

Enterprise ERP & TRS Pathway Reporting

Office of Education Technology: Division of School Technology Services

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Overview

Earnings and deductions are required to be reported to the Kentucky Teacher Retirement System (TRS) after each payroll. The KTRS 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 munis@education.ky.gov.

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.

KY KTRS Pathway Report [KDE | TRAIN | 02/16] > KY TRS Master > KY TRS Generate > ✎

General Report Settings

Payroll Run *

Payroll Warrant *

First Payroll of New Fiscal Year?/Unlock Master Records

Payroll Start Date

Payroll End Date

Payroll Check Date

Default Contract Days *

Employment Status Changes

First Date Worked Source

Employment End Reason Source

Deduction Codes / Accruals Pay Types Federal Match Code Sets

Regular Pay Types

Regular Pay Type	From	To
BASE	105	105
EXTENDED DAYS	106	106
BASE	115	115
EXTENDED DAYS	116	116

Substitute Pay Types

Substitute Pay Type	From	To
SUB PAY	300	300

Extra Service/Supplemental Pay Types

Extra Service/Supplemental Pay Type	From	To
OTHER	108	108
OTHER	120	120
DAILY	124	124
DAILY	127	127

Other Pays (Federal, Dock, Adjustments, Etc.)

Other Pay Type	From	To
ADJUSTMENT REGULAR	129	129
DOCK PAY	128	128

Lump Sum Leave Obj Codes

Sick Anrl

Option #2/#3

Deduction Codes / Accruals	Pay Types	Federal Match Code Sets
Federal Match Code Sets		
From	To	
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’.

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

GL Account Settings for Code Set 1 *		
Type	From	To
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.

The screenshot shows the 'KY TRS Master' application interface. At the top, there is a navigation bar with icons for Back, Search, Browse, Add, Update, Delete, and several action buttons: Detail Records (D), Generate (G), Recalc (R), KTRS ID Import (K), Position Status Crosswalk (P), Employment End Reason Crosswalk (E), and Marital Status Crosswalk (M). Below the navigation bar, the breadcrumb path reads 'KY KTRS Pathway Report [KDE | TRAIN | 02/16] > KY TRS Master'. The main form area contains several input fields:

- Employee * (text input)
- SSN (text input)
- Last Name (text input)
- First Name (text input)
- MI (text input)
- KTRS Member ID (text input)
- Position Status (dropdown menu)
- Number of Pays per Year (text input)
- Daily Dock Rate (text input)
- Lock Record (checkbox)
- First Date Worked (calendar icon)
- Last Date Worked (calendar icon)
- Employment End Reason (dropdown menu)
- Contract Days (text input)
- FTE % (text input)

- **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:

- 01 = Full-time
 - 02 = Part-time
 - 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.
 - **First Date Worked:** 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
 - 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	<input type="text"/> Fiscal Year <input type="text"/>
Warrant Num	<input type="text"/> Begin Date <input type="text"/>
Check Date	<input type="text"/> End Date <input type="text"/>
Compensation	Contributions
Payment Reason <input type="text"/>	Employee Contribution <input type="text"/>
Summary Class Code <input type="text"/>	Employer MIF <input type="text"/>
Total Earnings <input type="text"/>	Employer Contributions (Fed) <input type="text"/>
Contract Salary <input type="text"/>	Critical Shortage Contributions <input type="text"/>
Unpaid Days <input type="text"/>	IPS Contributions <input type="text"/>
Days Paid(PT Only) <input type="text"/>	Federal Matched Salary <input type="text"/>
Rate of Pay <input type="text"/>	Vol Suppl Component (Employee) <input type="text"/>
Type of Rate of Pay <input type="text"/>	Vol Suppl Component (Employer) <input type="text"/>
Dock Rate of Pay <input type="text"/>	Roth Employee <input type="text"/>
	Roth Employer <input type="text"/>

Compensation

Payment Reason: The available options are:

- 01 = Regular pay
 - 02 = Supplemental pay
 - 03 = Substitute Pay
 - 05 = Lump sum compensatory pay
 - 07 = Lump sum annual leave
 - 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.
- **Contract Salary:** The total **reference salary** from Job Salary per Payment Reason. For example, a teacher with extended days would have two job salary records (base and extended). The total **reference salary** 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.
- **Critical Shortage Contributions:** 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.

