

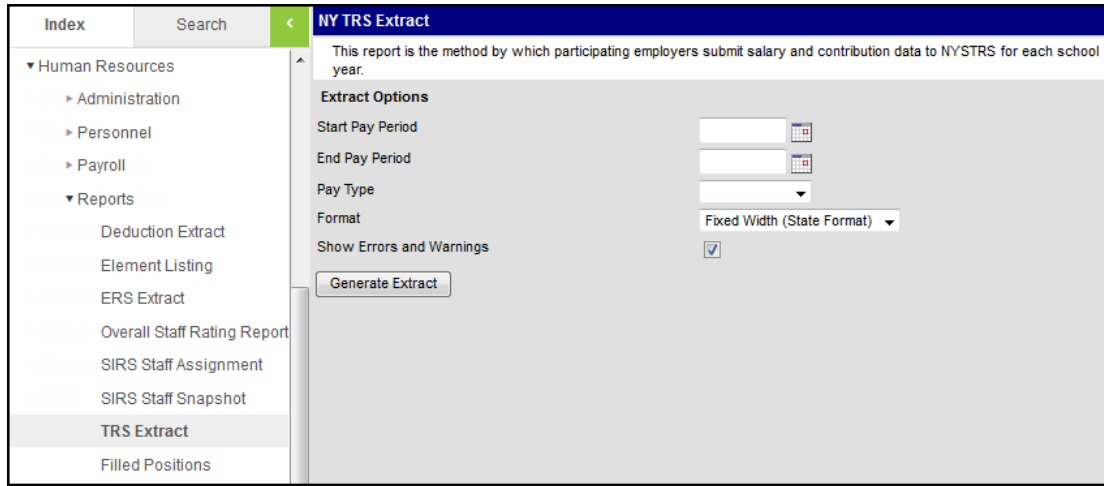
TRS Extract (New York) (Human Resources)

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

[Report Logic](#) | [Report Editor](#) | [Header Layout](#) | [Employee Layout](#)

PATH: *Human Resources > Reports > TRS Extract*

The TRS Extract is the method by which participating employers submit salary and contribution data to NYSTRS for each school year. The report only includes employees who have TRS as part of their retirement organization code: *Human Resources > Personnel > Personnel Master > HR General Information > Retirement Organization*.



NY TRS Extract Editor

Report Logic

- Only employees who have TRS as part of their retirement organization code report. (*Human Resources > Personnel > Personnel Master > HR General Information > Retirement Organization*)
- Only records that are active during the pay periods selected on the report editor are included.

Report Editor

Field	Description
Start Pay Period	The first Pay Period for the reporting range.
End Pay Period	The last Pay Period for the reporting range.
Pay Type	The Pay Type on which you want to report. Pay Types are set up in <i>Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types</i> .
Format	<ul style="list-style-type: none"> • Fixed Width (State Format) • XML • CSV
Show Errors and Warnings	When this checkbox is marked, errors and warnings are included in the report.

Header Layout

Element	Logic	Format and Length	Campus Database	Campus Location
LC	Location Code assigned by NYSTRS.	Alphanumeric, 5 characters	HRDistrictRetirementInfo.organization	Human Resources > Administration > District Master > Employer Retirement Number for TRS
RI	This element always reports 1.	Numeric, 1 digit	N/A	N/A
Start Date	The Start Pay Date from the report editor.	Date field, 10 characters YYYY-MM-DD	N/A	Human Resources > Reports > TRS Extract
End Date	The End Pay Date from the report editor.	Date field, 10 characters YYYY-MM-DD	N/A	Human Resources > Reports > TRS Extract
Created Date	The date on which the extract was generated.	Date field, 10 characters YYYY-MM-DD	N/A	N/A
Total Emp Count	The number of records in the Employee Layout.	Numeric	N/A	N/A
Total Service Days Worked	The total number from the Service Days Worked field in the Employee Layout.	Numeric	N/A	N/A
Total Service Days Hours	The total number from the Service Days from Hours field in the Employee Layout.	Numeric	N/A	N/A
Total Service Days Fee	The total number of Service Days from Fee field in the Employee Layout.	Numeric	N/A	N/A
Total MTD Gross Pay	The total number from the MTD Gross Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Base Sal Pay	The total number from the MTD Base Salary Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Instr Pay	The total number from the MTD Instructional Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Summer School Pay	The total number from the MTD Summer School Pay in the Employee Layout.	Numeric	N/A	N/A

