

CR5100 - DRS Transaction Screen

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Use the DRS Transaction Screen to process transactions for the DRS Retirement Transmittal Report (CR5135) that is sent semi-monthly to the Department of Retirement Systems (DRS).

After job CR5115J (Create DRS Transactions from Payroll) in either PG202M or PG216M has been processed for the report period (month and year) **and version**, the DRS Transaction Screen displays the transactions generated for the regular payrolls processed. You can change the transactions displayed on the screen as required and add new transactions, which will be incorporated in the semi-monthly transmittal report to DRS.

You can enter transactions for processing for specified payroll schedules. If you enter the Payr Schd field, the deduction will be processed when job CR5110 (Create DRS Deduction Adjustments) in PG500S (Payroll Processing) is run.

You can also use the screen to view DRS transactions from previous (old) report periods and versions.

User Functions and Key Fields

Func	A (Add); C (Change); I (Inquire); D (Delete)
Key1	Enter an Employee ID
Key2	Enter a DRS Report Period (Rpt Per) date
Key3	Enter a Version Number

Data Field List

Rpt Per (Key2)	S (Status)
Emp ID (Key1)	Job #
Emp Name	Earnings
Version Number (Key3) (not labeled on screen)	Employee Reduction
Retirement: Plan (display only)	Employer Contribution
Retirement: Gross (display only)	Hours/Days
Retirement: Deduction (display only)	Begin Date
Retiree Type	End Date
Earning Period	Payr Schd
PL (Retirement Plan)	

Rpt Per (Retirement Reporting Period) (DRS-RPT-PER)

Definition	Key2 field. A date indicating the month and year for which employee information is being transmitted to the Department of Retirement Systems (DRS).
Length	4 digits
Format	MMYY

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Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none">DED-BAL-D (key)EMP-A (key)EMP-ADDR-D (key)EMP-BENE-D (key)EMP-BOND-D (key)EMP-DED-D (key)EMP-EDUC-D (key)EMP-HIST-D (key)EMP-JOB-D (one of 2 keys)EMP-M (key)EMP-NAME-D (one of 2 keys)EMP-YRQ-D (key)EMPLR-XREF-D (one of 2 keys)FAC-PLACE-D (key)LEAVE-DAY-D (key)LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none">COH-TRNS-MTIME-RPT-D

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Employee Name (EMP-NAME)

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	Last, First Middle; Suffix A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.
Values	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Data Sets	EMP database: EMP-M

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Version Number (DR-RPT-VER)

Definition	Key3 field; field is not labeled on the screen. A code identifying the report version for the DRS retirement reporting period.
Length	2 digits
Values	01 The first half of the retirement reporting period, which reports the detail for the H and the A payrolls 02 The second half of the retirement reporting period, which reports the detail for the M and the B payrolls
Edits	If the retirement reporting period (Key 2) and version have been finalized, the version cannot be changed.

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Retirement: Plan

Definition	Display only. A code identifying the retirement plan in which an employee is enrolled. Warning: When the screen is initially displayed, if the employee is not enrolled in a DRS retirement plan, a message to that effect is displayed in the message window at the bottom of the screen.
Length	2 characters
Values	Maintained by SBCTC-ITD. To obtain a complete listing of the Retirement Plan codes, run DataExpress procedure PS9041R (from the Group Inform and Account PLIB).

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Retirement: Gross (DRS Payroll Gross Pay)

Definition	Display only. The amount of gross pay recorded for the employee through Payroll Processing for the retirement reporting period and version.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Retirement: Deduction (DRS Payroll Amount Deducted)

Definition	Display only. The amount of retirement compensation deducted from the employee's pay for the retirement reporting period and version.
Length	7 digits, including 2 decimal places
Format	99999.99

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Retiree Type (RETIREE-TYP)

Definition	A code required by and updated to DRS that identifies one of three types of retiree. Displayed from PS0005 (Benefits Screen).
Length	2 characters
Values	97 TRS Plan1 retirees 98 All retirees who work in eligible positions 99 All retirees who work in ineligible positions

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Earning Period (Retirement Earning Period)

Definition	The month and year in which the employee worked the hours or days and earned the compensation being reported to DRS. When job group PG211M (DRS Contract Earnings Redistribution) is run, contracted employees will be reported as paid and their earnings will be redistributed to the actual earnings period at the end of the contract.
Length	4 digits
Format	MMYY

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PL (Retirement Plan)

Definition	A code identifying the retirement plan for the transaction being reported.
Length	2 characters
Values	Maintained by SBCTC-ITD. To obtain a complete listing of Retirement Plan codes, run DataExpress procedure PS9041R (from Group Inform and Account PLIB).
Edits	The retirement plan must exist on the DRS Plan Table (CR5190).

