

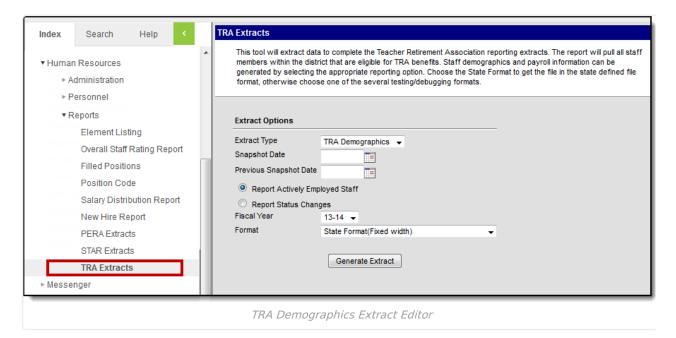
# TRA Demographics Extract (Human Resources) (Minnesota)

Last Modified on 03/11/2024 8:44 am CDT

Report Logic | Report Editor Options | Generating the Report | Report Layout

Tool Search: TRA Extracts

The TRA (Teacher Retirement Association) Demographics extract reports information for all staff members within the district eligible for TRA benefits. When demographic information is provided for a new teacher, the Teacher Retirement Association sends a TRA number and a report that lists all newly-assigned TRA numbers.



## **Report Logic**

- The most recent status found within the Snapshot date range entered on the extract editor for staff members with a TRA status in Retirement Organization reports.
- If Report Actively Employed Staff is marked on the extract editor, all staff members actively
  employed on the Snapshot date report.
- If **Report Status Changes** is marked on the extract editor, the following additional logic is applied:
  - If a Terminate Date, Leave Date or Hire Date occurs between the Snapshot date range entered on the extract editor, a record reports.

#### **Report Editor Options**

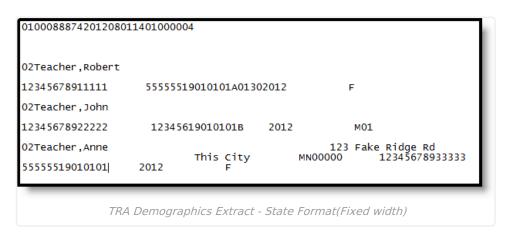
Field	Description
Extract Type	The type of extract being generated. TRA Demographics should be selected for this report.



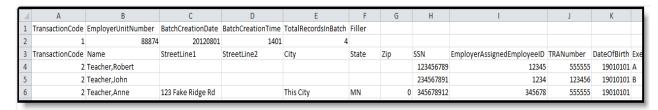
Field	Description
Snapshot Date	The beginning date on which the report information is extracted. Enter the date in <i>mmddyy</i> format or by clicking the calendar icon and selecting a date.
Previous Snapshot Date	The end date on which the report information is extracted. Enter the date in mmddyy format or by clicking the calendar icon and selecting a date.
Report Actively Employed Staff	If selected, actively employed staff members are included on the extract.
Report Status Changes	If selected, staff members with a status change occurring between the dates entered on the extract editor are included on the extract.
Fiscal Year	The fiscal year from which to report.
Format	The format in which the report will generate. Select State Format(Fixed width) when submitting the report to the state; otherwise select CSV or HTML to review data prior to submission.

## **Generating the Report**

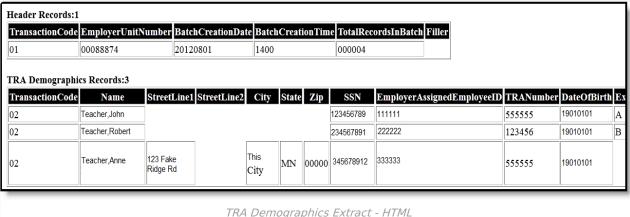
- 1. Select **TRA Demographics** as the Extract Type.
- 2. Enter a **Snapshot Date**.
- 3. Enter a Previous Snapshot Date.
- 4. Select Report Actively Employed Staff if desired.
- 5. Select Report Status Changes if desired.
- 6. Select the appropriate **Fiscal Year**.
- 7. Select the desired **Format**.
- 8. Click Generate Extract. The extract will appear in a new window in the selected format.







TRA Demographics Extract - CSV



TRA Demographics Extract - HTML

## **Report Layout**

Element	Description	Format, Type and Length	Campus Database	Campus Location
Transition Code	Indicates the information is a demographic header record. Reports as 01.	Numeric, 2 digits	Not Dynamically Stored	Not Dynamically Stored
Employer Unit Number	Identifies the employer unit number as assigned by the TRA.  The 3-digit county number plus the 5-digit district number reports.	Numeric, 8 digits	HrDistirctRetirementInfo. employerRetirementNumber	Human Resources > District Master > Processing Rules > Employer Retirement Number



Element	Description	Format, Type and Length	Campus Database	Campus Location
Batch Creation Date	Identifies the date on which the report was created.	Date Field, 8 characters  YYYYMMDD	Not Dynamically Stored	Not Dynamically Stored
Batch Creation Time	Identifies the time on which the report was created.	Time Field, 4 characters	Not Dynamically Stored	Not Dynamically Stored
Total Number of Records in Batch	Identifies the total number of records extracted.	Numeric, 6 digits	Not Dynamically Stored	Not Dynamically Stored
Filler	N/A	N/A	N/A	N/A
Transaction Code	Indicates the information is a demographic record. Reports as 02.	Numeric, 2 characters	Not Dynamically Stored	Not Dynamically Stored
Name	Identifies the last, first and middle name of the staff member.	Alphanumeric, 55 characters	HrDemographics.lastName HrDemographics.firstName HrDemographics.middleName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name, First Name, Middle Name
Street Line 1	Identifies the primary mailing street address.	Alphanumeric, 30 characters	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Address



