

EMPLOYER BULLETIN

IMPORTANT REMINDER: PAY-PERIOD REPORTS CANNOT CROSS FISCAL YEARS

July 2023

Some employers have reported to TRS that when submitting their Pay-period Reports, the Totals Page is not correctly displaying account balances. This issue was caused by incorrect fiscal year reporting within an uploaded pay-period reporting file.

While it is acceptable for a single pay-period reporting file to contain multiple reports, it is never acceptable for a single pay-period report to contain earnings for **different** fiscal years.

Fiscal Year in the Header Must Match the Fiscal Year of the Detail Records

Each Pay-period Report within a file contains a “header” and multiple “detail” records. A file header is information at the beginning of the report that gives additional details about the data that follows. The format for the Pay-period Report file includes a fiscal year field within the report header as well as for the individual member detail records. **These fiscal years must match.** At this time, we do not have a file validation to check for this consistency. Employers should ensure the files are correct before uploading. Please refer to the [Defined Benefit Employer Reporting File Format Version 2.00](#) for more details regarding the file format for Pay-period Reporting for the defined benefit plan.

TRS Staff Monitoring Files for Fiscal Year Issues

Our IT team is monitoring files throughout the day to watch for the situation described above and proactively correcting data when the correct fiscal year can be identified. If the year is not corrected prior to the report submission and payment posting, then our Accounting team is manually-adjusting account balances.

Accrual Accounting References

The correct fiscal year to be reported is determined by when the member worked and earned the creditable earnings being reported and is not based on when the creditable earnings were paid. Please refer to the *Employer Guide's* Accrual accounting sections in [Chapter 3, page 7](#) and in [Chapter 5, page 36](#).

Share Bulletin with Payroll Vendors

Employers should share this information with their payroll vendors to ensure the files produced by the payroll software are correctly producing the reporting files. Vendors may also be consulted to seek their assistance in verifying the file and correcting, if necessary, through their payroll software.