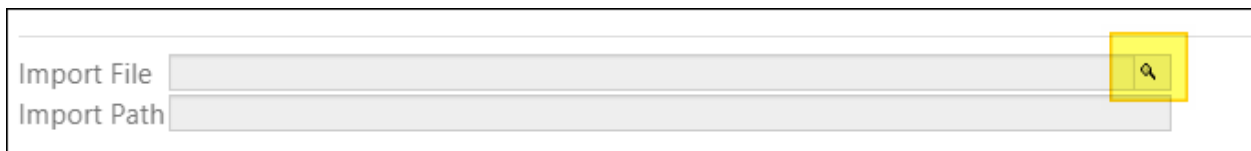
- **Federal Matched Salary:** Federal Matched Salary earned for the pay period, per Payment Reason, that is subject to KTRS contributions.
- **Vol Suppl Component (Employee and Employer):** The employee and employer portion of the voluntary supplement component. Only applies to new employees as of 1/1/2022.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



The screenshot shows a software interface with two input fields: 'Import File' and 'Import Path'. To the right of the 'Import File' field is a yellow search button with a magnifying glass icon.

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).

- 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.
- Enter the default number of contract days from your district's school calendar (example: 185) in the **Default Contract Days** field.

The screenshot shows the 'General Report Settings' form with the following fields and values:

Payroll Run *	1 - REGULAR PAYROLL
Payroll Warrant *	011524
	<input type="checkbox"/> First Payroll of New Fiscal Year?/Unlock Master Records
Payroll Start Date	01/01/2024
Payroll End Date	01/15/2024
Payroll Check Date	01/15/2024
Default Contract Days *	185.00

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

The dialog box contains the following text:

Ready to Generate Records
All records that match the generate options for
Payroll Run Type: 1, Warrant: 011524
will be deleted and recreated.
Do you wish to continue?

Buttons: Yes, No

- 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.
- The following screen will appear detailing the number of new KTRS master records created and the number of detail records.

The screen displays the following information:

Records Generated
Payroll Run Type: 1, Warrant: 011524

Master Records Created:	0
Detail Records Created:	68

Continue

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

Payroll Information			
Payroll Run Control Num	1 - REGULAR SEMIMONTHLY P/	Fiscal Year	2025
Warrant Num	071524	Begin Date	07/01/2024
Check Date	07/15/2024	End Date	07/15/2024
Compensation		Contributions	
Payment Reason	Regular Pay	Employee Contribution	366.55
Summary Class Code	2040 ELEMNTY CLASSRM INSTRUCT	Employer MIF	85.55
Total Earnings	2,851.46	Employer Contributions (Fed)	0.00
Contract Salary	68,435.00	Critical Shortage Contributions	0.00
Unpaid Days	0.0	IPS Contributions	0.00
Days Paid(PT Only)	0.00	Federal Matched Salary	0.00
Rate of Pay	0.00	Voi Suppl Component (Employee)	0.00
Type of Rate of Pay		Voi Suppl Component (Employer)	0.00
Dock Rate of Pay	369.92	Roth Employee	0.00
		Roth Employer	0.00

