

TRA Demographics Extract (Human Resources) (Minnesota)

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[Report Logic](#) | [Report Editor Options](#) | [Generating the Report](#) | [Report Layout](#)

PATH: *Human Resources > Reports > TRA Extracts*

The TRA (Teacher Retirement Association) Demographics extract reports information for all staff members within the district eligible for TRA benefits. When demographic information is provided for a new teacher, the Teacher Retirement Association sends a TRA number and a report that lists all newly-assigned TRA numbers.

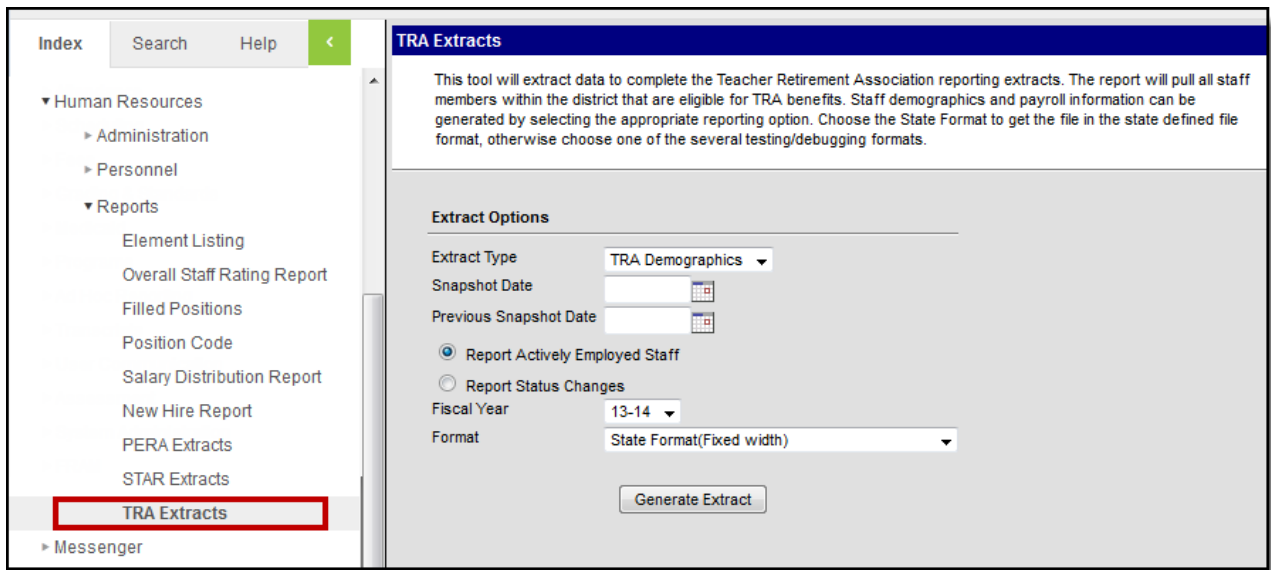


Image 1: TRA Demographics Extract Editor

Report Logic

- The most recent status found within the Snapshot date range entered on the extract editor for staff members with a TRA status in Retirement Organization reports.
- If **Report Actively Employed Staff** is marked on the extract editor, all staff members actively employed on the Snapshot date report.
- If **Report Status Changes** is marked on the extract editor, the following additional logic is applied:
 - If a **Terminate Date**, **Leave Date** or **Hire Date** occurs between the Snapshot date range entered on the extract editor, a record reports.

Report Editor Options

Field	Description
Extract Type	The type of extract being generated. TRA Demographics should be selected for this report.

Field	Description
Snapshot Date	The beginning date on which the report information is extracted. Enter the date in <i>mmddyy</i> format or by clicking the calendar icon and selecting a date.
Previous Snapshot Date	The end date on which the report information is extracted. Enter the date in <i>mmddyy</i> format or by clicking the calendar icon and selecting a date.
Report Actively Employed Staff	If selected, actively employed staff members are included on the extract.
Report Status Changes	If selected, staff members with a status change occurring between the dates entered on the extract editor are included on the extract.
Fiscal Year	The fiscal year from which to report.
Format	The format in which the report will generate. Select State Format(Fixed width) when submitting the report to the state; otherwise select CSV or HTML to review data prior to submission.