Element	Description	Format, Type and Length	Campus Database	Campus Location
Street Line 2	Identifies the second line of the primary mailing address.	Alphanumeric, 30 characters.	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Address
City	Identifies the city in which the staff member resides.	Alphanumeric, 20 characters	HrHLAddress.city	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > City
State	Identifies the state in which the staff member resides.	Alphanumeric, 2 characters	HrHLAddress.state	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > State



Element	Description	Format, Type and Length	Campus Database	Campus Location
Zip	Identifies the Zip code in which the staff member resides.	Numeric, 9 digits	HrHLAddress.zip	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Household > Zip
SSN	Identifies the staff member's Social Security Number.	Numeric, 9 digits	HrDemographics.ssn	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
Employer- assigned Employee ID	Identifies the unique combination of numbers and letters assigned to the staff member by the employer.	Alphanumeric, 11 characters	HrDemographics.staffNumber	Human Resources > Personnel > Personnel Master > HR General Information > Personnel Number



Element	Description	Format, Type and Length	Campus Database	Campus Location
TRA Number	Identifies the number assigned to the staff member by the Teachers Retirement Association. If Retirement Organization = TRA and Account Number is blank or "NEW" then this field reports all zeros.	Numeric, 6 characters	HrRetirement.accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Account Number
Date of Birth	Identifies the date on which the staff member was born.	Date Field, 8 characters  YYYYMMDD	HrDemographics.birthdate	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date
Exempt Status	Indicates TRA deductions will not be taken from a member's salary because they are exempt. Options include the following: • A: Exempt Annuitant • B: Exempt Technical College • C: Exempt Independent Consultant or Contractor	Alphanumeric, 1 character	HrRetirement.exemptStatus	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information> Exempt Status
Filler	N/A	N/A	N/A	N/A
Filler	N/A	N/A	N/A	N/A



Element	Description	Format, Type and Length	Campus Database	Campus Location
Status Change	Identifies the code representing the staff member's employment status change. See Hire Status Codes, Exit Reason Codes and State Leave Codes for options and mapping.  If Report Status Changes checkbox is marked, the following reports:  If Termination Date is between the dates entered on the extract editor, Exit Reason reports.  If Leave Date is between the dates entered on the extract editor, State Leave Code reports.  If Hire Date is between the dates entered on the extract editor, Hire Status Reports	Numeric, 2 digits	HrEmployment.exitReason HrLeaveEvent.stateLeaveCode	Human Resources > Personnel > Personnel Master > HR General Information > Hire Status; Human Resources > Personnel Master > HR General Information > Exit Reason; Human Resources > Personnel > Personnel Master > HR General Information > Exit Reason; Human Resources > Personnel > Personnel Master > HR General Information > Leave Entry > State Leave Code



Element Date of Status	date on which the staff	Earmatud, 8 ट्रिक्टिक्टि Length	Gamples Patabase HrDemographics.termination Date	<b>Campus Lesouices</b> > Personnel >
Change	member's status changed.	YYYYMMDD	HrLeaveEvent.startDate	Personnel Master > HR General Information > Hire Date; Human Resources > Personnel Master > HR General Information > Termination Date; Human Resources > Personnel > Human Resources > Personnel > Leave Entry > Start Date
Gender	Identifies the staff member's gender.	Alphanumeric, 1 character	HrDemographics.gender	Human Resources > Personnel > Personnel Master > HR General Information > Gender
Eligibility Code	The code representing the reason the staff member is eligible for TRA benefits.	Numeric, 2 digits	HrRetirement.eligibilityCode	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Eligibility Code



Element	Description	Format, Type and Length	Campus Database	Campus Location
Filler	N/A	N/A	N/A	N/A

#### **Hire Status Codes**

Code	Description	Mapping
00	Not newly Hired	NULL
01	Newly Licensed Staff	01
02	Staff returning to profession after a break in service	03
03	Transferred from another public school system in Minnesota	03
04	Transferred from school in another state, country or a non-public school	03
05	Newly Licensed Staff (out-of-state or country graduate)	01

#### **Exit Reason Codes**

Code	Description	Mapping
30	Intra-District transfer from a licensed position to a non-licensed position	02
46	Staff Reduction	15
47	Personal Reasons	02
49	Retirement	02
50	Death	13
51	Educator in Another District	02
52	Educator in Another State of Outside U.S.	02
54	Other Educational Occupation	02
57	Not Offered Reemployment for Reasons Other Than Staff Reduction	02
60	Unknown / Other	02

#### **State Leave Codes**

Code	Description	Mapping
10	Family Leave	10
12	Workers Compensation	12



Code	Description	Mapping
14	Legislative Leave	14
16	Voluntary Leave	16
17	Union Leave	17
18	Part-time teacher program	18
21	Maternity / Paternity / Adoption	07
22	Illness	06
23	Personal Obligations / or Other	11
24	Travel	11
25	Professional Growth	11
26	Military Service	09
28	Extended Leave / Alternative Career Exploration / Sabbatical	05
29	Employed but has no assignment in your district	11