Element	Logic	Format and Length	Campus Database	Campus Location
Total MTD Holdover Pay	The total number from the MTD Holdover Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Partial Leave Pay	The total number from the MTD Partial Leave Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Retro Earliest Year Pay	The total number from the MTD Retro Earliest Prior Yr Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Retro Next Year Pay	Reports 000000000000 .	Numeric	N/A	N/A
Total MTD Retro Latest Year Pay	Reports 000000000000 .	Numeric	N/A	N/A
Total MTD Awards Pay	The total number from the MTD Awards Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Termination Pay	The total number from the MTD Termination Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Non Reg Comp Pay	The total number from the MTD Non-Regular Comp Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Non NYSTRS Pay	The total number from the MTD Non-NYSTRS Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Post Retire Pay	The total number from the MTD Post-Retirement Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Undefined Pay	The total number from the MTD Undefined Pay in the Employee Layout.	Numeric	N/A	N/A
Total MTD Loan Deduct Pay	The total number from the MTD Loan Deduction in the Employee Layout.	Numeric	N/A	N/A
Total MTD Plan Contrib	The total number from the MTD Plan Contributions in the Employee Layout.	Numeric	N/A	N/A
Total MTD Volun Contr	The total number from the MTD Voluntary Contributions in the Employee Layout.	Numeric	N/A	N/A

Employee Layout

Element	Logic	Format and Length	Campus Database	Campus Location
Location Code	Location Code assigned by NYSTRS.	Alphanumeric, 5 characters	HRDistrictRetirementInfo.organization	Human Resources Administration > District Master > Employer Retirement Number for TRS
Record Identifier	This element always reports 1.	Numeric, 1 digit	N/A	N/A
Reporting Month Start Date	The Start Pay Date selected on the report editor.	Date field, 10 characters YYYY-MM-DD	N/A	Human Resources Reports > Extract
Reporting Month End Date	The End Pay Date selected on the report editor.	Date field, 10 characters YYYY-MM-DD	N/A	Human Resources Reports > Extract
Status	This field always reports L .	Alphanumeric, 1 character	N/A	N/A
Current Social Security Number	The employee's Social Security Number.	Numeric, 9 digits	Identity.ssn	Human Resources Personnel : Personnel Master > Personnel Information Social Security Number
Prior Social Security Number	The staff member's previous Social Security number if reported differently in the previous month. Otherwise, this element reports 00000000 .	Numeric, 9 digits	Identity.ssn	Human Resources Personnel : Personnel Master > Personnel Information Social Security Number

Element	Logic	Format and Length	Campus Database	Campus Location
Current Payroll ID	Reports the employee's Social Security Number as a Payroll ID.	Numeric, 9 digits	Identity.ssn	Human Resources Personnel : Personnel Master > F General Information Social Security Number
Filler1	N/A	N/A	N/A	N/A
Payroll Frequency	The frequency with which the employee is paid. The Pay Type selected on the report editor reports.	Alphanumeric, 1 character	N/A	Human Resources Reports > Extract
Number of Pay Cycles in Period	The number of pay cycles in the month being reported.	Numeric, 1 digit	N/A	N/A
NYSTRS EmpID	The seven digit membership number assigned to the teacher.	Numeric, 7 digits	HRRetirement.accountNumber	Human Resources Personnel : Personnel Master > F General Information Retirement Account Number
First Name	The employee's first name.	Alphanumeric, 20 characters	Identity.firstName	Human Resources Personnel : Personnel Master > F General Information First Name
Middle Name	The employee's middle name.	Alphanumeric, 20 characters	Identity.middleName	Human Resources Personnel : Personnel Master > F General Information Middle Name

Element	Logic	Format and Length	Campus Database	Campus Location
Last Name	The employee's last name and suffix.	Alphanumeric, 20 characters	Identity.lastName	Human Resources Personnel : Personnel Master > Personal Information Last Name and Suffix
Address Line 1	The first address line of the employee's Payroll residence address.	Alphanumeric, 34 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
Address Line 2	The second address line of the employee's Payroll residence address.	Alphanumeric, 34 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
Address Line 3	The third address line of the employee's Payroll residence address.	Alphanumeric, 34 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
City	The city from the employee's Payroll residence address.	Alphanumeric, 17 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence

Element	Logic	Format and Length	Campus Database	Campus Location
State/Province	The state from the employee's Payroll residence address.	Alphanumeric, 2 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
Zip/Postal Code	The zip code from the employee's Payroll residence address.	Numeric, 12 digits	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
Country	The country from the employee's Payroll residence address.	Alphanumeric, 3 characters	N/A	Human Resources Personnel : Personnel Master > Contact Information Household Addresses Payroll Residence
Sex	The employee's gender: M or F .	Alphanumeric, 1 character	Identity.gender	Human Resources Personnel : Personnel Master > General Information Gender
Birth Date	The employee's date of birth.	Date field, 10 characters YYYY-MM-DD	HrDemographics.birthdate	Human Resources Personnel : Personnel Master > General Information Birth Date

