



## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

### PAYROLL MEMORANDUM 2018.16

#### *Changing Lives, Creating Futures*

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**TO:** All Human Resources and Accounts Payable departments of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

**FROM:** Sharon Dunham  
LCTCS Payroll, Senior Payroll Manager

**DATE:** June 14, 2018

**RE:** **Teachers' Retirement Annual Reporting of Sick Leave**

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. The required certification for fiscal year 2017-2018 will be submitted by Centralized Payroll to TRSL on July 20, 2018.

Colleges may view TRSL Procedures Index 6.7 and Index 18.2 page 12 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 extracted from in the Banner Payroll System.

- **Contract Months** - Banner HRMS employment types are reported by Banner ECLS 12 month, 9 month, and 10 month.
- **Sick Days** - Used Number of sick hours taken divided by 8.
- **Summer Days Worked**
- **Summer Percent Effort** - The percent effort field contains 100% or 0%. If the employee has summer days worked the field will be populated with 100%; if no summer days are worked the field will be 0%.