Reports the sum of Coordinated TRA_ER calculations from field 11.	N/A
16			TRA_ER	Reports the sum of Basic TRA_ER calculations from fields 3 and 7.	Reports the sum of Coordinated TRA_ER calculations from fields 3 and 7.	N/A
17			Total	Reports the sum of the Basic plan calculations from fields 14, 15 and 16.	Reports the sum of Coordinated plan calculations from fields 14, 15 and 16.	N/A