Generating the Report

1. Select **TRA Demographics** as the Extract Type.
2. Enter a **Snapshot Date**.
3. Enter a **Previous Snapshot Date**.
4. Select **Report Actively Employed Staff** if desired.
5. Select **Report Status Changes** if desired.
6. Select the appropriate **Fiscal Year**.
7. Select the desired **Format**.
8. Click **Generate Extract**. The extract will appear in a new window in the selected format.

```

0100088874201208011401000004

02Teacher ,Robert
12345678911111      55555519010101A01302012      F
02Teacher ,John
12345678922222      12345619010101B      2012      M01
02Teacher ,Anne
55555519010101|    2012      This city      MN00000      123 Fake Ridge Rd
F                                     12345678933333
  
```

Image 2: TRA Demographics Extract - State Format(Fixed width)

	A	B	C	D	E	F	G	H	I	J	K
1	TransactionCode	EmployerUnitNumber	BatchCreationDate	BatchCreationTime	TotalRecordsInBatch	Filler					
2	1	88874	20120801	1401	4						
3	TransactionCode	Name	StreetLine1	StreetLine2	City	State	Zip	SSN	EmployerAssignedEmployeeID	TRANumber	DateOfBirth
4	2	Teacher,Robert						123456789	12345	555555	19010101
5	2	Teacher,John						234567891	1234	123456	19010101
6	2	Teacher,Anne	123 Fake Ridge Rd		This City	MN	0	345678912	345678	555555	19010101

Image 3: TRA Demographics Extract - CSV

Header Records:1											
TransactionCode	EmployerUnitNumber	BatchCreationDate	BatchCreationTime	TotalRecordsInBatch	Filler						
01	00088874	20120801	1400	000004							
TRA Demographics Records:3											
TransactionCode	Name	StreetLine1	StreetLine2	City	State	Zip	SSN	EmployerAssignedEmployeeID	TRANumber	DateOfBirth	Ex
02	Teacher,John						123456789	111111	555555	19010101	A
02	Teacher,Robert						234567891	222222	123456	19010101	B
02	Teacher,Anne	123 Fake Ridge Rd		This City	MN	00000	345678912	333333	555555	19010101	

Image 4: TRA Demographics Extract - HTML

Report Layout

Element	Description	Format, Type and Length	Campus Database	Campus Location
Transition Code	Indicates the information is a demographic header record. Reports as 01.	Numeric, 2 digits	Not Dynamically Stored	Not Dynamically Stored
Employer Unit Number	Identifies the employer unit number as assigned by the TRA. The 3-digit county number plus the 5-digit district number reports.	Numeric, 8 digits	HrDistirctRetirementInfo. employerRetirementNumber	Human Resources > District Master > Processing Rules > Employer Retirement Number

Element	Description	Format, Type and Length	Campus Database	Campus Location
Batch Creation Date	Identifies the date on which the report was created.	Date Field, 8 characters YYYYMMDD	Not Dynamically Stored	Not Dynamically Stored
Batch Creation Time	Identifies the time on which the report was created.	Time Field, 4 characters HHMM	Not Dynamically Stored	Not Dynamically Stored
Total Number of Records in Batch	Identifies the total number of records extracted.	Numeric, 6 digits	Not Dynamically Stored	Not Dynamically Stored
Filler	N/A	N/A	N/A	N/A
Transaction Code	Indicates the information is a demographic record. Reports as 02.	Numeric, 2 characters	Not Dynamically Stored	Not Dynamically Stored
Name	Identifies the last, first and middle name of the staff member.	Alphanumeric, 55 characters	HrDemographics.lastName HrDemographics.firstName HrDemographics.middleName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name, First Name, Middle Name
Street Line 1	Identifies the primary mailing street address.	Alphanumeric, 30 characters	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Address

Element	Description	Format, Type and Length	Campus Database	Campus Location
Street Line 2	Identifies the second line of the primary mailing address.	Alphanumeric, 30 characters.	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Address
City	Identifies the city in which the staff member resides.	Alphanumeric, 20 characters	HrHLAddress.city	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > City
State	Identifies the state in which the staff member resides.	Alphanumeric, 2 characters	HrHLAddress.state	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > State

