Edit Program Checklist

Note: The word "teacher" in this document refers to any employee who is a TRAF member (including superintendents, designated eligible employees, etc.).

1. RUN OPTION 3 (PRESS F8 AND TYPE IN 43 BEFORE PRESSING ENTER) — DISPLAYS SERVICE TYPES OTHER THAN 03

- Make sure the information reported is correct for each service type below:

  o **Service Type 43** — Ensure any additional voluntary contributions are reported using this service type.

  o **Service Type 74** — Ensure excess time reported is reported at 100% (FTE/POS should be blank).

  o **Service Type 77** — Ensure compliance sub earnings paid at the sub rate are reported using this service type. Ensure annualized salaries are reasonable.

  o **Service Type 123** — Ensure non-compliance sub earnings are reported using this service type. Ensure annualized salaries are reasonable.

  o **Service Type 130** — Retro contributions due to a retroactive contract settlement should be reported using this service type (no days paid, days in the working year, salary or POS/FTE should be reported).

  o **Service Type 140** — Contribution adjustments for previous years should be reported using this service type (no days paid, days in the working year, salary or POS/FTE should be reported).

  o **Service Type 222** — Ensure compliance sub earnings paid at a higher rate annualizing over the YMPE are reported using this service type. Ensure annualized salaries are reasonable.

2. RUN OPTION 5 — DISPLAYS SALARY INCREASES

- Ensure all salary increases are correct.

- If salary increases are over 15%, a reason must be provided in the Miscellaneous Comment field. It is recommended that an effective date be included on any record with a salary increase.

- **All** salary changes that occurred prior to this month/term **must** have an effective date in the Miscellaneous Comment field.

3. RUN OPTION 6 — DISPLAYS SALARY DECREASES

- If salary decreases are over $50, a reason must be provided in the Miscellaneous Comment field. It is recommended that an effective date be included on any record with a salary decrease.

- **All** salary changes that occurred prior to this month/term **must** have an effective date in the Miscellaneous Comment field.

4. RUN OPTION 8 — DISPLAYS NEW TEACHERS

- Ensure that these are all new teachers to your division.

- Complete the Employment Commence Date field (if not already done).

- Names that are highlighted require a Professional School Personnel (PSP) number.

5. RUN OPTION 9 — DISPLAYS TEACHERS ON TRAF PENSION

- If contributions were deducted after the pension effective date (excluding retro contributions and contributions deducted after the 120th day when the pension is suspended), you must refund these to the teacher. Add a Miscellaneous Comment stating, "SD will refund."

6. RUN OPTION 11 — DISPLAYS DUPLICATE SIN

- Duplicate SINs must be fixed or explained.

7. RUN OPTION 13 — DISPLAYS ANNUALIZED DAYS PAID

- Ensure that superintendents have the correct days paid for the month/term, and correct days in the working year.

- Ensure that days paid/POS are equal to or less than maximum days possible, unless previous months/days are being included. An explanation or commencement date is required in that case.

- Split records that have too many days due to percent changes or excess time.

- Run Option 13, F8 and key in .01 day less than maximum days paid (for example, if a month had 22 days , key in 21.99). Check to make sure days paid reported are correct.

8. RUN OPTION 14 — DISPLAYS NEGATIVE OR ZERO CONTRIBUTIONS

- Ensure that negative or no contribution records are correct.

9. RUN OPTION 15 — GENERATES REPORTS

View/print reports from Online Services (reports with no records will not be generated).

- **S.D. Data in Commencement/Termination Month**

    o Ensure days paid and commencement/termination dates are correct.

- **S.D. Batch PSP# Exceptions**

    o If there is no PSP number listed at all, provide the PSP number.

    o If the PSP numbers in the two columns are different, check the number you have and make any required corrections in your system. Once your number and our number match, they won't show up on this report.

    o If the teacher has a limited teaching permit, enter the limited teaching permit number and the effective date(s) of the permit in the Miscellaneous Comment field in your monthly batch.

