

# TRA Demographics Extract (Human Resources) (Minnesota)

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**Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

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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.

*TRA Demographics Extract Editor*

## 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
<b>Extract Type</b>	The type of extract being generated. TRA Demographics should be selected for this report.
<b>Snapshot Date</b>	The beginning date on which the report information is extracted. Enter the date in <i>mmdyy</i> format or by clicking the calendar icon and selecting a date.
<b>Previous Snapshot Date</b>	The end date on which the report information is extracted. Enter the date in <i>mmdyy</i> format or by clicking the calendar icon and selecting a date.
<b>Report Actively Employed Staff</b>	If selected, actively employed staff members are included on the extract.
<b>Report Status Changes</b>	If selected, staff members with a status change occurring between the dates entered on the extract editor are included on the extract.
<b>Fiscal Year</b>	The fiscal year from which to report.
<b>Format</b>	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.

```
0100088874201208011401000004

02Teacher ,Robert
12345678911111      55555519010101A01302012      F
02Teacher ,John
12345678922222      12345619010101B      2012      M01
02Teacher ,Anne
55555519010101|    2012      This City      MN00000      123 Fake Ridge Rd      12345678933333
F
```

*TRA Demographics Extract - State Format(Fixed width)*

	A	B	C	D	E	F	G	H	I	J	K
1	TransactionCode	EmployerUnitNumber	BatchCreationDate	BatchCreationTime	TotalRecordsInBatch	Filler					
2	1	88874	20120801	1401	4						
3	TransactionCode	Name	StreetLine1	StreetLine2	City	State	Zip	SSN	EmployerAssignedEmployeeID	TRANumber	DateOfBirth
4	2	Teacher,Robert						123456789	12345	555555	19010101
5	2	Teacher,John						234567891	1234	123456	19010101
6	2	Teacher,Anne	123 Fake Ridge Rd		This City	MN	0	345678912	345678	555555	19010101

TRA Demographics Extract - CSV

Header Records:1											
TransactionCode	EmployerUnitNumber	BatchCreationDate	BatchCreationTime	TotalRecordsInBatch	Filler						
01	00088874	20120801	1400	000004							
TRA Demographics Records:3											
TransactionCode	Name	StreetLine1	StreetLine2	City	State	Zip	SSN	EmployerAssignedEmployeeID	TRANumber	DateOfBirth	Ex
02	Teacher,John						123456789	111111	555555	19010101	A
02	Teacher,Robert						234567891	222222	123456	19010101	B
02	Teacher,Anne	123 Fake Ridge Rd		This City	MN	00000	345678912	333333	555555	19010101	

TRA Demographics Extract - HTML

## Report Layout

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Transition Code</b>	Indicates the information is a demographic header record. Reports as 01.	Numeric, 2 digits	Not Dynamically Stored	Not Dynamically Stored
<b>Employer Unit Number</b>	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
<b>Batch Creation Date</b>	Identifies the date on which the report was created.	Date Field, 8 characters YYYYMMDD	Not Dynamically Stored	Not Dynamically Stored
<b>Batch Creation Time</b>	Identifies the time on which the report was created.	Time Field, 4 characters HHMM	Not Dynamically Stored	Not Dynamically Stored
<b>Total Number of Records in Batch</b>	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
<b>Transaction Code</b>	Indicates the information is a demographic record. Reports as 02.	Numeric, 2 characters	Not Dynamically Stored	Not Dynamically Stored
<b>Name</b>	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
<b>Street Line 1</b>	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
<b>Street Line 2</b>	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
<b>City</b>	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
<b>State</b>	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
<b>Zip</b>	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

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>SSN</b>	Identifies the staff member's Social Security Number.	Numeric, 9 digits	HrDemographics.ssn	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>Employer-assigned Employee ID</b>	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
<b>TRA Number</b>	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
<b>Date of Birth</b>	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

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Exempt Status</b>	Indicates TRA deductions will not be taken from a member's salary because they are exempt. Options include the following: <ul style="list-style-type: none"> <li>• <b>A:</b> Exempt Annuitant</li> <li>• <b>B:</b> Exempt Technical College</li> <li>• <b>C:</b> Exempt Independent Consultant or Contractor</li> </ul>	Alphanumeric, 1 character	HrRetirement.exemptStatus	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > Exempt Status
<b>Filler</b>	N/A	N/A	N/A	N/A
<b>Filler</b>	N/A	N/A	N/A	N/A

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Status Change</b>	<p>Identifies the code representing the staff member's employment status change. See <a href="#">Hire Status Codes</a>, <a href="#">Exit Reason Codes</a> and <a href="#">State Leave Codes</a> for options and mapping.</p> <p>If Report Status Changes checkbox is marked, the following reports:</p> <ul style="list-style-type: none"> <li>• If Termination Date is between the dates entered on the extract editor, Exit Reason reports.</li> <li>• If Leave Date is between the dates entered on the extract editor, State Leave Code reports.</li> <li>• If Hire Date is between the dates entered on the extract editor, Hire Status Reports</li> </ul>	Numeric, 2 digits	HrEmployment.hireStatus HrEmployment.exitReason HrLeaveEvent.stateLeaveCode	Human Resources > Personnel > Personnel Master > HR General Information > Hire Status; 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 Change	Description	Format Type and Length	Campus Database	Campus Location
	Identifies the date on which the staff member's status changed.	Date field, 8 characters YYYYMMDD	HrDemographics.HireDate HrDemographics.terminationDate HrLeaveEvent.startDate	Human Resources > Personnel > Personnel Master > HR General Information > Hire Date; Human Resources > Personnel > Personnel Master > HR General Information > Termination Date; Human Resources > Personnel > Personnel Master > HR General Information > Leave Entry > Start Date
<b>Gender</b>	Identifies the staff member's gender.	Alphanumeric, 1 character	HrDemographics.gender	Human Resources > Personnel > Personnel Master > HR General Information > Gender

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Eligibility Code</b>	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
Filler	N/A	N/A	N/A	N/A

## Hire Status Codes

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

## Exit Reason Codes

Code	Description	Mapping
<b>30</b>	Intra-District transfer from a licensed position to a non-licensed position	02
<b>46</b>	Staff Reduction	15
<b>47</b>	Personal Reasons	02
<b>49</b>	Retirement	02
<b>50</b>	Death	13
<b>51</b>	Educator in Another District	02
<b>52</b>	Educator in Another State or Outside U.S.	02
<b>54</b>	Other Educational Occupation	02

Code	Description	Mapping
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
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