Element	Description	Format, Type and Length	Campus Database	Campus Location
Zip	Identifies the Zip code in which the staff member resides.	Numeric, 9 digits	HrHLAddress.zip	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Zip
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
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
TRA Number	Identifies the number assigned to the staff member by the Teachers Retirement Association. If Retirement Organization = TRA and Account Number is blank or "NEW" then this field reports all zeros.	Numeric, 6 characters	HrRetirement.accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Account Number

Element	Description	Format, Type and Length	Campus Database	Campus Location
Date of Birth	Identifies the date on which the staff member was born.	Date Field, 8 characters YYYYMMDD	HrDemographics.birthdate	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date
Exempt Status	Indicates TRA deductions will not be taken from a member's salary because they are exempt. Options include the following: <ul style="list-style-type: none"> • A: Exempt Annuitant • B: Exempt Technical College • C: Exempt Independent Consultant or Contractor 	Alphanumeric, 1 character	HrRetirement.exemptStatus	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Exempt Status
Filler	N/A	N/A	N/A	N/A
Filler	N/A	N/A	N/A	N/A

Element	Description	Format, Type and Length	Campus Database	Campus Location
Status Change	<p>Identifies the code representing the staff member's employment status change. See Hire Status Codes, Exit Reason Codes and State Leave Codes for options and mapping.</p> <p>If Report Status Changes checkbox is marked, the following reports:</p> <ul style="list-style-type: none"> • If Termination Date is between the dates entered on the extract editor, Exit Reason reports. • If Leave Date is between the dates entered on the extract editor, State Leave Code reports. • If Hire Date is between the dates entered on the extract editor, Hire Status Reports 	Numeric, 2 digits	HrEmployment.hireStatus HrEmployment.exitReason HrLeaveEvent.stateLeaveCode	Human Resources > Personnel > Personnel Master > HR General Information > Hire Status; Human Resources > Personnel > Personnel Master > HR General Information > Exit Reason; Human Resources > Personnel > Personnel Master > HR General Information > Leave Entry > State Leave Code

Element	Description	Format, Type and Length	Campus Database	Campus Location
Effective Date of Status Change	Identifies the date on which the staff member's status changed.	Date Field, 8 characters YYYYMMDD	HrDemographics.hireDate HrDemographics.terminationDate HrLeaveEvent.startDate	Human Resources > Personnel > Personnel Master > HR General Information > Hire Date; Human Resources > Personnel > Personnel Master > HR General Information > Termination Date; Human Resources > Personnel > Personnel Master > HR General Information > Leave Entry > Start Date
Gender	Identifies the staff member's gender.	Alphanumeric, 1 character	HrDemographics.gender	Human Resources > Personnel > Personnel Master > HR General Information > Gender

Element	Description	Format, Type and Length	Campus Database	Campus Location
Eligibility Code	The code representing the reason the staff member is eligible for TRA benefits.	Numeric, 2 digits	HrRetirement.eligibilityCode	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Eligibility Code
Filler	N/A	N/A	N/A	N/A

Hire Status Codes

Code	Description	Mapping
00	Not newly Hired	NULL
01	Newly Licensed Staff	01
02	Staff returning to profession after a break in service	03
03	Transferred from another public school system in Minnesota	03
04	Transferred from school in another state, country or a non-public school	03
05	Newly Licensed Staff (out-of-state or country graduate)	01

Exit Reason Codes

Code	Description	Mapping
30	Intra-District transfer from a licensed position to a non-licensed position	02
46	Staff Reduction	15
47	Personal Reasons	02
49	Retirement	02
50	Death	13
51	Educator in Another District	02
52	Educator in Another State of Outside U.S.	02

Code	Description	Mapping
54	Other Educational Occupation	02
57	Not Offered Reemployment for Reasons Other Than Staff Reduction	02
60	Unknown / Other	02

State Leave Codes

Code	Description	Mapping
10	Family Leave	10
12	Workers Compensation	12
14	Legislative Leave	14
16	Voluntary Leave	16
17	Union Leave	17
18	Part-time teacher program	18
21	Maternity / Paternity / Adoption	07
22	Illness	06
23	Personal Obligations / or Other	11
24	Travel	11
25	Professional Growth	11
26	Military Service	09
28	Extended Leave / Alternative Career Exploration / Sabbatical	05
29	Employed but has no assignment in your district	11