OTRS Employment Year End Report (Oklahoma)

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Report Logic | Report Editor Options | Report Layout

PATH: *Human Resources > Reports > OTRS Employment Year End Report*

This tool extracts the data necessary for OTRS Year End reporting. It is an annual reconciliation for the Monthly Contribution Reports submitted for each Employment Year includes information regarding regular annual compensation as well as detailed position and days worked information for each individual employee who is a participating member of TRS, including retirees.

Example Report Editor for the OTRS Employment Year End Report

Report Logic

- The report only includes OTRS members who were active at any time during the Employment Year chosen on the extract editor.
- No position information is required for retirees on whom only employer contributions are paid.
- Position information must be reported for retirees who have suspended their retirement and made active (employee) contributions.
- Only one record reports per person.

Report Editor Options

Field	Description
Employment Year to Report	The fiscal year for which you want a report.
Pension Contribution Deduction Code Criteria	**Relevant Pay Periods** This option allows you to select the Pay Periods you want included in the periods. Pay Periods are defined in Campus Payroll and have a status of Closed. *Human Resources > Payroll > Process > Pay Cycle > Payroll Types > (Pay Type) > Payroll Dates > Pay Period*
Deduction Codes Related to Regular Compensation	Deduction Codes with a Code Type of **Pension** (**P**). *Human Resources > Payroll > Setup > Benefits > Benefit Deduction Codes > (Code) > Details*
Deduction Codes Related to Federal Compensation	Deduction Codes with a Code Type of **Pension** (**P**). *Human Resources > Payroll > Setup > Benefits > Benefit Deduction Codes > (Code) > Details*
12 Month Employees 11 Month Employees 10 Month Employees 9 Month Employees Other Employees	**First Day to Report** / **Last Day to Report** Selected dates appear in the report columns for FirstDayToReport and LastDayToReport. The Position Code for the staff member must have a value entered in the Work Months column.
File Type	• XML (State Format) • CSV
Save Selections and Generate	Creates the report in the selected format. Your selections are saved upon selecting the **Save Selections and Generate** button.

Report Layout

Header

Element	Description	Type, Format, and Length	Campus Location
CountyCode	The first 2 digits of the State District Number.	Numeric, 2 digits	Human Resources > Administration > District Master > State District Number
DistrictCode	The last 4 characters of the State District Number.	Alphanumeric, 4 characters	Human Resources > Administration > District Master > State District Number
EmploymentYear	The employment year for which the report is being submitted. Reports the year selected in the **Employment Year to Report** field on the extract editor.	Numeric, 4 digits YYYY	Human Resources > Reports > OTRS Employment Year End Report > Employment Year to Report
MinimumDaysRequired	The minimum number of days that *any* employee is required to work to receive 1 year of service credit.	Numeric, 3 digits	Human Resources > Administration > District Master > Minimum Days Required for Service Credit

Detail Record

Element	Description	Type, Format, and Length	Campus Location

Element	Description	Type, Format, and Length	Campus Location
TaxNumber	The employee's tax number.	Alphanumeric, 9 characters	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
TaxNumberType	Reports **S** by default. If the value in Social Security Number begins with 9 and the fourth and fifth digits are in the following ranges, then **F** reports: 70-88, 90-92, 94-99	Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
FirstName	The employee's first name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > First Name
MiddleName	The employee's middle name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Middle Name

Element	Description	Type, Format, and Length	Campus Location
LastName	The employee's last name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
Suffix	The generational assignment the employee uses as part of their name; e.g., Jr, III.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Suffix
BirthDate	The employee's date of birth.	Date YYYY-MM-DD	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date
SickLeaveBalance	The balance of sick leave, measured in days, that the employee has as of the end of the employment year.	Numeric, 4 digits	Human Resources > Payroll > Employee > Manage Employees > pick employee > Balance/Accruals > Balances > Balance Type: Sick

