



Enter ED90 records/create submission file

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[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED90 \(Term\)](#)

After all reports are completed, enter the ED90 Termination records for August.

Utilities > TRS Maintenance > Employee Data (ED) Payroll

Save

TRS Month: 08 TRS Year: 2024 Retrieve Directory

ED20 (DEMO) ED25 (DEMO ADI) ED40 (CONTR & POS) ED45 (CONTR & POS ADI) **ED90 (TERM)**

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	Termination Date	Termination Reason Code	Final Payroll Transaction Report Period	Ann
		000007	319-24-7608	09-01-1954	F - Female	ADAMS	ALESHA	M		05-24-2024	E - End of Employment	08 - 2024	

First 1 / 1 Last Add

Emp Nbr: 000007 Staff ID/SSN: 319-24-7608 Name: ADAMS, ALESHA M DOB: 09-01-1954 Gender: F - Female

Termination Date: 05-24-2024 Reason: E - End of Employment

Final Pay Month: 08 Year: 2024 Annualized Eligible TRS Compensation: 0.00

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

Create the ED90 submission file and upload it to TRS.

Payroll Processing > TRS Processing Payroll

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE **CREATE FILES** INTERFACE PURGE

☒ Create ED File

Select ED type(s), or blank for ALL: ED90

Select Employee(s), or blank for ALL:

☐ Create RP File

Select RP type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

☐ Create ER File

Select ER type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

Execute

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

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

☐ Under **Create ED File**, in the **Select ED type(s), or blank for ALL** field, click to open the

Employee Demographic (ED) pop-up window.

- Select **ED90 Termination**.
- Click **Select** to close the pop-up window and populate the field with the selection.

☐ 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.