Creating the Electronic File

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

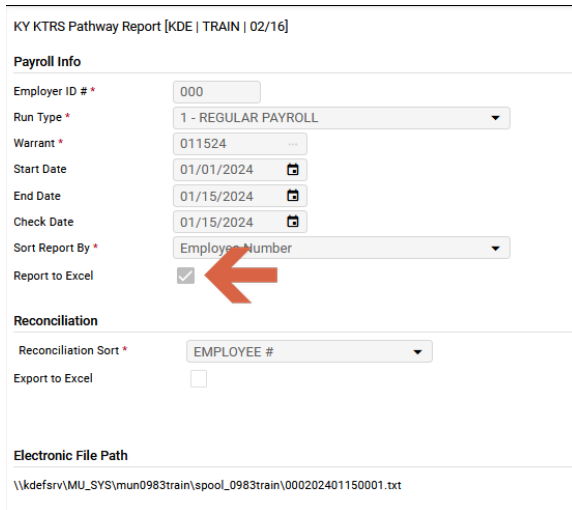
1. Select **Define** and enter the Employer ID #.
2. Select the Run Type from the drop-down box.
3. Select or enter the Warrant.
4. Select “Report to Excel”. This will create Excel files when the electronic file is created which users can review for reconciliation purposes. This report replaces the paper report created when creating the electronic file.
5. Select **Electronic File** from the ribbon.
6. 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.

- 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: 03/15/2024
 - The filename would be 99920240315####.txt
- The Payroll Identifier Number for KTRS Pathway purposes is a combination of the Payroll Run Type and Warrant Number. Example: Run Type 1, Warrant 031524 = 1031524.

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.

- Select Electronic File and mark the “Report to Excel” box.



KY KTRS Pathway Report [KDE | TRAIN | 02/16]

Payroll Info

Employer ID # * 000

Run Type * 1 - REGULAR PAYROLL

Warrant * 011524

Start Date 01/01/2024

End Date 01/15/2024

Check Date 01/15/2024

Sort Report By * Employee Number

Report to Excel

Reconciliation

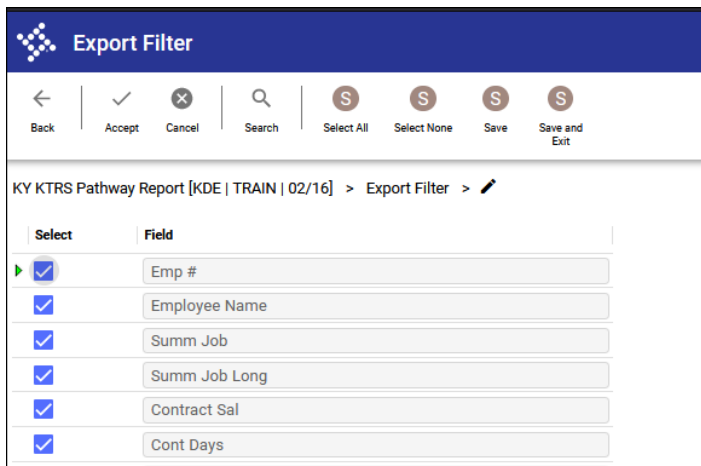
Reconciliation Sort * EMPLOYEE #

Export to Excel

Electronic File Path

\\kdefsrv\LMU_SYS\mun0983train\spool_0983train\000202401150001.txt

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



Export Filter

Back Accept Cancel Search Select All Select None Save Save and Exit

KY KTRS Pathway Report [KDE | TRAIN | 02/16] > Export Filter >

Select	Field
<input checked="" type="checkbox"/>	Emp #
<input checked="" type="checkbox"/>	Employee Name
<input checked="" type="checkbox"/>	Summ Job
<input checked="" type="checkbox"/>	Summ Job Long
<input checked="" type="checkbox"/>	Contract Sal
<input checked="" type="checkbox"/>	Cont Days

- 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	H	I	J	K	L	M	N	O	P	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	95.05	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.

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

The screenshot shows the 'KY KTRS Pathway Report [KDE | TRAIN | 02/16]' interface. The 'Define' tab is active, indicated by a red circle with the number '1'. The 'Payroll Info' section contains the following fields:

- Employer ID #: 000
- Run Type: 1 - REGULAR PAYROLL
- Warrant: 011524 (marked with a red circle '2')
- Start Date: 01/01/2024
- End Date: 01/15/2024
- Check Date: 01/15/2024
- Sort Report By: Employee Number
- Report to Excel:

The 'Reconciliation' section includes:

- Reconciliation Sort: EMPLOYEE #
- Export to Excel:

The 'Electronic File Path' section shows the path: \\kdefsrv\MU_SYS\mun0983train\spool_0983train\000RR20240220001.txt (marked with a red circle '3').

