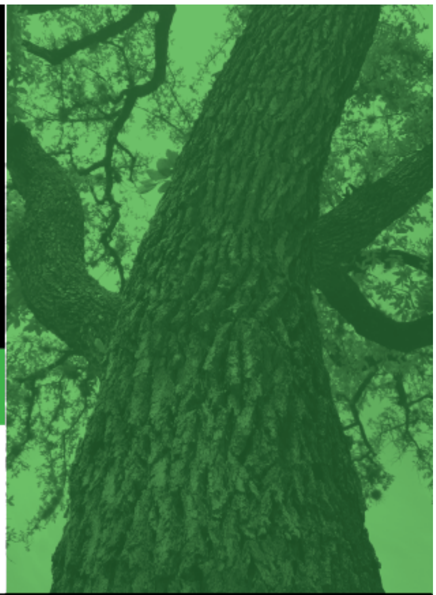
ASCENDER GUIDES



Create RP submission file

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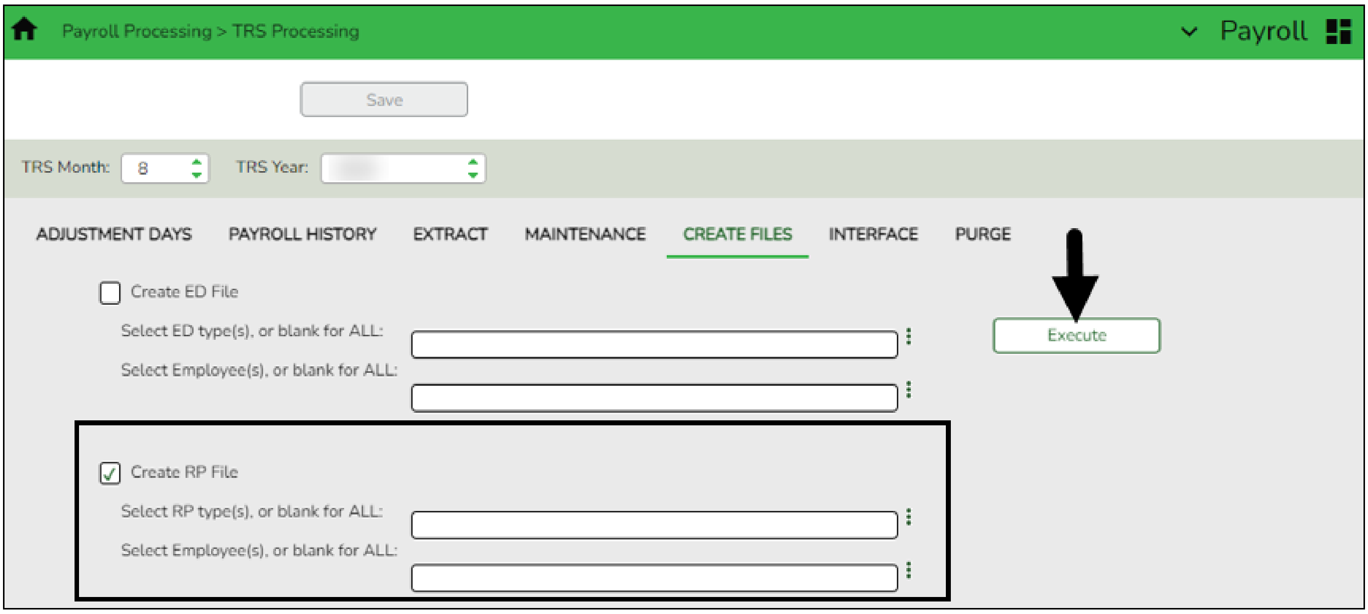
Create RP submission file

Payroll > Payroll Processing > TRS Processing > Create Files

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



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

❑ In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2021).

❑ 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) are created for each selected file type.