



Create RP submission file

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After the ED submission file is in a Completed status, create the RP submission file and upload it to TRS.

The screenshot shows the 'Create Files' interface. At the top, there is a 'Save' button. Below it, 'TRS Month' is set to 8 and 'TRS Year' is a dropdown menu. The interface has several tabs: 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT', 'MAINTENANCE', 'CREATE FILES', 'INTERFACE', and 'PURGE'. The 'CREATE FILES' tab is selected. There are two main sections: 'Create ED File' (unchecked) and 'Create RP File' (checked). Each section has 'Select ED type(s), or blank for ALL:' and 'Select Employee(s), or blank for ALL:' fields. An 'Execute' button is on the right, with a large black arrow pointing down to it.

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

In the **TRS Year** field, select the applicable TRS reporting year.

Select **Create RP 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) for the RE Portal are created for each selected file type.

Cancel



First ◀ ▶ Last

Date Run: 05-19-2018 2:55 PM		Signature Data Regular Payroll (RP)		Program: HRS7800	
Cnty Dist: 057-950		ISD			
Report Month: August		Year: 2018			
		<u>Current Month</u>		<u>Prior Month Adjustment</u>	
Nbr of Detail Records		273		0	
Total Pay		1,312,061.34		0.00	
Total Gross Compensation					
TRS Gross		1,309,326.56		0.00	
Total Eligible Compensation					
Performance Pay Gross		0.00		0.00	
Total Performance Pay					
TRS Salary Reduction		108,019.46		0.00	
Total Member Contributions					
TRS Insurance		8,510.65		0.00	
Total Member TRS-Care Contributions					
Emplr TRS Care Contribution		9,819.96		0.00	
Total RE TRS-Care Contributions					
Service Credit Purchase Deduction		0.00		0.00	
Total Service Credit Purchase Deductions					
TRS Federal Gross		59,082.29		0.00	
Total Eligible Compensation Paid from Federal Funds/Private Grants					
TRS Federal Grant		4,874.31		0.00	
Total Federal Fund/Private Grant Contribution					
TRS Federal Care		738.55		0.00	
Total Federal TRS-Care Contributions					
New TRS Member Pension Contrib		0.00		0.00	
Total RE Payment for New Member Contribution					
Emplr TRS Non-OASDI Contrib		18,026.89		0.00	
Total RE Payment for Non-OASDI Member Contribution					
Adjusted State Minimum		698,065.47		0.00	
Total Adjusted State Minimum Compensation					
State Minimum Contribution		28,838.45		0.00	
Total Statutory Minimum Contributions					