Element	Logic	Format and Length	Campus Database	Campus Location																
Hire Date	The date the teacher was first employed at the district or date of membership with NYSTRS.	Date field, 10 characters YYYY-MM-DD	Employment.startDate	Human Resources Personnel : Personnel Master > General Information Hire Date																
Leave Type Code	Identifies the type of leave a staff member has taken during the reporting dates if they were on partial pay at less than 100% or more than 0%. Codes report for all months the member is on leave including the starting and ending months. If leave was not taken, this element reports blank.	Alphanumeric, 3 characters	Personnel. stateLeaveCode	Human Resources Personnel : Personnel Master > Leave Entry State Leave Code; Leave Pay																
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>MIL</td> <td>Military</td> </tr> <tr> <td>MAT</td> <td>Maternity, Paternity, Child Care</td> </tr> <tr> <td>SAB</td> <td>Sabbatical</td> </tr> <tr> <td>SCK</td> <td>Sick</td> </tr> <tr> <td>PER</td> <td>Personal</td> </tr> <tr> <td>XXX</td> <td>Up to the first 3 characters of Leave Code</td> </tr> <tr> <td>Blanks</td> <td>Not on Leave</td> </tr> </tbody> </table>	Code	Description	MIL	Military	MAT	Maternity, Paternity, Child Care	SAB	Sabbatical	SCK	Sick	PER	Personal	XXX	Up to the first 3 characters of Leave Code	Blanks	Not on Leave			
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XXX	Up to the first 3 characters of Leave Code																			
Blanks	Not on Leave																			
Percent of Part Pay for Leave	The percent of full pay the staff member is receiving. 000 reports if the Leave Type Code is blank, OR the Unpaid Percentage is not populated.	Numeric, 3 digits	HRLeaveEvent.leavePayPercentage	Human Resources Personnel : Personnel Master > General Information Leave Entry Percentage																

Element	Logic	Format and Length	Campus Database	Campus Location	
Separation Reason Code	The reason why the staff member left the district.	Alphanumeric, 3 digits	Employment.exitReason	Human Resources Personnel : Personnel Master > General Information Exit Reason	
	Code				Description
	RET				Retired
	TER				Terminated
	RES				Resigned
	DEA				Death
	XXX				Up to the first 3 characters of Separation Code
Blanks	Not Separated				
Ceased Teaching Date	The last day the staff member worked if a Separation Code is reported.	Date field, 10 characters YYYY-MM-DD	Employment.endDate OR Employment.lastDateWorked (if endDate is NULL)	Human Resources Personnel : Personnel Master > General Information Termination Date	
Full/ Part Time Indicator	The status of the staff member's employment.	Alphanumeric, 1 character	HRPersonnelStatusCode. stateReportingIdentifier	Human Resources Personnel : Personnel Master > General Information Status Codes and Human Resources Administration > Status Codes > State Reporting Identifier	
	Code				Description
	F				Full-Time
	P				Part-Time
R	Retired				

Element	Logic	Format and Length	Campus Database	Campus Location	
Employment Base	The number of days in a school year for which the teacher is contracted for their primary assignment, including paid vacations.	Numeric, 3 digits	EmploymentAssignment. daysPerYear	Human Resources Personnel : Personnel Master > Work Assignment Payroll Information Days Per Y	
	Code				Description
	200				10 Month Employee
	220				10.5/11 Month Employee
	240	12 Month Employee			
Plan Elected	This element always reports TRS .	Alphanumeric, 3 characters	Personnel. retirementCode	Human Resources Personnel : Personnel Master > F General Information Retirement Organizatio	
ORP Employment Date	If a district is a SUNY or Community College and the Plan Elected is ORP, the ORP Employment date reports.	Date field, 10 characters YYYY-MM-DD	N/A	N/A	
Service Days Worked	The number of full days for which the employee has been paid.	Numeric, 5 digits	Calculated	Human Resources Personnel : Personnel Master > Work Assignment	

