

Procedures for Annual Reporting of Sick Leave to Teachers' Retirement

Teachers' Retirement System (TRSL) requires an annual certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. The required certification is submitted by the Office of Technology Services (OTS), via data file, to TRSL each year by August 31st. Agencies may view [TRSL Procedures Index 6.7](#) and [Index 18.2](#) page 9 for more information on the certification and required data file.

Included on the file are employer ID, Social Security Number of the employee, and the fiscal year being reported. Outlined below are additional certification items appearing on the file along with information identifying where data is being extracted from in the LaGov HCM Payroll System.

<u>Contract Months</u>	LaGov HCM reads IT16 (12 month contract is assumed if no data is input to indicate 9 month, 10 month, etc.). If multiple contract types exist in the FY, the one with the most days is reported.
<u>Sick Days Used</u>	Number of sick hours taken divided by 8. Employees on 7 or 7 ½ hour per day work schedules will be calculated using scheduled work hours.
<u>Summer Days Worked</u>	LaGov HCM reads wage type 0143 from payroll results for 9 & 10 month employees. (Number entered on IT14 and IT15 is reported as days worked.)
<u>Summer Percent Effort</u>	The percent effort field contains 100% or 0%. If the employee <u>has summer days</u> worked the field will be populated with 100%, if <u>no summer days</u> are worked the field will be 0%.

Agencies may utilize the LaGov HCM ZP108 report, selecting the TRSL sick leave radio button, to review the information being reported.

Upon TRSL's receipt and review of the sick leave file, some errors may be found. Agencies must log onto TRSL on-line system and review the Sick Leave Error Report under the Reports heading. Any errors must be corrected via the TRSL on-line system. If necessary, LaGov HCM master data must be corrected also.