



## Create RP submission file



# Table of Contents

<b>Create RP submission file</b> .....	<b>i</b>
<b>Create RP submission file</b> .....	<b>1</b>



# 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.

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 set to 2026. The 'CREATE FILES' tab is selected. Under this tab, there are two sections: 'Create ED File' (unchecked) and 'Create RP File' (checked). Each section has two input fields: 'Select ED type(s), or blank for ALL:' and 'Select Employee(s), or blank for ALL:'. To the right of these fields is an 'Execute' button with a downward arrow pointing 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.