# Enter ED90 records/create submission file
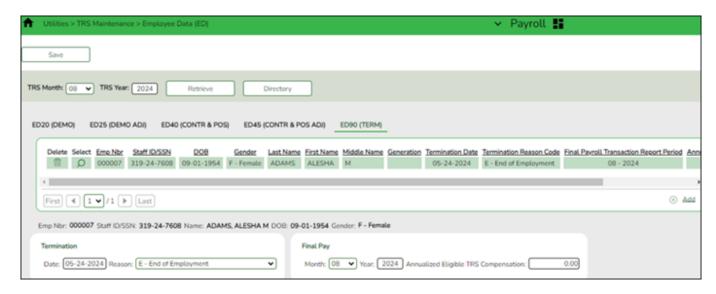
# Table of Contents
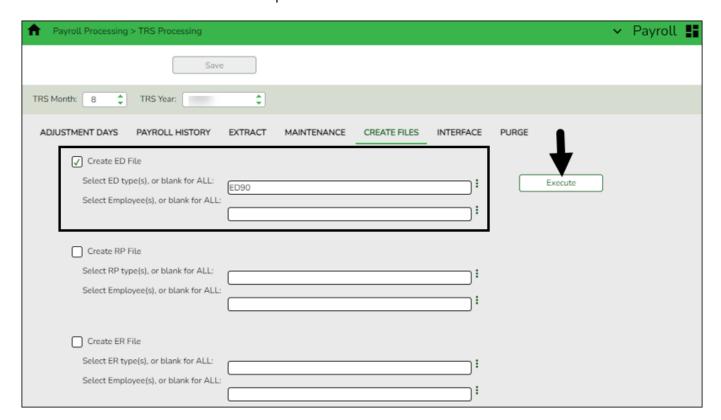
# Enter ED90 records/create submission file

Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED90 (Term)

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



Payroll > Payroll Processing > TRS Processing > Create Files

Create the ED90 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.

❑ 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.