- **S.D. Batch Svc-Type #3 + 75 with no Contrct-Sal or Days Paid**

    o Ensure that the record does not require days paid or a salary (for example, final adjustment).

- **S.D. Batch "NSPE" list**

    o Ensure non-serviceable pensionable earnings (NSPE) is reported each month/term if applicable.

- **S.D. Batch Miscellanous Comments**

    o These are comments you keyed in, which will go directly into the teachers' files.

- **S.D. Batch Exceptions: Svt#74 and Svt#77**

  - o This report is generated if the teacher has full-time service, and also has excess or sub time reported.

  - o Ensure that the excess or sub time occurred before or after the contract date(s).

- **S.D. Batch Records with a change to POS or Days-in-Wrk-Yr**

  - o This report is generated if the days in the working year or FTE/POS has changed from the previous month.

  - o Split record if change is mid-month.

  - o If change is prior month, effective date of change must be indicated in the Miscellaneous Comment field.

- **S.D. Batch Multiple "POS/Con-Sal/Days-in-Wrk-Yr" Values**

  - o This report is generated when there is more than one FTE/POS, pensionable salary or days in the working year reported in the batch.

  - o If there is a mid-month change, ensure that the days paid correspond to the date of the change.

- **S.D. Batch New Teachers**

  - o This report is generated when there is a new SIN that is not in TRAF's database.

  - o Ensure that birthdate and sex are correct.

- **S.D. Batch Contributions Summary**

  - o This report generates the batch contribution total.

  - o This total should match the remittance amount.

10. RUN OPTION 21 − DISPLAYS VARIANCE EDIT OPTIONS

- Run Option 41 (Generate Var-Batch Data). This **must** be run (even if the screen says "Var-Batch is empty").

- Run Option 21 (Display Teachers by School-Year/Descend-Variance). This will display teachers' variances in descending order (largest to smallest).

- Review all variances over $20. Select the records to be reviewed with an "x." All records in the current school year will be displayed in date order. Note that the older records may have merged into one record if the salary or POS didn't change. Current batch records will have the date highlighted in white.

- Check the record(s) in which the variance has occurred. If corrections need to be made to pensionable days paid, FTE/POS or pensionable salary, put an "x" at the beginning of the line and press enter. This will take you to the current record in the batch where you can make any necessary changes or enter a Miscellaneous Comment if the change/correction is prior to the current month.

- If you made a change to the record, press F15 (shift F3) when you return to the variance screen and it will update the variance total. If the change doesn't fix the variance, then the variance should be corrected on their next pay.

- Once you have checked all the larger variances (over $20), press F12 to return to the main edit page and complete your file as usual.

11. RUN OPTION E − DISPLAYS BATCH APPROVAL SCREEN

- Fix invalid records, if any (view in F5).

- Approve (F7).

- Complete Batch Certification.

    o Answer questions.

    o Enter correct remittance amount. If this amount differs from the batch total, an explanation is required.

12. REVIEW VARIANCES

- Once TRAF has finalized the batch, you will receive an email with a link to the variance edit. Go back into the batch and review anywhere the variance has changed. If all the information is 100% correct and the variance is over $20, then the contribution adjustment should be made the following month wherever possible. If it's a large contribution shortage, it should be collected by the end of the school year. Positive variances are an excess in TRAF contributions and must be refunded. Negative variances are a shortage in TRAF contributions and must be collected. Note that contribution adjustments can also be made in July and August. If adjustments are made in August, please date the record "month 7" so it fixes the variance in the school year where it occurred.

- If superintendents are being deducted based on equal pay periods, instead of days paid in a month, they will show a variance. This should balance out by the end of the school year (July) if the monthly contribution is correct. If there is a variance over $20 at the end of July, contributions should be adjusted.

- Any adjustments made in the next school year but before the end of December (i.e., August or September) should be dated "month 6."