



Create ED submission file

Table of Contents

Create ED submission file	i
Create ED submission file	1

Create ED submission file

[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Create Files](#)

Create the ED Submission file and upload it to TRS TEAM. Be sure to wait until the upload is successfully completed.

In the **TRS Month** field, select 8 (August).

In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2020).

Select **Create ED File**.

Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) are created for each selected file type.