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S (Retirement Transaction Status)

Definition	A code indicating the status of retirement compensation, contributions, and service being reported.
Length	1 character
Values	<p>Maintained by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> A Regular compensation (PERS, WSTRS) B No compensation due to LWOP (PERS, WSTRS) F Sabbatical (WSTRS) G Part-time (WSTRS I) M Settlements, longevity pay, bonus payment, no hours are reported (PERS, WSTRS). It is preferable to use code A. N Vacation leave cash-out, separated employee not retiring (PERS I and WSTRS I) R Other cash payment to separated employee not retiring (severance pay, retraining pay, overtime pay) (PERS I and WSTRS I) - manual entry only S Separated. This is the last transmittal for a separated employee (PERS, WSTRS) - manual entry only T Vacation leave cash-out for retiring employee, accrued last 24 months, 240 hours or less (PERS I and WSTRS) U Should not be reported for higher education unless approved. Vacation leave cash-out for retiring employee, accrued last 24 months, over 240 hours (PERS I and WSTRS I). V Vacation leave cash-out for retiring employee, accrued prior to last 24 months (PERS I and WSTRS I) - manual entry only Y Cash payment to retiring employee other than regular compensation, overtime, leave payouts and cash-outs (PERS I and WSTRS I) - manual entry only
Edits	The status code must be valid for the plan entered in the Retirement: Plan field.

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Employee Job Number

Definition	<p>A code identifying the employee's job number for the transaction being reported.</p> <p>You must enter the job number for all contracts so that the redistribution of earnings can be processed at the end of the contract.</p>
Length	2 characters
Edits	<p>If employee type is F (faculty) or P (part-time faculty), you must enter the job number.</p> <p>The job number must exist in the Employee database as entered on the Job Status Screen (PS0002).</p>

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Retirement Earnings

Definition	The amount of compensation an employee earned during the earning period for the transaction being reported. When you type a minus sign (–) before the amount, it will be reported as a reduction to the employee's earnings amount.
Length	9 digits
Format	9999999.99

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Retirement Employee Reduction Amount

Definition	The employee's reduction amount that is due for the compensation entered in the Earnings field. When you type a minus sign (–) before the amount, it will be reported as a reduction to the employee's reduction amount.
Length	9 digits
Format	9999999.99

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Employer Contribution (EMPLR-CONTRIB)

Definition	The employer's contribution amount that is due for the compensation entered in the Earnings field. When you type a minus sign (–) before the amount, it will be reported as a reduction to the employee's reduction amount.
Length	9 digits
Format	9999999.99

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Hours/Days (Retirement Time)

Definition	The number of hours or days an employee has worked during the retirement earning period for the transaction being reported. Enter time in hours for all plans except WSTRS I, which is entered in days. When you type a minus sign (–) before the amount, it will be reported as a reduction to the hours and days of service for this employee.
Length	4 digits
Format	999.9

Edits	<p>If the Stat field is F, M, N, R, T, U, V, or Y, the Hours/Days field must not be entered.</p> <p>If the Stat field is not B or S, at least one of the following fields must be entered: Earnings, Employee Contrib, Hours/Days</p> <p>If the Stat field is B, the following fields must not be entered: Earnings, Employee Contrib, Hours/Days</p>
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Retirement Begin Date

Definition	The first date of service for an employee being reported to DRS for the first time at your college.
Length	6 digits
Format	MMDDYY

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Retirement End Date

Definition	The date of separation for an employee who will not be reported to DRS again. This transaction must have the DRS status code S (separated).
Length	6 digits
Edits	<p>If the Stat field is S (separated), the End Date field must be entered.</p> <p>If the Stat field is not S (separated), the End Date field must not be entered.</p> <p>If the Stat field is not B (no compensation due to LWOP), the Begin Date and End Date field must not be entered on the same transaction line.</p>

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Payroll Schedule

Definition	A code identifying the scheduled payroll against which a transaction should be posted. If the Payr Schd field is entered, deductions will be processed when job CR5110 (Create DRS Ded Adj) in PG500S is run.
Length	3 characters
Edits	<p>The Payroll Schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000).</p> <p>The Payroll Schedule month must be the same as the Rpt Per (Report Period) month.</p> <p>The Payroll Schedule must be for the employee's main pay cycle as displayed on the Payroll Information Screen (PS0014).</p>

