



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.

The screenshot shows the 'ED90 (TERM)' form within the 'Payroll' system. The breadcrumb trail at the top is 'Utilities > TRS Maintenance > Employee Data (ED)'. The form has a green header bar with a home icon, the breadcrumb trail, and a 'Payroll' label with a window icon. Below the header is a 'Save' button. The main area contains a 'TRS Month' dropdown set to '08' and a 'TRS Year' input field. There are 'Retrieve' and 'Directory' buttons. Below these are tabs for 'ED20 (DEMO)', 'ED25 (DEMO ADI)', 'ED40 (CONTR & POS)', 'ED45 (CONTR & POS ADI)', and 'ED90 (TERM)'. The 'ED90 (TERM)' tab is active, showing a table with columns: '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', and 'Annualized Eligible TRS'. The table is currently empty. Below the table is a pagination bar with 'First', navigation arrows, '0 / 0', and 'Last' buttons, along with an 'Add' button. At the bottom, there are input fields for 'Emp Nbr', 'Staff ID/SSN', 'Name', 'DOB', and 'Gender'. Below these are two sections: 'Termination' with 'Date' and 'Reason' fields, and 'Final Pay' with 'Month', 'Year', and 'Annualized Eligible TRS Compensation' (set to 0.00) fields.

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

Create the ED90 submission file and upload it to TRS.

Payroll Processing > TRS Processing

Save

Year: C Frequency: 6

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) are created for each selected file type.