At the bottom, there is a button labeled 'Create Employer Contribution Rate File'.

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.

Calc Code	32	Hours/Day	0.00
Num Pays	24.000	Hours/Year	0.00
Days/Year	167.00	Days/Period	0
Sched Hours	0.00	Factor	1.0000
Pay Basis	A	Remain	24.000
		Off-Step/Frozen	O - Offstep
		Pay Status	A - ACTIVE

Pay Amounts		
FTE %	1.0000	Recurring Pay
Hourly Rate	.0000	.0000
Daily Rate	221.7000	221.7000
Period Pay	1,542.66	1,542.66
Annual Pay	37,023.90	37,023.90
Remaining	.00	
Reference	41,457.90	

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: $\$306.51 \times 186 \times .83 = \$47,319$

Calc Code	32	Hours/Day	0.00
Num Pays	24.000	Hours/Year	0.00
Days/Year	154.38	Days/Period	0
Sched Hours	0.00	Factor	1.0000
Pay Basis	A	Remain	24.000
		Off-Step/Frozen	N - No
		Pay Status	A - ACTIVE

Pay Amounts		
FTE %	.8300	Recurring Pay
Hourly Rate	.0000	.0000
Daily Rate	306.5054	306.5054
Period Pay	1,971.60	1,971.60
Annual Pay	47,318.30	47,318.30
Remaining	.00	
Reference	57,010.00	

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 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.

The screenshot shows the 'Pay Master' interface with the following details:

- Pay Master [KDE || 8/2 || 08/27]**
- Pay Details:**
 - Pay #: 128
 - Start Date: 01/01/1900
 - End Date: 12/31/9999
 - Short Desc: DOCK PAY
 - Long Description: CERTIFIED DOCK PAY
 - Abbr: DOCK P
- Configuration Fields:**
 - W2 Code: [Dropdown]
 - 1099-R Dist Code: [Dropdown]
 - Tax Method: T - TAX TABLE
 - Category: 7 - DOCK PAY
 - Calc Code: 32 - ANNUAL SAL - PER SAL & DAILY RT COMPUTED
 - Units: [Dropdown]
 - Rate/Amount: 0.0000
 - Factor: 1.0000
 - Comp Factor: 1.0000
 - Bill Rate: 0.0000
 - Reference: [Dropdown]
 - Escrow: [Dropdown]
 - Extra Serv: [Dropdown]
 - Longevity: 0
 - Allocation: N - NONE
 - Paid Status: 0.00
 - FLSA/OT: [Dropdown]
 - Default Org: [Dropdown]
 - Default Object: [Dropdown]
 - Default Days/Yr: [Dropdown]
 - ESS Time Entry: [Dropdown]
 - TE Rollup: [Dropdown]
 - N - NOT FLSA: [Dropdown]
 - N - NO ACCESS: [Dropdown]
 - A - ALWAYS: [Dropdown]
 - Options:
 - Add to Base
 - Subtract from Base
 - Verify Accrual Balance
 - Encumber Remaining Pay
 - Seasonal Wages
 - Generate Labor
 - Hours Entry
 - Include in PAF File
 - Include in Position FTE Calculation
 - Secondary Check
 - 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	123-90-6748	PARKER	ALBERTA	A
KTRS Member ID		Position Status	Full Time	First Date Worked
		Number of Pays per Year	24	12/09/2002
Daily Dock Rate	170.88	Lock Record	<input checked="" type="checkbox"/>	Last Date Worked
				Employment End Reason
				0
				Contract Days
				240.00
				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
 - 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	Pay Type
6732	1060	187	0.5000	Base
6732	1060	16	0.5000	Extended
	Total Days for Job 1060	203		

Employee #	Summary Class	Days	FTE	Pay Type
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.