Element	Description	Type, Format, and Length	Campus Location
HoursPerDayWorked	The number of hours the employee works in a typical work day. Campus uses the most recent Wage Detail record from the employee's Primary Work Assignment.	Numeric, 5 digits NNNN.N	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Wage Detail Record > Hours Per Day
HoursPerWeekWorked	The number of hours the employee works in a typical week. Campus uses the most recent Wage Detail record from the employee's Primary Work Assignment.	Numeric, 5 digits NNNN.N	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Wage Detail Record > Hours Per Day and Days Per Week

Element	Description	Type, Format, and Length	Campus Location
DaysPerYearWorked	The number of hours the employee works in a typical year. Campus uses the most recent Wage Detail record from the employee's Primary Work Assignment.	Numeric, 5 digits NNNN.N	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Wage Detail Record > Total Contract Days and Human Resources > Payroll > Employees > Manage Employees > *pick an employee* > Payroll > Detailed Earnings > Pay Code by Pay Period
RegularAnnualCompensation	The regular annual compensation, as defined in the employer manual for the position. The regular compensation amount is derived from the following. • Eligible Wages, plus • Fringe Benefits, plus • Retirement Amount paid since it is Employer Paid (non-retirees)	Numeric, 12 digits NNNNNNNNNN.NN	Calculated

Element	Description	Type, Format, and Length	Campus Location
FederalCompensation	The total compensation amount paid by federal funds. The federal compensation amount is derived from the following. • Eligible Wages, plus • Fringe Benefits, plus • Retirement Amount paid since it is Employer Paid (non-retirees)	Numeric, 12 digits NNNNNNNNNN.NN	Calculated
FirstDayToReport	The first day the employee reports to work this employment year.	Date YYYY-MM-DD	Human Resources > Personnel > Personnel Master > Primary Work Assignment > Position Code Human Resources > Administration > Position Codes > *pick a position code* > Work Months Extract Editor > # Month Employees > First Day to Report

Element	Description	Type, Format, and Length	Campus Location
LastDayToReport	The last day the employee will work this employment year.	Date YYYY-MM-DD	Human Resources > Personnel > Personnel Master > Primary Work Assignment > Position Code Human Resources > Administration > Position Codes > *pick a position code* > Work Months Extract Editor > # Month Employees > Last Day to Report
TerminationDate	The date the employee terminated employment.	Date YYYY-MM-DD	Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Termination Date
Sabbatical	Retirees report blank and all others report **N**.	Alphanumeric, 1 character	N/A

Element	Description	Type, Format, and Length	Campus Location
Optional	Indicates whether the position of this employee is optional with respect towards membership in TRS (Y/N). - If the position code is identified as Optional, **Y** reports. - If the position code is identified as Mandatory, **N** reports. - If the position code is identified as Ineligible, the employee reports blank. - Retirees report blank.	Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Position Code AND Human Resources > Administration > Position Codes > *pick a position* > OTRS Membership
FTEHoursPerDay	The hours per day required for a full time equivalent in this position. For each employee, the value on the Position Code that correlates to the primary work assignment reports. If there is no FTE, the number of hours required for any employee working this position reports.	Numeric, 4 digits NNN.N	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Position Code AND Human Resources > Administration > Position Codes > *pick a position* > Hours Per Day

Element	Description	Type, Format, and Length	Campus Location
FTEHoursPerWeek	The hours per week required for a full time equivalent in this position. For each employee, the value on the Position Code that correlates to the primary work assignment reports. If there is no FTE, the number of hours required for any employee working this position reports.	Numeric, 4 digits NNN.N	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Position Code AND Human Resources > Administration > Position Codes > *pick a position* > Hours Per Day/Days Per Week
FTEMonthsPerYear	The hours per month required for a full time equivalent in this position. For each employee, the value on the Position Code that correlates to the primary work assignment reports. If there is no FTE, the number of hours required for any employee working this position reports.	Numeric, 2 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Position Code AND Human Resources > Administration > Position Codes > *pick a position* > Work Months

Element	Description	Type, Format, and Length	Campus Location
FTEDaysPerYear	The hours per year required for a full time equivalent in this position. For each employee, the value on the Position Code that correlates to the primary work assignment reports. If there is no FTE, the number of hours required for any employee working this position reports.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Primary Work Assignment > Position Code AND Human Resources > Administration > Position Codes > *pick a position* > Days Per Year