Teachers Retirement Association

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MnSCU Part-Time Teacher Program (PTTP) Worksheet for Fiscal Year

☐ New ☐ Revised: Date

Participant Name:	State Employee ID:	SSN	TRA #

	Payroll Item	*Base Year Earned Salary for Fiscal Year Prior to Participation	Column A Current Year Full-Time Equivalent (FTE) Salary	Column B Projected Earned Salary
1	Salary Schedule, Lane/Step			
2	Contract Salary	$	$	$
3	Overload	$	$	$
4	Summer Session: From To	$	$	$
5	Other:	$	$	$
6	Other:	$	$	$
7	Total Salary	**$**	**$** **(7A)**	**$** **(7B)**
8	Unearned Salary: 7A minus 7B = $	multiplied by 5.5 percent = $		
9	First Pay Period End Date *(must be at least 2 weeks after submission date)*: Last Pay Period End Date *(must be no later than end of May):*	# of Pay Periods:		
10	**Amount of Employee and Employer Buyback per pay period: $**			

*Base year is used to determine eligible salary during the years a member participates in the PTTP.

University Employees Only: Enter any retirement salary increment payment amount: $
(This amount must be EXCLUDED from amounts listed in the above worksheet.)

Notify TRA IMMEDIATELY if there are any changes in salary (e.g., additional earnings or retroactive payments).

Organization Name:		TRA Org ID: 101-
Prepared By *(please print)*	Title	Phone Number
Signature		Date