Element	Logic	Format and Length	Campus Database	Campus Location
Service Days from Hours	The number of full days for which the employee has been paid based on the Hours Per Days on their Work Assignment.	Numeric, 6 characters	Calculated	Human Resources Personnel : Personnel Master > Work Assignment Payroll Information Hours Per Day and Human Resources Personnel : Personnel Master > Work Assignment Wage Data Records > Hours Per Day
Service Days from Fee	The number of full days for which the employee has been paid based on the Daily rate of their wage record and timed submitted during the month.	Numeric, 6 characters	PayrollPayHistory.baseRate PayrollPayHistory.payRate	Human Resources Personnel : Personnel Master > Work Assignment Payroll Information Hours Per Day
Annual Base Salary Pay Rate	The annual compensation rate for the member's primary assignment. For teachers with an annual salary, Campus totals the Base Pay amount for each work assignment that has a NULL End Date or an End Date => last day of the month selected in the report parameters. Campus also only totals the base amounts from Work Assignments where the Position Code has the State Reported Salary checkbox marked.	Numeric, 9 digits	HRWorkAssignmentSalarySummary.baseSalary (HRPositionCode.stateReportedSalary must be set to true, and sum of all baseSalary)	Human Resources Personnel : Personnel Master > Work Assignment Wage Data Records > Calculated Base and Human Resources Administration > Position Codes > State Reported Salary

Element	Logic	Format and Length	Campus Database	Campus Location
A: MTD Gross Pay	The sum of gross pay for all employees that have a TRS deduction and where the Pension Payment Type is B-O.	Numeric, 9 digits	N/A	N/A
B: MTD Base Salary Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is B.	Numeric, 9 digits	N/A	N/A
C: MTD Instructional Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is C.	Numeric, 9 digits	N/A	N/A
D: MTD Summer School Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is D.	Numeric, 9 digits	N/A	N/A
E: MTD Holdover Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is E.	Numeric, 9 digits	N/A	N/A
F: MTD Partial Leave Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is F.	Numeric, 9 digits	N/A	N/A
G: MTD Retro Earliest Prior Yr Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is G.	Numeric, 9 digits	N/A	N/A
H: MTD Retro Next Prior Yr Pay	This element always reports 00000000 .	N/A	N/A	N/A
I: MTD Retro Latest Prior Yr Pay	This element always reports 00000000 .	N/A	N/A	N/A
J: MTD Awards Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is J.	Numeric, 9 digits	N/A	N/A

Element	Logic	Format and Length	Campus Database	Campus Location
K: MTD Termination Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is K.	Numeric, 9 digits	N/A	N/A
L: MTD Non-Regular Comp Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is L.	Numeric, 9 digits	N/A	N/A
M: MTD Non-NYSTRS Pay	The sum of gross pay when the employee has a TRS deduction and the Pension Payment Type is M.	Numeric, 9 digits	N/A	N/A
N: MTD Post-Retirement Pay	The pay made to a staff member for services rendered after they retired from NYS service. If the staff member has a deduction of TRS and has a benefit level of TRPR , their gross wages report. If they don't have the benefit level of TRPR , only the total amount paid during the date parameters for pay codes where the Pension Payment Type is N reports.	Numeric, 9 digits	N/A	N/A
O: MTD Undefined Pay	The pay included in the MTD Gross pay but not mapped to any Pay Category. Only the total amount paid during the date parameters for pay codes where the Pension Payment Type is O reports.	Numeric, 9 digits	N/A	N/A
Retro Contract Multiple Year Flag	Reports blank.	N/A	N/A	N/A
Retro Contract Start Year	Reports 0000.	Numeric, 4 digits	N/A	N/A

Element	Logic	Format and Length	Campus Database	Campus Location
MTD Loan Deduction	Monthly loan payments made to NYSTRS. This is the SUM of all deductions for the dates selected in the report parameters where the Benefit Code is TRSL .	Numeric, 10 digits	Calculated	Human Resources Payroll > Benefits > Benefit Co Human Resources Employee Benefits Human Resources Payroll > Process > Cycle > Processes Pay to Net
MTD Plan Contributions	The amount of retirement contributions deducted for the month. This is the SUM of all deductions for the dates selected in the report parameters where the Benefit Code is TRS .	Numeric, 10 digits	Calculated	Human Resources Payroll > Benefits > Benefit Co Human Resources Employee Benefits Human Resources Payroll > Process > Cycle > Processes Pay to Net
MTD Voluntary Contributions	This is the SUM of all deductions for the dates selected in the report parameters where the Benefit Code is TRSV .	Numeric, 10 digits	Calculated	Human Resources Payroll > Benefits > Benefit Co Human Resources Employee Benefits Human Resources Payroll > Process > Cycle > Processes Pay to Net
Filler2	N/A	N/A	N/A	N/A

